

PCGenesis

Handling Payroll Issues & Other Advanced Features

GASBO
Augusta, GA
November 7, 2012



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

1

PCGenesis

Introduction

Alan Rees

PCGenesis Lead Analyst/Developer

Diane Ochala

PCGenesis Senior Analyst/Developer



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

2

PowerPoints Available on Documentation Website

- Application Development
- Data Collections
- Infrastructure
- Instructional Technology
- Georgia Virtual Learning
- PCGenesis**

Release Information

Calendar Year 2012 Release Information

- Release 12.03.00 - Miscellaneous Updates/Installation Instructions
- Release 12.02.00 - Fiscal Year 2012 (FY12) Year-End Updates and Installation Instructions
- Release 12.01.00 - Enhanced Substitute Pay and Leave System / Miscellaneous Updates / Installation Instructions

Calendar Year 2011 Release Information

- Release 11.04.01 - FICA and Federal Withholding Table Updates / Miscellaneous Updates / Installation Instructions
- Release 11.04.00 - Calendar Year 2011 (CY11) Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions
- Release 11.03.01 - Calendar Year 2012 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions
- Release 11.03.00 - Miscellaneous Updates/Installation Instructions
- Release 11.02.00 - Miscellaneous Updates/Installation Instructions
- Release 11.01.00 - Miscellaneous Updates/Installation Instructions

Calendar Year 2011 PowerPoints

- PCGenesis GASBO Presentation, November 2011

3

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.

Agenda

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

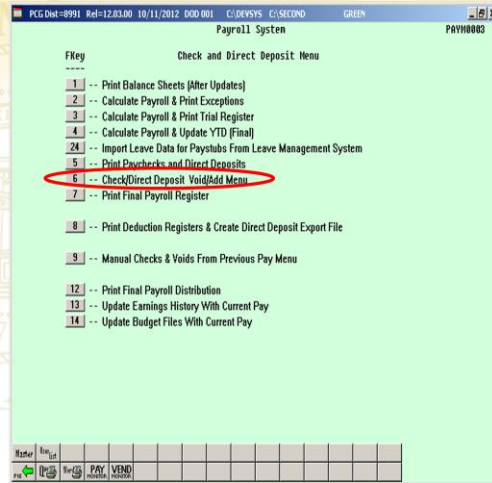
11/8/2012

4

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.

Problems in Current Payroll Void/Add Menu

- An error is discovered that requires a check to be **voided**.
- An error is discovered that requires a check to be **voided and reissued**.
- Check/Direct Deposit Void/Add Menu (F6)



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

5

The **Check/Direct Deposit Void/Add Menu** (F6) is used to correct check errors for the 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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

6

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 NOT been run. Once F13 and F14 have been executed, corrections can't be made unless files are restored.

Problems in Current Payroll Void/Add Menu

The screenshot shows the 'PAYROLL SEQUENCE MONITOR' screen with the following options and their status:

- Setup payroll for new pay period: Y
- Run exceptions register with no exceptions: Y
- Post substitute pay and employee leave: Y
- Calculate payroll and update YTD figures: Y
- Print paychecks and Direct Deposits: Y
- (This cycle can be repeated more than once)
 - Void/Add Run Completed: Y
 - Final Register: Y
 - Deduction Registers: Y
 - Final Distribution: Y
- Update earnings history with current pay: N
- Update budget files with current pay: N

Additional options shown include Manual/Void Checks Run Only: N, Regular Gross Types: Y, Special Gross Types: Y, Deduct Pension: Y, Old PSERS: Y, Old ERS: N, New PSERS: Y, and TRS: Y, New ERS: N.

At the bottom, a table shows 'PAYROLLS SELECTED DURING SETUP' with columns for PAY SCH, NO. PAYS TAX CALC, DESCRIPTION, PERIOD, CHECK DATE, and GHI. The entry is: 12, 12, MONTHLY, 9, 09/28/12, Y.

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 20 21 22 23

F11=Go to screen 2, F16=exit. 12.03.00

Callouts:

- Left: "But, earnings history and budget files have NOT been updated" (points to the 'Update earnings history...' and 'Update budget files...' options).
- Right: "These steps can be repeated as often as necessary" (points to the 'Void/Add Run Completed', 'Final Register', 'Deduction Registers', and 'Final Distribution' options).

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 NOT been run.

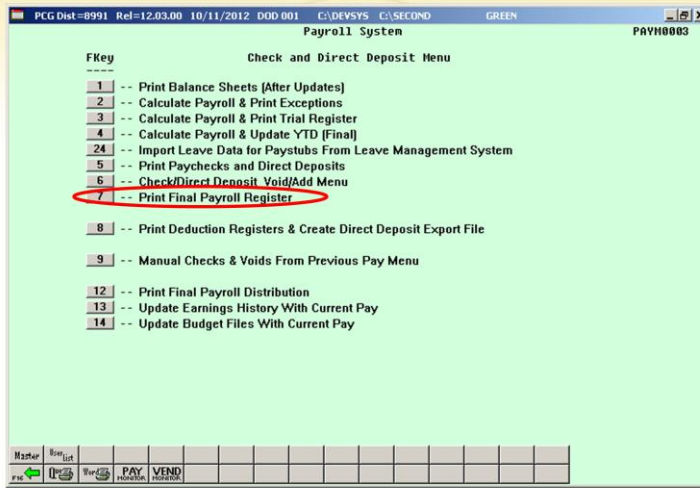


Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

7

Problems in Current Payroll



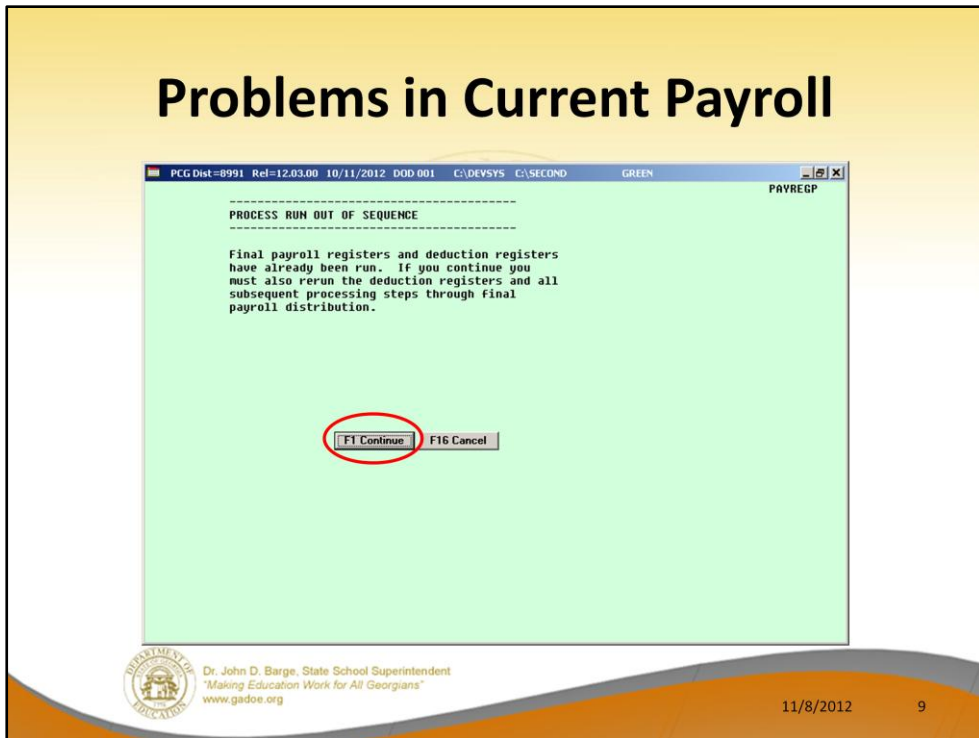
Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

8

For example, we can run the Final Register a second or third time.

Problems in Current Payroll



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.

Problems in Current Payroll

```

PCGDist=8991 Rel=12.03.00 10/11/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN
PAYROLL SEQUENCE MONITOR Screen 1 of 2 PAVSTUPD

Setup payroll for new pay period Y
Run exceptions register with no exceptions Y
Post substitute pay and employee leave Y
Calculate payroll and update YTD figures Y
Print paychecks and Direct Deposits Y

(This cycle can be repeated more than once) / Void/Add Run Completed Y
                                           \ Final Register Y
                                           \ Deduction Registers N
                                           \ Final Distribution N

Update earnings history with current pay N
Update budget files with current pay N

Manual/VOID Checks Run Only: N Deduct Pension:
Regular Gross Types : Y Old PSERS: Y Old ERS: N New PSERS: Y
Special Gross Types : Y TRS: Y New ERS: N

----- PAYROLLS SELECTED DURING SETUP: -----
PAY NO. PAYS
SCH TAX CALC DESCRIPTION PERIOD CHECK DATE GHI
12 12 MONTHLY 9 09/28/12 Y

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 20 21 22 23

F11=Go to screen 2, F16=exit. 12.03.00
    
```

Now, deduction registers and final distribution can be rerun



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

11/8/2012

10

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.

Problems in Current Payroll Void/Add Menu

PCGDist=0991 Rel=12.03.00 10/11/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN

Status Active Update/Display Gross Data PAV07

EmpNo 88669 DAALING, BEAKIS Class 10 CLERICAL

SSN 999-08-8669 Loc 102 Location 000102 Job cd 110 CLERICAL

Cert level 80 State yrs 0 Pay step E Local yrs 5 Salary sched

Work sched ID Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay ind

Ann work days 0 Days worked VTD 0.00 This per 0.00 Days docked VTD 0.00 This per 0.00

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	GHI %	Pay	Pay For
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross		Dist	Reas
01. S	0011				1472.00			1.0000	
02. S	0304				125.00				
03. B	0301				31.94-				
04.									
05.									
06.									

Vr	Fnd	F	Prgn	Funct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens	Ant	Contract	Sub
ACCT 01	13	100	9990	2400	14200	102	1		1472.00		88.32	1472.00		
ACCT 02	13	100	9990	2400	14200	102	1		125.00		7.50	125.00		
ACCT 03	13	100	9990	2400	14200	102	1					31.94-		
ACCT 04	00													
ACCT 05	00													
ACCT 06	00								1597.00	95.82		1565.06		

TRS & ERS Pens Gross adj Total gross 15

Ant/% Contract ant 19164.00 Cycle gross 1597.00 Cycle 1

Pay sch. # 12 State salary Local salary 17664.00 Other 1

Pens code 2 TRS Pens elig date 9/04/2007 Ant/% .0000 Contno 10

Pens switch Y TRS service ind 1 PV contno 10

VTD update has run - no updates are allowed at this time.

Per Ded Brs W/H Lv Ytd Help Adj FICA Gar

Need to add extra pay, but can't modify any fields on the screen



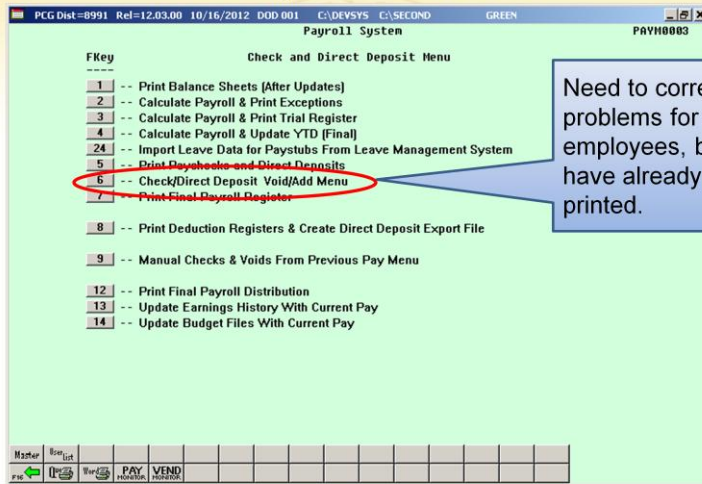
Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

11

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



Need to correct problems for specific employees, but checks have already been printed.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

12

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

Problems in Current Payroll Void/Add Menu

PCG Dist=0991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN
Payroll System PAVU01DP

Check/Direct Deposit Void/Add Procedure

FKey

- 1 -- Step 1. Void/Add Request Procedure
- 2 -- Step 2. Return to Update Menu for Adjustments as Needed
- 3 -- Step 3. Trial Register for Additional Checks/Direct Deposits
- 4 -- Step 4. Calculate Pay and Update YTD
- 5 -- Step 5. Print Additional Checks/Direct Deposits
- 12 -- Void/Add Procedure Monitor
- 15 -- Void/Add Check to Direct Deposit Bank

Note: Steps 1 - 3 can be repeated as often as necessary.
Records will be accumulated until step 4 is processed.

7.04.00


Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012 13

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



The screenshot shows a terminal window titled "PAYVOID" with the following text:

```
PCGDist=8991 Rel=12.03.00 10/16/2012 DDD001 C:\DEVSYS C:\SECOND GREEN
```

Payroll Check / Direct Deposit Voiding / Adding

Enter Employee Number:

Employee:

Check/DD #:

Amount:

Enter - Continue, F16 - ReEnter/Exit 12.02.00



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

14

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

Problems in Current Payroll Void/Add Menu

PCG Dist=0991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEV5YS C:\SECOND GREEN

PAYVOID

Payroll Check / Direct Deposit Voiding / Adding

Enter Employee Number: 88669

Employee: DAHLING, BEAKIS

Check/DD #: 50283

Amount: 1,385.49

Will a replacement check / direct deposit be issued? YES (YES or NO)

Enter - Continue, F16 - ReEnter/Exit 12.03.01



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

15

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?"

Problems in Current Payroll Void/Add Menu

PCG Dist=9991 Rel=12.03.00 10/16/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN

Status Active Update/Display Gross Data PAV07

EmpNo 88669 DAALING, BEARIS Class 10 CLERICAL

SSN 999-08-8469 Loc 102 Location 000102 Job cd 110 CLERICAL

Cert level 80 State yrs 0 Pay step E Local yrs 5 Salary sched

Work sched ID Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay ind

Ann work days 0 Days worked VTD 0.00 This per 0.00 Days docked VTD 0.00 This per 0.00

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	GHI %	Pay	Pay For
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross		Dist	Reas
01. S	0011				1472.00			1.0000	
02. S	0304				125.00				
03. B	0301				31.94-				
04.									
05.									
06.									

1565.06 1.0000 Sub

ACCT	Vr	Fnd	F	Prgrn	Funct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens	Ant	Contract	Distrib
ACCT 01	13	100		9990	2400	14200	102	1						1472.00	
ACCT 02	13	100		9990	2400	14200	102	1						125.00	
ACCT 03	13	100		9990	2400	14200	102	1						31.94-	
ACCT 04	00														
ACCT 05	00														
ACCT 06	00														

1565.06

TR5 & ERS Pens Gross Adj Total gross 1565.06

Ant/% Contract ant 19164.00 Cycle gross 1597.00 Cycle 1

Pay sch. # 12 State salary Local salary 17664.00 Other

Pens code 2 TRS Pens elig date 9/04/2007 Ant/% .0600 Contno 10

Pens switch Y TRS service ind 1 PV contno 10



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

16

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.

Problems in Current Payroll Void/Add Menu

PCG Dist=8991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSY5 C:\SECOND GREEN

Status Active Update/Display Gross Data PAV07

EmpNo 88669 DAALING, BEAKIS Class 10 CLERICAL
 SSM 999-08-8669 Loc 102 Location 000102 Job cd 110 CLERICAL
 Cert level 80 State yrs Pay step E Local yrs 5 Salary sched
 Work sched ID Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay ind
 Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	GHI %	Pay P
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross	Dist	Reas Per
01.	S	0011			1472.00	1.0000		
02.	S	0304			125.00			
03.	B	0301			31.00			
04.	B	0002			550.25			
05.								
06.								

The missing pay can be added

Vr	Fnd	F	Prgrn	Fact	Objct	Fcty	B	Add'l	Pens	Gross	Pens	Ant	Contract	Distrib
ACCT 01	13	100	9990	2400	14200	102	1						1472.00	
ACCT 02	13	100	9990	2400	14200	102	1						125.00	
ACCT 03	13	100	9990	2400	14200	102	1						31.99	
ACCT 04	13	100	9990	2400	14200	102	1							
ACCT 05	00													
ACCT 06	00													

2115.31 1.0000 Sub

1565.06

TRS & ERS Pens Gross Adj

Contract ant 19164.00 Cycle gross 1597.00 Total gross 2115.31
 Ant/% State salary Local salary 17664.00 Cycle 1 Cal Vr
 Pay sch. # 12 State salary 17664.00 Other 1500.00
 Pens code 2 TRS Pens elig date 9/04/2007 Ant/% .0600 Contno 10
 Pens switch Y TRS service ind 1 PV contno 10

Validations passed. Save your changes.

12.03.00



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

11/8/2012

17

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.

Problems in Current Payroll Void/Add Menu

The screenshot shows a window titled 'Payroll System' with the user 'PRVU01DP'. The main menu is titled 'Check/Direct Deposit Void/Add Procedure' and lists the following options:

- 1 -- Step 1. Void/Add Request Procedure
- 2 -- Step 2. (Return to Update Menu for Adjustments as Necessary)
- 3 -- Step 3. Trial Register for Additional Checks/Direct Deposits
- 4 -- Step 4. Calculate Pay and Update YTD
- 5 -- Step 5. Print Additional Checks/Direct Deposits
- 12 -- Void/Add Procedure Monitor** (highlighted with a red circle)
- 15 -- Void/Add Check to Direct Deposit Bank

A note below the menu states: 'Note: Steps 1 - 3 can be repeated as often as necessary. Records will be accumulated until step 4 is processed.'

At the bottom of the window, there is a status bar with a balance of '7.04.00' and a keyboard layout with function keys: Master, F12, F11, F10, F9, F8, F7, F6, F5, F4, F3, F2, F1, and a numeric keypad.



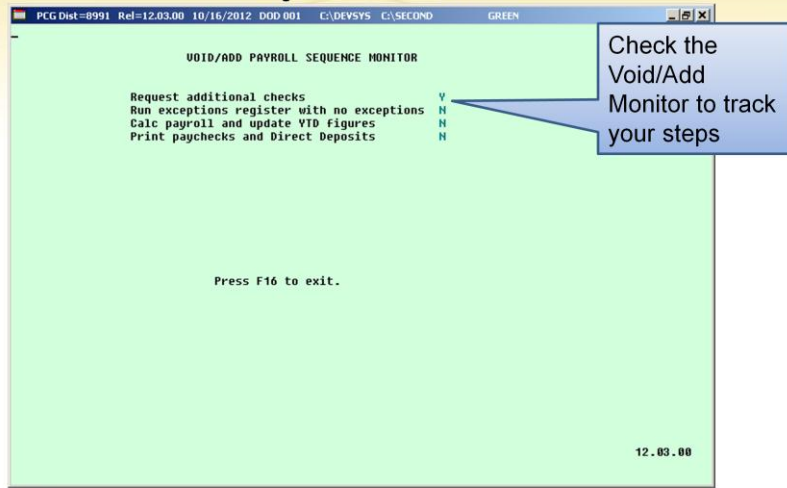
Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

18

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

19

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

```

PCG Dist=0991  Rel=12.03.00  10/16/2012  DOD 001  C:\DEV\SYS  C:\SECOND  GREEN  Screen 1 of 2
-----
PAYROLL SEQUENCE MONITOR
Setup payroll for new pay period          V
Run exceptions register with no exceptions V
Post substitute pay and employee leave    V
Calculate payroll and update VTD figures   V
Print paychecks and Direct Deposits       V

(This cycle can be repeated more than once)
/ Void/Add Run Completed N
\ Final Register         N
  Deduction Registers    N
  \ Final Distribution    N

Update earnings history with current pay   N
Update budget files with current pay       N

Manual/Void Checks Run Only: N
Regular Gross Types      : Y
Special Gross Types      : Y

Deduct Pension:
Old PSERS: Y Old ERS: N New PSERS: Y
TRS:      Y New ERS: N

-----
PAYROLLS SELECTED DURING SETUP:
PAY  NO. PAYS
SCH  TAX CALC  DESCRIPTION  PERIOD  CHECK DATE  GHI
12   12        MONTHLY      9       09/28/12   Y

Selected classes:  1  2  3  4  5  6  7  8  9  10 11 12 13 14 15 16 17 20 21 22 23

F11=Go to screen 2, F16=exit.
12.03.00
  
```

The Void/Add Run is NOT complete



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

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.

Problems in Current Payroll Void/Add Menu

PCG Dist=0991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN PRV001DP

Payroll System

FKey Check/Direct Deposit Void/Add Procedure

1 -- Step 1. Void/Add Request Procedure
~~2 -- Step 2. Return to Update Menu for Adjustments as Necessary~~
3 -- Step 3. Trial Register for Additional Checks/Direct Deposits
4 -- Step 4. Calculate Payroll Update YTD
5 -- Step 5. Print Additional Checks/Direct Deposits

12 -- Void/Add Procedure Monitor

15 -- Void/Add Check to Direct Deposit Bank

Note: Steps 1 - 3 can be repeated as often as necessary.
Records will be accumulated until step 4 is processed.

Master F3 F10 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100

7.04.00



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

21

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.

Problems in Current Payroll Void/Add Menu

Exceptions Report

REPORT DATE 10/16/2012	PAYEXCEP	CALC EXCEPTIONS REGISTER FOR PAY 09/28/12	PAGE 1
EXCEPTIONS REGISTER COMPLETED			
RECORDS INPUT		1	
FATAL ERRORS		0	
CAUTION ERRORS		0	



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

22

Step 3:

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

Problems in Current Payroll Void/Add Menu

REPORT DATE 10/16/2012 09:18 PAYTRIAL PAYROLL TRIAL REGISTER FOR PAY 09/28/12											PAGE 1	
LOCATION 0102 - Location 000102												
LOC	EMP #	CL NAME	REG HRS	OT HRS	GROSS	ANNUITY	FEDERAL	OASDI	HI	STATE	RETIRE	AEIC
0102	88669	10 DRALING, BE4KIS			2115.31		60.81	71.22	24.59	56.66	95.82	
NET PAY: 1385.49 DD												
		316.86 /08	102.86 /33	/13	1.00 /43							

REPORT DATE 10/16/2012 09:18 PAYTRIAL PAYROLL TRIAL REGISTER FOR PAY 09/28/12											PAGE 3	
PAYROLL GROSS					2,115.31							
FICA - OASDI					71.22	1,695.59						
FICA - HEALTH INSURANCE					24.59	1,695.59						
03	FED INCOME TAX				60.81							
04	VENDOR 000012				56.66							
08	GHI-NON-CERT				316.86	I						
33	VENDOR 002920				102.86	I						
43	VENDOR 004320				1.00							
TPS					95.82	1,597.00						
* PAYROLL CHECKS NET												
** DIRECT DEPOSIT NET					1,385.49							
TOTAL DEDUCTIONS					729.82							
# OF CHECKS TO BE WRITTEN			1	MALES:	FEMALES:		1					

Trial Register shows one check



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
www.gadoe.org

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

REPORT DATE: 10/16/2012 TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12 PAYTRIAL PAGE 1

EMP. #	EMPLOYEE NAME	SALARY GROSS	22000 ***** 22000 *****		PENSION		PENSION		21000 ***** 21000 *****		(OBJECT) PEN EMPL SHR/EMPL
			OASDI GROSS OASDI AMT	HI GROSS HI AMT	(OBJECT) TYPE	GROSS AMOUNT	C GHI AMT	N GHI AMT			
D44LNG, BE4KIS 8869		2,115.31	1,495.59 105.13	1,695.59 24.59	TRS	1,597.00 182.22				446.20	
Deductions: 16.69 /33 5.75 /13											
EMPLOYER SHARE GRAND TOTAL		2,115.31	1,495.59 105.13	1,695.59 24.59	(23000) TRS	1,597.00 182.22				446.20	

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.

REPORT DATE: 10/16/2012 TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12 PAYTRIAL PAGE 3

DED NO	DEDUCTION DESCRIPTION	TOTAL DED	EMPLR AMT	DEDUCT EMPLR INDICATOR
13	VENDOR 002920		5.75	Fixed amount
33	VENDOR 002920		16.69	Fixed amount



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

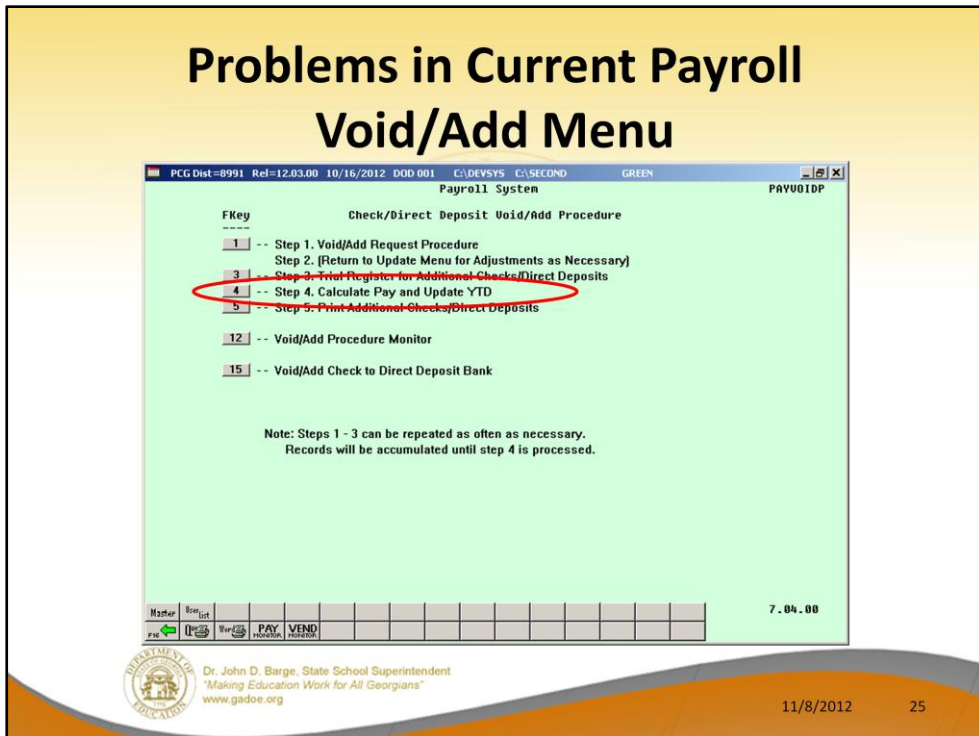
11/8/2012

24

Step 3:

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

Problems in Current Payroll Void/Add Menu



Step 4:

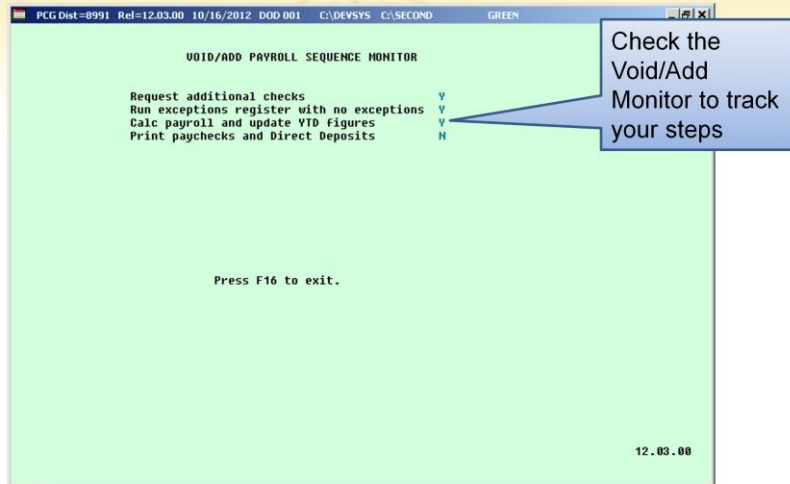
From the Add/Void Menu, we will run the **Calculate Pay and Update (F4)** for the reissued or voided checks. No reports are produced from this process.

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.

Problems in Current Payroll Void/Add Menu



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

26

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.

Problems in Current Payroll Void/Add Menu

PCG Dist=0991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN
Payroll System PAVU01DP

FKey Check/Direct Deposit Void/Add Procedure

1 -- Step 1. Void/Add Request Procedure
2 -- Step 2. (Return to Update Menu for Adjustments as Necessary)
3 -- Step 3. Trial Register for Additional Checks/Direct Deposits
4 -- Step 4. Calculate Payroll Update YTD
5 -- Step 5. Print Additional Checks/Direct Deposits
12 -- Void/Add Procedure Monitor
15 -- Void/Add Check to Direct Deposit Bank

Note: Steps 1 - 3 can be repeated as often as necessary.
Records will be accumulated until step 4 is processed.

Master F5
7.04.00



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

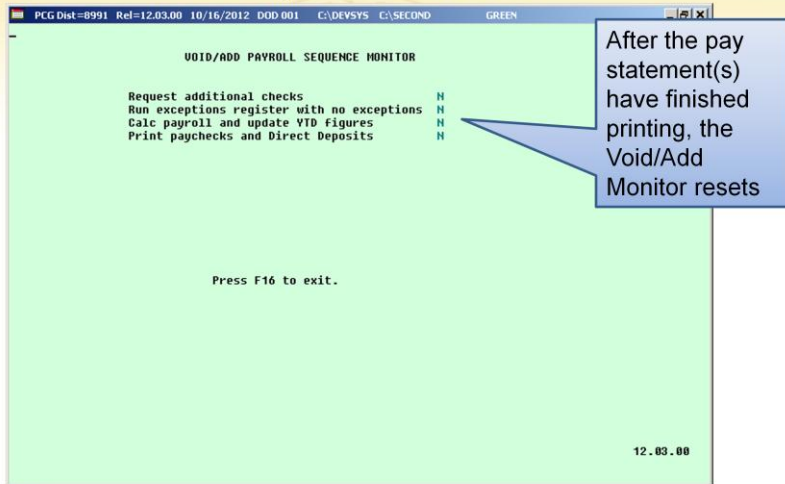
27

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.

Problems in Current Payroll Void/Add Menu



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

28

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'.

Problems in Current Payroll

Void/Add Menu

```

PCG Dist=0991  Rel=12.03.00  10/16/2012  DOD 001  C:\DEVSY5  C:\SECOND  GREEN
PAYROLL SEQUENCE MONITOR                               Screen 1

Setup payroll for new pay period                        V
Run exceptions register with no exceptions              V
Post substitute pay and employee leave                 V
Calculate payroll and update VTD figures                V
Print paychecks and Direct Deposits                   V
(Void/Add Run Completed)                               Y
(This cycle can be repeated more than once)           /
                                                         \
Final Register                                     N
Deduction Registers                                    N
Final Distribution                                     N

Update earnings history with current pay                N
Update budget files with current pay                   N

Manual/Void Checks Run Only: N                        Deduct Pension:
Regular Gross Types   : Y                               Old PSERS: Y  Old ERS: N  New PSERS: Y
Special Gross Types   : Y                               TRS:       Y  New ERS: N

-----
PAYROLLS SELECTED DURING SETUP:
-----
PAY  NO. PAYS  TAX CALC  DESCRIPTION  PERIOD  CHECK DATE  GHI
 12     12     MONTHLY          9      09/28/12   Y

Selected classes:  1  2  3  4  5  6  7  8  9 10 11 12 13 14 15 16 17 20 21 22 23

F11=Go to screen 2, F16=exit.                               12.03.00
    
```

The Void/Add Run is complete. Now, finish by running registers and final distribution, etc.



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

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.

Agenda

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

30

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

31

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

Manual/Void Check Run

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



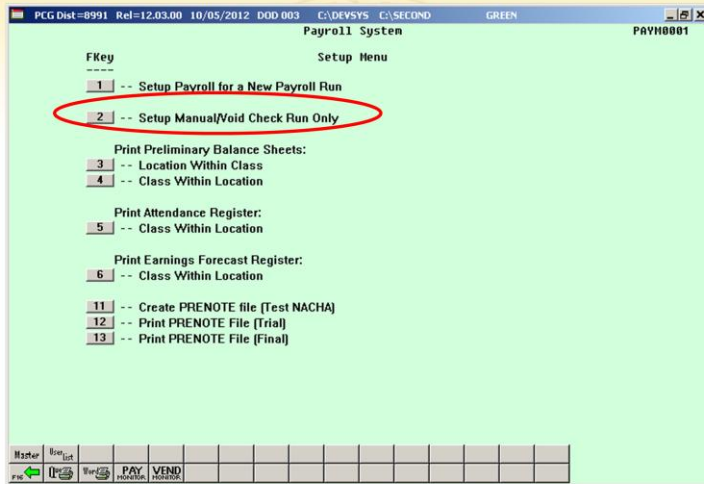
Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

32

In order to setup for a **Manual/Void Check Run Only** navigate to.....

Manual/Void Check Run



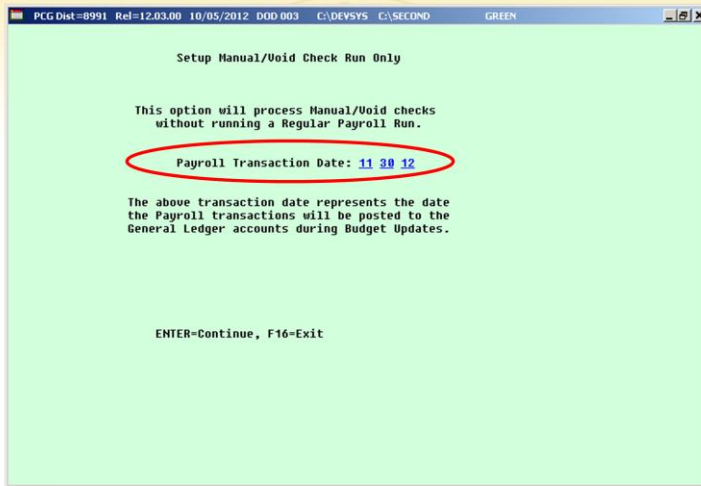
Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

33

Use **F2** – Setup Manual/Void Check Run Only.

Manual/Void Check Run



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

34

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)



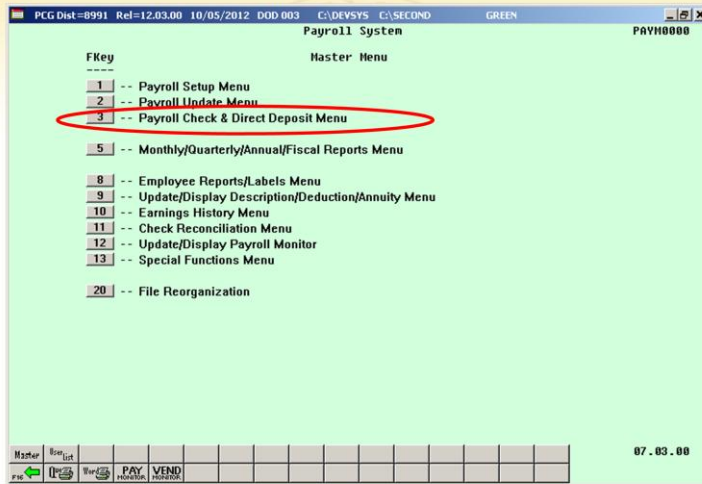
Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

35

When processing a Manual/Void within a payroll navigate to

Manual/Void Check Run



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

36

F3 – Payroll Check and Direct Deposit Menu

Manual/Void Check Run

The screenshot shows a window titled 'Payroll System' with a menu of options. Option 9, 'Manual Checks & Voids From Previous Pay Menu', is circled in red. A blue callout box points to this option with the text: 'Use only for checks that were issued or voided before this payroll'. The window also displays system information at the top (PCG Dist=8991, Rel=12.03.00, 10/05/2012, DOD 003, C:\DEVSY, C:\SECOND, GREEN, PAYH0003) and a status bar at the bottom with fields for Master, Ser, Loc, PAY, and VEND. The bottom of the slide features the Georgia Department of Education logo and the text: 'Dr. John D. Barge, State School Superintendent "Making Education Work for All Georgians" www.gadoe.org' and the date '11/8/2012' with the page number '37'.

F9 - Manual Checks & Voids From Previous Pay Menu

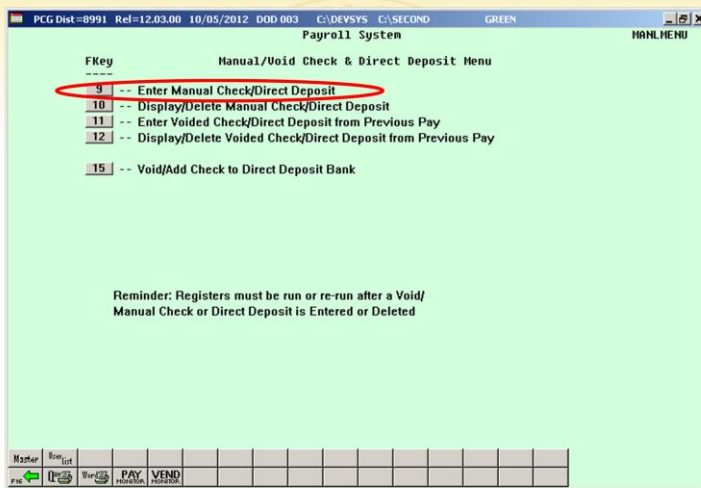
The **Manual Checks & Voids From Previous Pay Menu** is only accessed to enter changes that have occurred between the last payroll and this one. It is not used to make any corrections to the current payroll.

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.

Manual/Void Check Run

Enter a Manual Check



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

38

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

39

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

PCG Dist=0991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSY5 C:\SECOND GREEN

Manual Check For: Employee 89421 AUSTINE, MARLIN 999-08-9421 Loc 0302
 Chk Dt Bank BK08 Chk No. DD Bank 05 DD acct 11 1111 111237
 Reg Hr Out-Hr Reg Ant Out Ant
 GHI ind Y FICA Y TRS Serv 1 Pension type TRS

Proc Type	Pay Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End										
01																			
02																			
03																			
04																			
05																			
Totals																			
Yr	Fnd	F	Prgn	Funct	Objct	Fcty	B	Addt'l	GHI Dist	Contract									
ACCT 01	13	100	1021	1000	11000	302	1		1.0000	4537.71									
ACCT 02	13	100	1021	1000	11000	302	1			907.54									
ACCT 03	13	100	1021	1000	11000	302	1			41.67									
ACCT 04	13	100	2220	2210	19900	302	1			125.00									
ACCT 05	00																		
Totals																			
DASDI Gr	DASDI Amt				HI Gr		HI Amt												
Ded 03	N	Ded 04	N	Ded 01	N	Ded 30	N	Ded 33	Y	Ded 19	N	Ded 13	Y	Ded 17	N	Ded 09	N	Ded 24	N
Ded 25	N	Ded 43	N	Ded		Ded		Ded		Ded		Ded		Ded		Ded		Ded	

*** Gross Pay *** Deductions *** Net Pay *** NON TAX

12.02.00



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

11/8/2012

40

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

The screenshot shows a payroll software window titled 'Manual Check For:'. The employee information is 'Employee 89421 AUGUSTINE, HANH (11)'. The check details are: 'Chk Dt 10/02/12', 'Bank BK08', 'Chk No. 50000', 'DD Bank 05', 'DD acct 11 1111 111237'. A red circle highlights the 'DD Bank 05' and 'DD acct 11 1111 111237' fields. A dialog box with a yellow warning icon is displayed in the center, asking 'Check or Direct Deposit?'. The message reads: 'This manual payment will take the form of a direct deposit because the DD Bank and DD Acct are filled in. To continue as a direct deposit payment, select 'OK'. To change to check payment, select 'CANCEL' and delete DD Bank and DD Account.' The dialog has 'OK' and 'Cancel' buttons. Below the dialog, there are tables for 'Totals' and 'Deductions'. The 'Totals' table shows 'ACCT 01 13 100', 'ACCT 02 13 100', 'ACCT 03 13 100', 'ACCT 04 13 100', and 'ACCT 05 00'. The 'Deductions' table shows 'Ded 03 N Ded 04 N Ded 01 N Ded 30 N Ded 33 N Ded 19 N Ded 13 N Ded 17 N Ded 09 N Ded 24 N' and 'Ded 25 N Ded 43 N'. At the bottom, there are fields for '*** Gross Pay', '*** Deductions', '*** Net Pay', and '*** NON TAX'. The net pay amount is '12.02.00'.



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

11/8/2012

42

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.

Manual/Void Check Run

Enter a Manual Check

PCG Dist=9991 Rel=12.03.00 10/05/2012 DDD 003 C:\DEV\SYS C:\SECOND GREEN PAVMMML

Manual Check For: Employee 89A21 AUGUSTINE, MARLIN 000-08-0024 Loc 0302
 Chk Dt 10/30/2012 Bank BK08 Chk No. 50000 DD Bank DD acct
 Reg Hr Out-Hr Reg Ant Out Amt
 GHI ind N FICA N TRS Serv 1 Pension type TRS

Proc	Pay	Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01										10/30/2012
02										10/30/2012
03										10/30/2012
04										10/30/2012
05										10/30/2012

Totals

Vr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Adtd'l	GHI Dist	Contract
ACCT 01	13	100	1021	1000	11000	302	1			
ACCT 02	13	100	1071	1000	11000	302	1			
ACCT 03	13	100	1021	1000	11000	302	1	4		
ACCT 04	13	100	9990	2210	19900	302	1			
ACCT 05	00									

Totals

GRSDI Gr	GRSDI Amt	HI Gr	HI Amt
Ded 03	Ded 06 N 20.00	N Ded 30	N Ded 33 N Ded 19 N Ded 13 N Ded 17 N Ded 09 N Ded 24 N
Ded 25	N Ded 05 N Ded	Ded	Ded

*** Gross Pay *** Deductions 20.00 *** Net Pay 20.00 *** NON TAX

Validations passed. Save your changes

12.02.00



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

11/8/2012

43

F9 – Enter Manual Checks/Direct Deposit

Verify the Net Pay amount.

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

Manual/Void Check Run

Enter a Manual Check

PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN
Payroll System MANL.MENU

FKey Manual/Void Check & Direct Deposit Menu

- 9 -- Enter Manual Check/Direct Deposit
- 10 -- Display/Delete Manual Check/Direct Deposit
- 11 -- Enter Voided Check/Direct Deposit from Previous Pay
- 12 -- Display/Delete Voided Check/Direct Deposit from Previous Pay
- 15 -- Void/Add Check to Direct Deposit Bank

Reminder: Registers must be run or re-run after a Void/
Manual Check or Direct Deposit is Entered or Deleted

Master F10 F11 F12 F15
F10 F11 F12 F15



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

44

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)



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

45

We will delete the manual check.

Manual/Void Check Run

Delete a Manual Check

PCG Dist=9991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEV\SYS C:\SECOND GREEN

Manual Check For: Employee 89421 AUSTINE, MARLIN 999-08-9421 Loc 0302
 HANLUD
 Chk Date 10/30/2012 Bank BK08 Chk No. 50000 DD Bank DD acct
 Reg Hr Out-Hr Reg Ant Out Ant

GHI ind	N	FICA N	TRS Serv	1	Proc Type	Pay Type	Tot Gross	FICA Gr	FICA Ant	Pens Gr	Pens Ant	Pay Reas	Pay For Period End
01													
02													
03													
04													
05													

*** Totals
 Vr Fnd F Prgn Fnct Objct Fcty B Addt'l GHI Dist Contract

ACCT	01	02	03	04	05	Totals
OASDI Gr						
Ded	Ded	04	N	Ded	Ded	Ded
				20.00-		
Ded	Ded	Ded	Ded	Ded	Ded	Ded

*** Gross Pay *** Deductions 20.00- *** Net Pay 20.00 ***

12.02.00

F18=Delete Rec



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

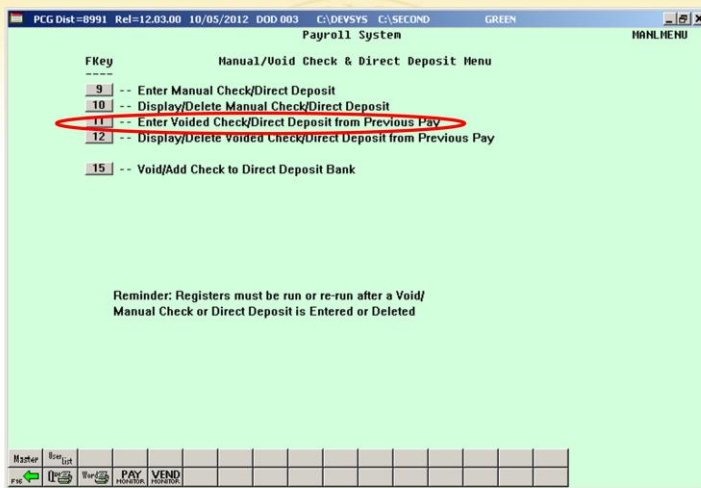
11/8/2012

46

Use F18 to delete the manual check.

Manual/Void Check Run

Void a Check



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

47

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

PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEV\SYS C:\SECOND GREEN

VOID Check or Direct Deposit From Previous Pay

Void Check/Dir Dep For: Employee 89647 BR2LEY, TI2AHV Loc 0102

Transaction Date: 1/30/2012 REIC IND ADU EIC PAYMT SSN 999-08-9647

Chk/Dir: **D** Chk Rate: Chk Bank: BK08 Chk or DD (C or D): SSN: 0

Emp Hr: **01** PCT-Hr: **01**

PCG Select Check Code

Employee number: 89647
Name: BR2LEY, TI2AHV

Check Number	Check Date	Check Bank	DD/Chk	Check Status	Total Net
0026062	01/31/2012	BK08	D	Issued	2,185.61
0026373	02/29/2012	BK08	D	Issued	2,185.61
0026691	03/30/2012	BK08	D	Issued	2,244.73
0127011	04/30/2012	BK08	D	Issued	2,207.07
0127329	05/31/2012	BK08	D	Issued	2,183.75
0127645	06/29/2012	BK08	D	Issued	2,183.75
0127918	07/31/2012	BK08	D	Issued	2,171.71
0128193	08/31/2012	BK08	D	Issued	2,171.71

*** Totals

Yr Fnd F Prgn

ACCT 01

ACCT 02

ACCT 03

ACCT 04

ACCT 05

DASDI Gr 00

Ded Ded De

Ded Ded De

Employer Contribution

*** Gross Pay

Select payments for calendar year: 12

Re-filter Done Cancel

12.02.00



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

49

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.

Manual/Void Check Run Void a Check

PG Dist=0991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSY5 C:\SECOND GREEN

VOID Check or Direct Deposit From Previous Pay PAVUD

Void Check/Dir Dep for: Employee 89647 BAILEY, TIZANY Loc 0102

Transaction Date 1/30/2012 REIC IND ABU EIC PAYNT SSN 999-08-9647

Chk/DD # 128193 Chk Date 8/31/2012 Chk Bank BK08 Chk or DD (C or D) 0 SERU 0

Reg Hr 001-Hr Reg Ant 3183.52 Out Amt Contract 3183.52

Proc	Pay	Type	Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Reas	Period End
01	S	0010		2868.92	2772.18	156.63	2868.92	172.14	91	8/31/2012
02	S	0310		166.67	161.04	9.10	166.67	10.00	91	8/31/2012
03	S	0310		208.33	201.31	11.38	208.33	12.50	91	8/31/2012
04	B	0301		60.40-	58.36-	3.30-			91	8/31/2012
05										
*** Totals				3183.52	3076.17	173.81	3243.92	194.64		
Yr Fnd F Prgn Fnct				Objct	Fcty	B	Adt'l	GHI Dist		
ACCT 01	13	402	1750	1000	11000	102	1	1.0000		
ACCT 02	13	100	9990	2100	14600	102	1			
ACCT 03	13	100	9990	2100	14600	101	1			
ACCT 04	13	402	1750	1000	11000	102	1			
ACCT 05										
Totals				1.0000			Employer paid: GHI	912.34		
0ASDI Gr	3076.17	0ASDI Ant	129.20	HI Gr	3076.17	HI Ant	44.61	ER: Pens	370.13	
Ded 01	N	Ded 03	N	Ded 04	N	Ded 09	N	Ded 11	N	Ded 13
20.00	318.63	130.86	80.58	38.35	3.00	10.08	11.09	1.58	16.69	
Ded 17	N	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded
12.50										

Employer Contribution Override **N** Sets all deduction employer contribution flags to 'N' if
OVERRIDE turned on. (Employer pension, GHI, & FICA not affected.)

*** Gross Pay 3183.52 *** Deductions 1011.81 *** Net Pay 2171.71 ***

12.02.00



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

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.

Manual/Void Check Run Void a Check

PG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

VOID Check or Direct Deposit from Previous Pay PAVUD

Void Check/Dir Dep for: Employee 89647 BAILEY, TIZANY Loc 0102

Transaction Date 11/30/2012 REIC IND ABU EIC PAYMI SSN 999-88-9647

Chk/DD # 128193 Chk Date 8/31/2012 Chk Bank BK08 Chk or DD (C or D) 0 SERU 0

Reg Hr	Out-Hr	Reg Ant	3183.52	Out Ant	Contract	3183.52
01	S 0010	2868.92	2772.18	156.63	2868.92	172.14
02	S 0310	166.67	161.04	9.10	166.67	10.00
03	S 0310	208.33	201.31	11.38	208.33	12.50
04	B 0301	60.40	58.00			
05						

*** Totals 3183.52 3076.00

ACCT	Yr	Fnd	Prgn	Fnct	Objct
01	13	402	1750	1000	11000
02	13	100	9990	2100	14600
03	13	100	9990	2100	14600
04	13	402	1750	1000	11000

Totals 1.0000 Employer paid: CHI 912.34

0ASDI Gr 3076.17 0ASDI Ant 129.20 HI Gr 3076.17 HI Ant 44.61 ER: Pens 370.13

Ded 01 N Ded 03 N Ded 04 N Ded 09 N Ded 11 N Ded 13 Y Ded 24 N Ded 28 N Ded 30 N Ded 33 Y

20.00 318.63 130.86 80.58 38.35 3.00 10.08 11.09 1.58 16.69

Ded 17 N Ded Ded Ded Ded Ded Ded Ded Ded

12.50

Employer Contribution Override N Sets all deduction employer contribution flags to 'N' if
OVERRIDE turned on. (Employer pension, CHI, & FICA not affected.)

*** Gross Pay 3183.52 *** Deductions 1011.81 *** Net Pay 2171.71 ***

Save to complete payment void.

12.02.00



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

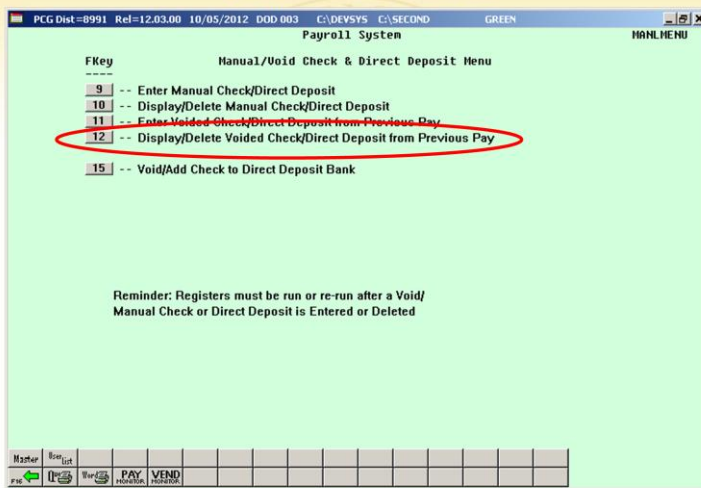
52

F11 – Enter Voided Checks/Direct Deposit from Previous Pay

Select OK to finish voiding the check.

Manual/Void Check Run

Void a Check



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

53

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)



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

54

We will now delete the voided check.

Manual/Void Check Run

PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSY5 C:\SECOND GREEN Screen 1 of 2 PAVSTUPD

PAYROLL SEQUENCE MONITOR

Setup payroll for new pay period Y
Run exceptions register with no exceptions Y
Post substitute pay and employee leave Y
Calculate payroll and update VTD figures Y
Print paychecks and Direct Deposits Y
(This cycle can be repeated more than once) — Void/Add Run Completed N
Final Register N
Deduction Registers N
Final Distribution N

Update earnings history with current pay N
Update budget files with current pay N

Manual/Void Checks Run Only: Y
Regular Gross Types : N Old PSERS: Old ERS: New PS
Special Gross Types : N TRS: New ERS:

Deduct Pension:
Regular Gross Types : N Old PSERS: Old ERS: New PS
Special Gross Types : N TRS: New ERS:

PAYROLLS SELECTED DURING SETUP:

PAY SCH	NO. PAYS	TAX CALC	DESCRIPTION	PERIOD	CHECK DATE	GHI
			MANUAL/VOID CHECK RUN		11 30 12	

Selected classes:

F11=Go to screen 2, F16=exit. 12.03.00

Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012 56

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.

Manual/Void Check Run

- Print Final Payroll Register (F7)
- Print Deduction Registers and Create Direct Deposit Export File (F8)



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

57

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

REPORT DATE	10/05/2012	11:00	PAY10C	PAYROLL FINAL REGISTER FOR PAY	11/30/12	PAGE	2					
*** MANUAL CHECKS ***												
EMP #	CL CHECK NAME	REG HRS	OT HRS	GROSS	AMNITY	FEDERAL	GASDI	HI	STATE	RETIRE	AESC	NET PAY
89421	05 ANASTASINE, MAALIN								20.00-			20.00
CHECK#	50000	081	N	YTD	45373.69	1600.00	2208.72	1763.72	608.84	1973.17	2588.00	34681.23
*** VOIDS FROM PREVIOUS PAYS ***												
EMP #	CL CHECK NAME	REG HRS	OT HRS	GROSS	AMNITY	FEDERAL	GASDI	HI	STATE	RETIRE	AESC	NET PAY
89417	05 BARKLEY, FRIMBY								330.86	186.44		1073.71
CHECK#	12818500	081	Y	YTD	22284.64	140.00	2244.53	964.40	312.27	921.04	1270.99	15021.48
10.30 /09	28.00 /11	8.00 /13	10.00 /24	11.00 /28	1.00 /30	16.48 /33	11.00 /37					
564.06 /09	242.79 /11	21.00 /13	70.56 /24	73.92 /28	11.04 /30	116.83 /33	87.80 /37					
*** THE ABOVE DIRECT DEPOSIT (128193) DATED 08-31-12 HAS BEEN VOIDED ***												
REPORT DATE	10/05/2012	11:00	PAY10C	PAYROLL FINAL REGISTER FOR PAY	11/30/12	PAGE	4					
				DIRECT DEPOSIT GROSS	3,183.52-							
				TOTAL PAYROLL GROSS	3,183.52-							
				FICA - GASDI	129.20-	3,074.17-						
				FICA - HEALTH INSURANCE	44.41-	3,074.17-						
01	AMNITY # 1			20.00-								
03	FED INCOME TAX			318.43-								
04	VENDOR 000012			150.84-								
09	081-CHG			80.58-								
11	VENDOR 002803			30.39-								
13	VENDOR 002802			3.00-								
17	VENDOR 000019			12.50-								
24	VENDOR 002802			10.08-								
28	VENDOR 000849			11.09-								
30	VENDOR 001840			1.88-								
33	VENDOR 002820			16.69-								
	TRF			194.64-	3,243.92-							
				TOTAL DEDUCTIONS	1,001.81-							
				DIRECT DEPOSIT NET	2,171.71-							
				PAYROLL CHECK NET	20.00							
				TOTAL PAYROLL NET	2,191.71-							



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

58

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

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.					

ISSUE DATE	CANCEL DATE	CHECK NO.	NET AMT.	EMP#	NAME
08-31-12	*PRV PAY VOID*	128193	2,171.71	89647	BAZLEY, TIZANY
***		DIRECT DEPOSITS ISSUED IN THE AMOUNT OF			***
***	1	DIRECT DEPOSITS VOIDED IN THE AMOUNT OF		2,171.71	***



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

59

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

```
PCG Dist=0991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN Screen 1 of 2 PAVSTUPD
PAYROLL SEQUENCE MONITOR
Setup payroll for new pay period V
Run exceptions register with no exceptions V
Post substitute pay and employee leave V
Calculate payroll and update VTD figures V
Print paychecks and Direct Deposits V
(This cycle can be repeated more than once)
Void/Add Run Completed N
Final Register V
Deduction Registers V
Final Distribution N
Update earnings history with current pay N
Update budget files with current pay N
Manual/Void Checks Run Only: Y Deduct Pension:
Regular Gross Types : N Old PSERS: Old ERS:
Special Gross Types : N TRS: New ERS:
----- PAYROLLS SELECTED DURING SETUP: -----
PAV NO. PAYS
SCH TAX CALC DESCRIPTION PERIOD CHECK DATE
MANUAL/VOID CHECK RUN 11 30 12
Selected classes:
F11=Go to screen 2, F16=exit. 12.03.00
```

Manual/Void Check Run – Final & Deduction Registers are complete



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

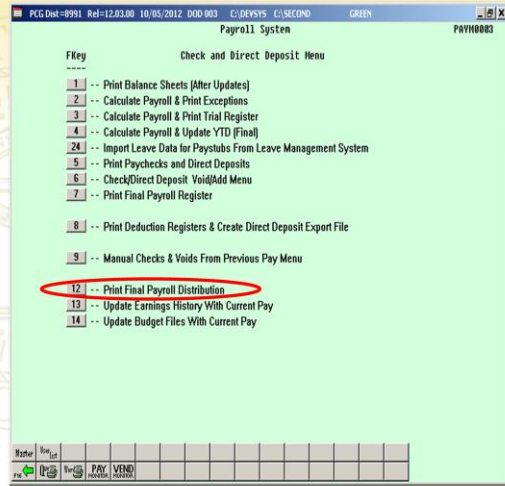
11/8/2012

60

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

61

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.

Manual/Void Check Run

REPORT DATE 10/05/2012		PAYROLL GROSS PAY DISTRIBUTION		FOR 11/30/12		PAGE 1								
PROGRAM PAY20														
YR	FND	F	PRGM	FNCT	OBJCT	FCY	B	ADDI'L	ACCOUNT DESCRIPTION	AMOUNT	OBJECT	TOTALS	FNCT	FUND
13	100	0	9990	2100	14600	0101	1	000000	ATHLETIC SUPPLEMENTS MHS	208.33-				
13	100	0	9990	2100	14600	0102	1	000000	ATHLETIC SUPPLEMENTS MMS	166.67-				
13	402	0	1750	1000	11000	0102	1	000000	T-1 TEACHER SAL. MMS	2,808.52-	375.00-	375.00-		375.00-
***** ALL ACCOUNTS *****										3,183.52-	2,808.52-	2,808.52-		2,808.52-



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

62

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

Manual/Void Check Run

REPORT DATE: 10/05/2012 PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/30/12 PAGE 1
PROGRAM: PAYPR103

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
89647	BAZLEY, TI2MNY	3,183.52-	3,076.17- 190.72-	3,076.17- 44.60-	TRS	3,243.92- 370.13-	912.34-		
EMPLOYER SHARE GRAND TOTAL		3,183.52-	3,076.17- 190.72-	3,076.17- 44.60-	(23000) TRS	3,243.92- 370.13-	912.34-		

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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

63

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!!!!

Manual/Void Check Run

PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSY\ C:\SECOND GREEN Screen 1 of 2 PAVSTUPD

PAYROLL SEQUENCE MONITOR

Setup payroll for new pay period V
 Run exceptions register with no exceptions V
 Post substitute pay and employee leave V
 Calculate payroll and update YTD figures V
 Print paychecks and Direct Deposits V

(This cycle can be repeated more than once) / Void/Add Run Completed N
 / Final Register V
 \ Deduction Registers V
 \ Final Distribution V

Update earnings history with current pay N
 Update budget files with current pay N

Manual/Void Checks Run Only: V
 Regular Gross Types : N Old PSERS: Old ERS: New P
 Special Gross Types : N TRS: New ERS:

----- PAYROLLS SELECTED DURING SETUP: -----

PAV SCH	NO. TAX	PAYS CALC	DESCRIPTION	PERIOD	CHECK DATE	GHI
			MANUAL/VOID CHECK RUN		11 30 12	

Selected classes:

F11=Go to screen 2, F16=exit. 12.03.00

Manual/Void Check Run – Final Distribution is complete



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

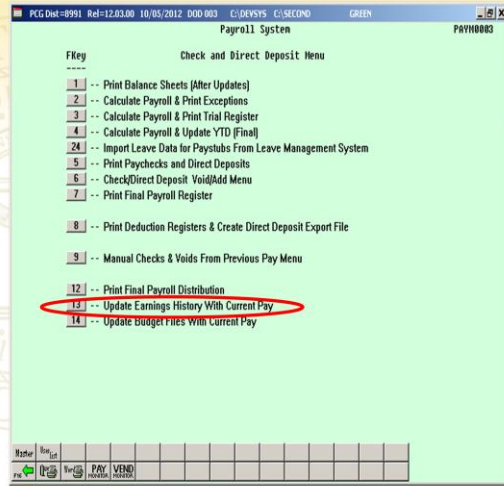
11/8/2012

64

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

Manual/Void Check Run

- Update Earnings History with Current Pay (F13)
- Behind the scenes
 - Backup of PAYDATA to PAYDATAQ
 - Backup of SECOND to SECONQ
- No reports produced here



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

65

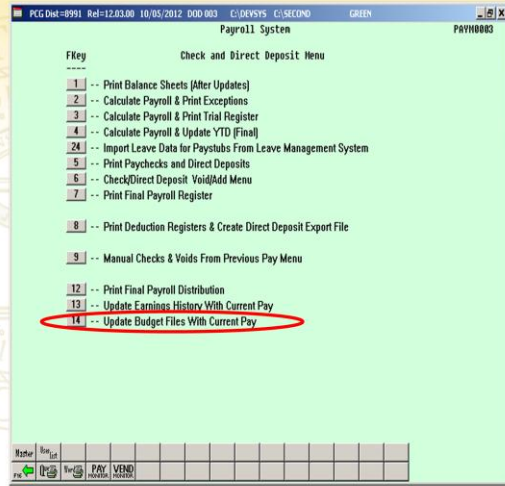
A backup of PAYDATA to PAYDATAQ and SECOND to SECONQ are made before posting to earnings history. At this point, the payroll is for all purposes ready to complete. The backup of SECOND is good only as long as no work is done on the financial side.

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.

Manual/Void Check Run

- Update Budget Files with Current Pay (F14)
- Run F13 and F14 back to back
- Payroll is complete
- You cannot repost even if you try to run these steps again
- No reports produced



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

66

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.

Manual/Void Check Run

```
PCG Dist=0991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN Screen 1 of 2 PAVSTUPD
PAYROLL SEQUENCE MONITOR
Setup payroll for new pay period V
Run exceptions register with no exceptions V
Post substitute pay and employee leave V
Calculate payroll and update VTD figures V
Print paychecks and Direct Deposits V
(This cycle can be repeated more than once) / Void/Add Run Completed H
                                           / Final Register V
                                           / Deduction Registers V
                                           / Final Distribution V
Update earnings history with current pay V
Update budget files with current pay V
Manual/Void Checks Run Only: V Deduct Pension:
Regular Gross Types : N Old PSERS: Old ERS: New P
Special Gross Types : N TRS: New ERS:
-----
PAYROLLS SELECTED DURING SETUP:
PAV NO. PAYS NO. PAYS PERIOD CHECK DATE GHI
SCH TAX CALC DESCRIPTION
MANUAL/VOID CHECK RUN 11 30 12
Selected classes:
F11=Go to screen 2, F16=exit. 12.03.00
```

Manual/Void Check Run is complete!



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

67

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

68

Employer FICA, TRS, and GHI on a Manual Check

PCGDist=0991 Rel=12.03.00 10/19/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN

Manual Check For: Employee 88650 EA7L, U17GE 999-08-8650 Loc 0302
 Chk Dt 11/01/2012 Bank 0808 Chk No. 500003 DD Bank DD acct
 Reg Hr Out-Hr Reg Ant 4678.42 Out Ant
 GHI ind Y FICA Y TRS Serv 1 Pension type TRS

Proc	Pay Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for	
01	S	4678.42	4223.35	238.62	4678.42	280.71		11/01/2012	
02									
03									
04									
05									
Totals									
ACCT 01	13 100	1021 1000	11000 302 1		GHI Dist 1.0000	Contract 4678.42			
ACCT 02	00								
ACCT 03	00								
ACCT 04	00								
ACCT 05	00								
Totals									
ORSDI Gr	4223.35	ORSDI Amt	177.38	HI Gr	4223.35	HI Amt	61.24		
Ded 03	N	Ded 04	N	Ded 13	Y	Ded 25	N	Ded 33	Y
417.65		210.73		2.96		98.35		102.86	
						15.58		42.00	
						234.48		2.00	
								27.38	

*** Gross Pay *** Deductions *** Net Pay *** NON TAX

12.02.00



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

11/8/2012

69

- 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

REPORT DATE: 10/19/2012 PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/30/12 PAGE 1
PROGRAM: PAYPR103

EMP. #	EMPLOYEE NAME	SALARY GROSS	22000 ***** 22000 *****		PENSION (OBJECT) TYPE	21000 ***** 21000 *****		(OBJECT) PEN EMPR SHR/EMPL
			QASDI GROSS QASDI AMT	HI GROSS HI AMT		PENSION GROSS AMOUNT	C GHI AMT	
EATL, VIJCE 88650		4,678.42	4,223.35 261.85	4,223.35 61.24	TRS	4,678.42 533.81	912.34	
EMPLOYER SHARE GRAND TOTAL		4,678.42	4,223.35 261.85	4,223.35 61.24	(23000) TRS	4,678.42 533.81	912.34	

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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012 71

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

EMP. #	NAME	EMPLOYER CONTRIBUTION AMOUNT	SOC. SEC. NO.
88650	EA7L, VI7CE	5.75	999-08-8650
DEDUCTION TOTAL CONTRIBUTION AMOUNT		5.75	

EMP. #	NAME	EMPLOYER CONTRIBUTION AMOUNT	SOC. SEC. NO.
88650	EA7L, VI7CE	16.69	999-08-8650
DEDUCTION TOTAL CONTRIBUTION AMOUNT		16.69	



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

72

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

Employer FICA, TRS, and GHI on a Manual Check

PCGDist=0991 Rel=12.03.00 10/24/2012 DDD002 C:\DEVSY5 C:\SECOND GREEN

Manual Check For: Employee 88650 EA7L, U17GE 999-08-8650 Loc 0302 PAYMANL
 Chk Dt 11012012 Bank 0808 Chk No. 500003 DD Bank DD acct
 Reg Hr Out-Hr Reg Ant 4678.42 Out Ant
 GHI ind Y FICA Y TRS Serv 1 Pension type TRS

Proc	Pay Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01	S	4678.42	4223.35	238.62		280.71		11/01/2012
02								
03								
04								
05								
Totals		4678.42	4223.35	238.62		280.71		

ACCT	01	02	03	04	05	Totals	GHI Dist	Contract
Yr Fnd F	13 100							4678.42
Prm Fct	1021 1000							
Objct	11000							
Fcty B	302 1							
Adt'l								
Totals								4678.42

OASDI Gr	4223.35	OASDI Amt	177.38	HI Gr	4223.35	HI Amt	61.24												
Ded 03	N	Ded 04	N	Ded 13	Y	Ded 25	N	Ded 33	Y	Ded 17	N	Ded 10	N	Ded 09	N	Ded 43	N	Ded 24	N
	417.65		210.73		2.96		98.35		102.86		15.50		42.00		234.48		2.00		27.38
Ded		Ded		Ded		Ded		Ded		Ded		Ded		Ded		Ded		Ded	

*** Gross Pay 4678.42 *** Deductions 1664.24 *** Net Pay 3014.18 *** NON TAX 455.07

Participating employee needs 100% GHI distribution

12.02.00



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

11/8/2012

73

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

PCG Dist=9991 Rel=12.03.00 10/24/2012 DOD 002 C:\DEV\SYS C:\SECOND GREEN

Manual Check For: Employee 88650 EA7L, UI7CE 999-08-8650 Loc 0302
 CHK Dt 11/01/2012 Bank BK08 Chk No. 500003 DD Bank DD acct
 Beg Yr 11/01/2012 Out-Hr Reg Amt 4678.42 Out Amt

GHI ind N FICA Y TRS Serv 1 Pension type TRS

Proc Type	Pay Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01	S		4678.42	4223.35	238.62		288.71		11/01/2012
02									
03									
04									
05									
Totals			4678.42	4223.35	238.62		288.71		
ACCT 01	13 100		1021 1000	11000	302 1				
ACCT 02	00								
ACCT 03	00								
ACCT 04	00								
ACCT 05	00								
Totals							4678.42		
OASDI Gr	4223.35	OASDI Amt	177.38	HI Gr	4223.35	HI Amt	61.24		
Ded 03 N	Ded 04 N	Ded 13 Y	Ded 25 N	Ded 33 V	Ded 17 N	Ded 10 N	Ded 09 N	Ded 43 N	Ded 24 N
417.65	210.73	2.96	90.35	102.86	14.50	42.00	234.48	2.00	27.38
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded

*** Gross Pay 4678.42 *** Deductions 1664.24 *** Net Pay 3014.18 *** NON TAX 455.07
 Validations passed. Save your changes.

12.02.00



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

11/8/2012

74

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.

Employer FICA, TRS, and GHI on a Manual Check

REPORT DATE: 10/24/2012 PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/30/12 PAGE 1
PROGRAM: PAYFR103

EMP. #	EMPLOYEE NAME	SALARY GROSS	22000 ***** 22000		PENSION (OBJECT) TYPE	21000 ***** 21000		(OBJECT) PEN EMPR SHR/EMPL
			CASDI GROSS	HI GROSS		PENSION GROSS AMOUNT	C GHI AMT	
EATL, VI7CE		4,678.42	4,223.35	4,223.35				
88650			261.85	61.24	TRS			
EMPLOYER SHARE GRAND TOTAL		4,678.42	4,223.35	4,223.35				
			261.85	61.24				

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 IN THE EMPLOYEES' EARNINGS HISTORY RECORDS.

No Pension Gross = No TRS employer contribution
GHI Ind 'N' = No GHI employer contribution



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

75

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

76

Now we will discuss refunding deductions.

Refunds

- Taxable Status
 - Date used
 - FICA switch
 - OASDI: Employee = .0420, Employer = .0620
 - HI (Medicare): Employee and Employer = .0145
- Active Employees
 - Refund with a Manual Check
 - Refund on the next payroll



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

77

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 not 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 refund 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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

78

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 automatically 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)



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

79

Calculate and Display Pay No GHI Deduction

The screenshot displays two windows from a payroll system. The left window, titled 'Calculate and Display Pay', shows a summary of pay components for employee 88361 BARN, MIRCHEL. The 'Totals' row shows a Gross Pay of 3843.75, Deductions of 1292.37, and a Net Pay of 2551.38. A red circle highlights the 'GHI' field in the 'Totals' section, which is currently set to 0.00. The right window shows a detailed breakdown of deductions, including FICA, Vendor, and other items. A red circle highlights the 'Non Tax' field in the summary row, which is set to 83.67. The date is 11/8/2012.

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.

Calculate and Display Pay With GHI Deduction

Calculate and Display Pay Screen 1 of 2 PAYCOMP

Emp#: 88361 BARON, HIRCHEL 999-98-8361 Sec 125 Y Loc 0101 Class 05
 Tax Marital Status - Federal: S State: A AEIC Ind: AEIC Payment: .00
 Federal: Mar Stat S Exemptions 2 Withholding Code 0 Fed Amount/%
 State: Mar Stat A Allow M[1] D[00] W/Holding Code 0 State Amount/%
 Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS

Proc	Pay	Total	Gross	FICA Gr	FICA Ant	Pens Gr	Pens Ant	Reas	Pay For	Period End
01	S	0010	3268.42	3879.88	174.81	3268.42	195.63			10/11/2012
02	S	0306	125.00	118.00	6.67	125.00	7.50			10/11/2012
03	S	0304	20.83	19.68	1.12	20.83	1.25			10/11/2012
04	S	0303	20.83	19.68	1.12	20.83	1.25			10/11/2012
05	S	0310	816.67	786.67	30.00	816.67	25.00			10/11/2012
Totals			3843.75	3638.98	205.16	3843.75	238.63			

*** Gross Pay 3843.75 *** Deductions 1387.11 *** Net Pay 2456.64 *** Non Tax 212.85

**GHI reduces FICA gross, and therefore, the FICA amount.
 GHI increases the non-taxable amount.**

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

Earnings History

Add to correct period

PCG Dist=8991 Rel=12.03.00 10/11/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN

Add Earnings Record For: 88361 - BARON, MICHEL Qtr 12-2 Pay Prd 04 EARNADD

** Adjustment ** 999-88-8361 Loc 101 w/Class 05 Cert 6 Instruc 1 Type E Pen 2 Fed Y

Federal: Mar Stat S Exemptions 2 W/H Code 0 Fed Amount/% State Y

State: Mar Stat S Allow M[1] D[00] W/H Code 0 State Amount/% GHI Y

Chk Dt 04/01/2012 Chk Bank Chk No Pay Sched 12 Chk Type A FICA Y

AEIC Ind AEIC Paymt Retr svc credit 1 SEC 125 Y

Reg Hr Out Hr NI Gr 75.30- OASDI Gr 75.30-

Reg Amt Out Amt NI Amt 1.09- OASDI Amt 3.16- Contract 3883.75

LTyp	PType	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Dist	Reas	Period End
001	S	0010	75.30-	4.25-			1.0000		4/01/2012
002	S	0306							
003	S	0304							
004	S	0303							
005	S	0319							
Totals			75.30-	4.25-			1.00		

Yr Fnd F Prgn Fct Objct Fcty B Addt*1 Bank DD Account Net Pay Annuities

ACCT 001 12 403 - 1750 1000 11000 101 1 #1 23 11 1111 111A90 Ded 1 Co

ACCT 002 12 100 - 9990 2210 19200 101 1 #2 Ded 2 Co

ACCT 003 12 100 - 9990 2210 19200 101 1 #3

ACCT 004 12 100 - 9990 2100 19200 101 1 #4

ACCT 005 12 100 - 9990 2100 19600 101 1 #5

Ded 09	Ded 10	Ded 01	Ded 03	Ded 04	Ded 11	Ded 24	Ded 25	Ded 28	Ded 33	Ded 17
75.30										

Employer paid deductions: GHI 743.70 Pension Medicare 1.09 OASDI 4.67-

*** Gross Pay *** Deductions 71.05 *** Net Pay 71.05- *** NON TAX 75.30

Validations passed. Save your changes.

ool Superintendent
All Georgians™

12.03.00

Since taking the GHI deduction, decrease FICA gross and the FICA amount, increase the non-taxable amount.

GHI is a pre-tax deduction. To withhold GHI, we must increase the Non-Taxable total and decrease 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

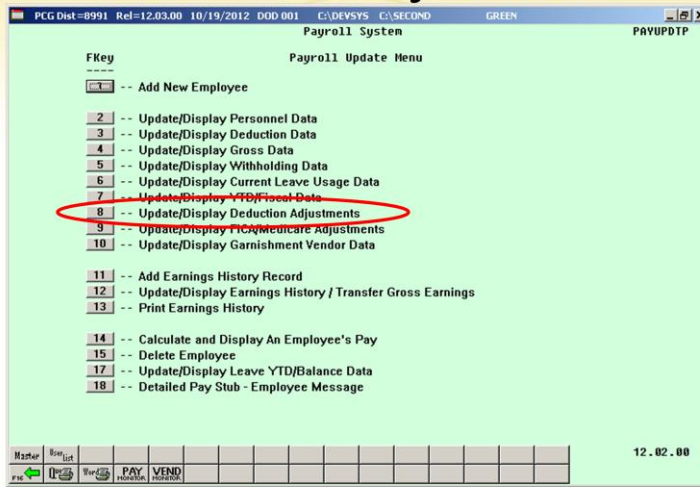


Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

84

Refund on Next Payroll Cycle Deduction Adjustment



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

85

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

Refund on Next Payroll Cycle Deduction Adjustment

PCGDist=8991 Rel=12.03.00 10/05/2012 DOD 005 C:\DEV\SYSD C:\SEC\NO GREEN
 Status Active Update/Display Deduction Adjustments PAYADJ1

Employee 88942 AB3EU, ET3AN Class 05 Loc 0101
 SSN 999-08-8942 Work-Loc 0101

01 ANNUITY # 1	02 ANNUITY # 2	EmpIr (V/N)
03 FED INCOME TAX	N 04 VENDOR 000012	N
08 UHC WELL HMO FAN-CLAS	09 UHC WELL HMO FAN-CERT	N
10 VENDOR 000014	11 VENDOR 002203	N
12 VENDOR 004850	13 VENDOR 002920	V
15 VENDOR 000018	16 VENDOR 000023	N
17 VENDOR 000019	N 18 VENDOR 000008	N
19 VENDOR 000541	20 COURT W/H	N
21 VENDOR 000021	22 COURT W/H	N
23 VENDOR 004805	24 VENDOR 002920	N
25 VENDOR 000014	26 VENDOR 002208	N
27 VENDOR 002599	28 VENDOR 000069	N
29 VENDOR 000069	30 VENDOR 001040	N
31 VENDOR 002920	33 VENDOR 002920	V
34 COURT W/H	35 VENDOR 001383	N
36 VENDOR 002920	37 VENDOR 004764	N
38 VENDOR 003218	39 VENDOR 000814	N
40 VENDOR 002775	41 VENDOR 004043	N

Credit Union 00000000000000 Section 125 Y
 Ded Desc Ded Annuity Company Ann Type Employee Contribution
 ANNUITY # 1 / 01
 ANNUITY # 2 / 02

Validations passed. Check screen 2.

12.03.00

Per Ded Grs W/H Lv Ytd **Hel** Adj DECA Gar



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

11/8/2012

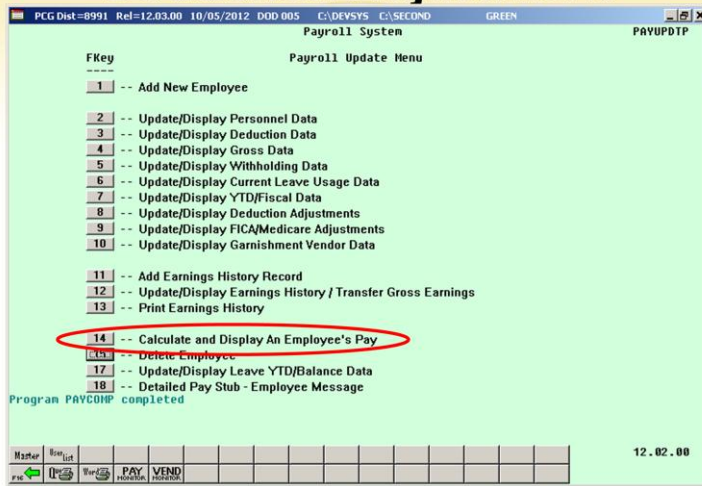
86

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.

Refund on Next Payroll Cycle Deduction Adjustment



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

87

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

Refund on Next Payroll Cycle Deduction Adjustment

PCG Ddt=8991 Rel=12.03.00 10/05/2012 000.005 C:\DEVS\ C:\SECOND GREEN Screen 1 of 2 PAYCOW

Emp#: 88942 ARBEU, ET30M 999-08-8942 Sec 125 Y Loc 0101 Class 05
 Tax Marital Status - Federal: H State: 0 AEIC Ind: AEIC Payment: .00
 Federal: Mar Stat H Exemptions A Withholding Code 0 Fed Amount/%
 State: Mar Stat 0 Allow H(0) D(01) W/Withholding Code 0 State Amount/%
 Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS
 Reg-hr Out-hr Reg-ant 3614.67 Out-ant

Proc	Pay	Type	Tot Gross	FICA Cr	FICA Ant	Pens Cr	Pens Ant	Reas	Pay for	Pay for
01	S	0010	3614.67	3150.71	178.47	3614.67	216.88		10/05/2012	
*** Totals 3614.67 3150.71 178.47 3614.67 216.88										
Yr Fnd F Prgn Fnct Objct Fcty B Addt'l GHI Dist Contract Annuities										
ACCT 01	13	100	1041	1000	11000	101	1	1.0000	3614.67	
ACCT 02										Ann 01 Ded 1 Co
ACCT 03										Ann 02 Ded 2 Co
ACCT 04										
ACCT 05										
Totals 1.0000 3614.67										
QASD1 Cr	3150.71	QASD1 Amt	132.47	NI Cr	3150.71	NI Amt	45.00			
Ded 03 N	Ded 04 N	Ded 09 N	Ded 11 N	Ded 13 Y	Ded 17 N	Ded 18 N	Ded 24 N	Ded 25 N	Ded 28 N	
100.82	135.68	396.86	41.51	2.96	14.58	458.41	27.38	71.14	25.00	
Ded 30 N	Ded 33 Y	Ded A3 N	Ded	Ded	Ded	Ded	Ded	Ded	Ded	
2.21	182.86	10.00								


*** Gross Pay 3614.67 *** Deductions 1633.71 *** Net Pay 1980.96 *** Non Tax 455.96

PCG Ddt=8991 Rel=12.03.00 10/05/2012 000.005 C:\DEVS\ C:\SECOND GREEN Screen 2 of 2 PAYCOW

Emp#: 88942 ARBEU, ET30M 999-08-8942 Sec 125 Y Loc 0101 Class 05
 Tax Marital Status - Federal: H State: 0 AEIC Ind: AEIC Payment: .00
 Federal: Mar Stat H Exemptions A Withholding Code 0 Fed Amount/%
 State: Mar Stat 0 Allow H(0) D(01) W/Withholding Code 0 State Amount/%
 Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS
 Reg-hr Out-hr Reg-ant 3614.67 Out-ant

Ded Short	Employee	Empr	Employer	Ded Short	Employee	Empr	Employer
Cd	Description	Amount	Flag	Cd	Description	Amount	Flag
TR5		216.88	Y	412.43	GHI - EMPLR	n/a	Y
FICA		178.47	Y	241.84			
03	FED INCOME Ta	100.82	N	30	VENDOR 001840	2.21	N
04	VENDOR 000012	135.68	N	33	VENDOR 002920	182.86	Y
09	UBC WELL BND	396.86	N	43	VENDOR 004320	10.00	N
11	VENDOR 002200	41.51	N				
13	VENDOR 002920	2.96	Y	5.75			
17	VENDOR 000019	14.58	N				
18	VENDOR 000008	458.41	N				
24	VENDOR 000000	27.38	N				
25	VENDOR 000014	71.14	N				
28	VENDOR 000007	25.00	N				
Bank Account Net Pay Annuities							
00	01	05	11	1111	111054	1980.96	Ann 01 Ded 1 Co
							Ann 02 Ded 2 Co

*** Gross Pay 3614.67 *** Deductions 1633.71 *** Net Pay 1980.96 *** Non Tax 455.96



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
www.gadoe.org

11/8/2012 88

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

Refund GHI with a Manual Check Correct Method

- Employer GHI can not be refunded on a manual 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)



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

89

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.

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

Refund GHI with a Manual Check Correct Method

PCGDist=0991 Rel=12.03.00 10/19/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN

Manual Check For: Employee 88361 BARON, NICHOL 999-08-8361 Loc 0101 PAVMANL
 Chk Dt 9/01/2012 Bank 0808 Chk No. 500001 DD Bank DD acct
 Reg Hr Out-Hr Reg Ant Out Ant
 GHI ind N FICA V TRS Serv 1 Pension type TRS

Proc	Pay	Type	Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay	Pay for
01	S					75.30	4.25				9/01/2012
02											
03											
04											
05											
Totals						75.30	4.25				
ACCT 01	13	403	1750	1000	11000	101	1				
ACCT 02	13	100	9990	2210	19900	101	1				
ACCT 03	13	100	9990	2210	19900	101	1				
ACCT 04	13	100	9990	2100	19900	101	1				
ACCT 05	13	100	9990	2100	14600	101	1				
Totals											
OASDI Gr	75.30	OASDI Amt	3.16	HI Gr	75.30	HI Amt	1.09				
Ded 09	75.30	Ded 01	N	Ded 03	N	Ded 04	N	Ded 11	N	Ded 24	N
Ded 18		Ded 13	N	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded

*** Gross Pay *** Deductions 71.05- *** Net Pay 71.05 *** NON TAX 75.30-
 Validations passed. Save your changes.

12.02.00

Set GHI Ind to 'N', otherwise GHI Dist entry will be required, and GHI Dist can't be negative number.

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.

Refund GHI with a Manual Check Correct Method

PCG Dist=0991 Rel=12.03.00 10/19/2012 DDD001 C:\DEVSY C:\SECOND GREEN

Earnings Record for: 88361 - BABBON, MICHEL Qtr 12-4 Pay Prd 12 EARNINGS

** Issued Check ** 999-00-8361 Loc 0101 Class 05 Cert C Instruc I Type F Pen 2 TRS

Federal: Mar Stat S Exemptions 2 W/H Code 0 Fed Amount/%

State: Mar Stat A Allow M[1] D[00] W/H Code 0 State Amount/%

Chk Dt 09/01/2012 Chk Bank BK08 Chk No 500001 Pay Sched 12 Chk Type M GHI N

Trans Dt 11/30/2012 AEIC Ind AEIC Paymt Retr svc credit 1 FICA V

Reg Hr Out Hr HI Gr 75.30 OASDI Gr 75.30 SEC 125 V

Reg Amt Out Amt HI Amt 1.09 OASDI AMT 3.16 Contract

LTyp	PType	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Gr	GHI Dist	Reas	Period End
001	S	75.30	4.25							9/01/2012
002										
003										
004										
005										
Totals		75.30	4.25							

ACCT 001 13 403 1750 1000 11000 101 1 Bank DD Account Net Pay Annuities

ACCT 002 00 Ded 1 Co 8

ACCT 003 00 Ded 2 Co

ACCT 004 00

ACCT 005 00

Ded 09 75.30 Ded Ded Ded Ded Ded Ded Ded Ded

Ded Ded Ded Ded Ded Ded Ded Ded Ded Ded

Employer paid deductions: GHI Pension Medicare 1.09 OASDI 4.67

Ded Ded Ded Ded Ded Ded Ded Ded Ded Ded

*** Gross Pay *** Deductions 71.05- *** Net Pay 71.05 *** NON TAX 75.30-

ENT 12.03.00



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

91

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

Proc	Pay	Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay	Pay For
01		S			75.30	4.25				9/01/2012
Totals					75.30	4.25				
ACCT 01	13	100	1041	1000	11000	101	1			
Totals					1.0000					
Ded 09					75.30					
Ded 11										
Ded 13										
Ded 17										
Ded 24										
Ded 28										
Ded 30										
Ded 33										
Ded 03										
Ded 04										
Ded 18										
Ded 43										
*** Gross Pay					75.30					
*** Deductions					71.05					
*** Net Pay					71.05					
*** NON TAX					75.30					
12.02.00										

A positive **GHI Dist** percentage is required when **GHI Ind** is 'Y'. This will cause an incorrect employer GHI contribution to be calculated.

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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

92

Refund GHI with a Manual Check Incorrect Method

PCG Dist=8991 Rel=12.03.00 10/19/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN

Earnings Record For: 88942 - AB3EU, ET3AN Qtr 12-4 Pay Prd 12 EARNINGS

** Issued Check ** 999-00-89942 Loc 0101 Class 05 Cert C Instruc I Type F Pen 2 TRS

Federal: Mar Stat H Exemptions 4 W/H Code 0 Fed Amount/%

State: Mar Stat B Allow H[0] D[01] W/H Code 0 State Amount/%

Chk Dt 09/01/2012 Chk Bank BK08 Chk No 500002 Pay Sched 12 Chk Type M GHI V

Trans Dt 11/30/2012 AEIC Ind AEIC Paymt Retr svc credit 1 FICA V

Reg Hr Out Hr HI Gr 75.30 OASDI Gr 75.30 SEC 125 V

Reg Amt Out Amt HI Amt 1.09 OASDI AMT 3.16 Contract

LTyp	PType	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Gr	GHI Dist	Reas	Period	End	
001	S		75.30		4.25				1.0000		9/01/2012		
002													
003													
004													
005													
Totals			75.30		4.25				1.0000				
ACCT 001	13	100	1041	1000	11000	101	1						
ACCT 002	00												
ACCT 003	00												
ACCT 004	00												
ACCT 005	00												
Ded 09		Ded		Ded	Ded	Ded	Ded	Ded	Ded	Ded			
			75.30										
Ded		Ded		Ded	Ded	Ded	Ded	Ded	Ded	Ded			
Employer paid deductions:				GHI	912.34	Pension		Medicare	1.09	OASDI		4.67	
Ded		Ded		Ded	Ded	Ded		Ded	Ded	Ded		Ded	
*** Gross Pay				*** Deductions			71.05	*** Net Pay			71.05	*** NON TAX 75.30-	

12.03.00

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 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, since financials were already corrected last cycle.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

94

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
 - Reinstated (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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

95

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.

Fund 199 Balancing

- Do not use Fund 199 for anything except payroll clearing.
- Track all manual claims or adjustments made with Fund 199.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

96

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: CASH = Payables and Revenue = Expenses
- 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)



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

97

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: CASH = Payables and Revenue = Expenses
- 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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

98

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

99

The reporting criteria required by ERS makes PSERS corrections difficult because the ERS administrators try to tell our districts that their PSERS report 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 report can be corrected in subsequent payroll cycles, PSERS will still require the correct amount to be paid in the current month billing. Manual claims can be entered to pay the correct amount of the bill.

Examples:

- 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!



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

100

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

101

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

102

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

Collected Wrong PSERS Deduction

The screenshot shows a payroll system window titled 'Update/Display Gross Data'. The employee information includes: EmpNo 89994, H07EVCUTT, JE7EE, Class 14 FOOD SERVICE, and Job cd 114 FOOD SERVICE. The pay period is 12.03.00. A callout box points to a pension adjustment entry (Process Type 'Z') with a pay period end date of 9/30/2012. The callout text reads: 'Make sure that the PSERS adjustment reflects a prior pay period.' The interface also shows various account numbers (ACCT) and pension amounts.

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.

Collected Wrong PSERS Deduction

The screenshot displays two side-by-side payroll calculation windows. The left window (Screen 1 of 2) shows a 'Pension type NEW PSERS' deduction of 18.00 with a 'Proc Type' of 'Z' and a 'Pay for' date of 9/30/2012. The right window (Screen 2 of 2) shows a 'Ded Short' for 'NEW PSERS' with an amount of 20.00 and a 'Pay for' date of 10/24/2012. A callout box with a blue background and white text points to the 'Z' deduction in the left window, stating: "Make sure that the PSERS adjustment reflects a prior pay period." The bottom of the screen shows a summary of Gross Pay (555.83), Deductions (51.40), Net Pay (504.43), and Non Tax (12.02.00).

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.



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
www.gadoe.org

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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

105

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

The image displays two side-by-side screenshots of a payroll software interface, specifically the 'Calculate and Display Pay' screen. The left screenshot shows the 'Pensions' section with a red box highlighting the 'Pens Gr' (3614.67) and 'Pens Amt' (216.88) values. The right screenshot shows the 'Deductions' section with a red box highlighting the 'TRC' (412.43) value. Both screenshots show a net pay of 1865.60.

Employee Information:
 Emp#: 88942 ABSEU, ET30H
 Tax Marital Status - Federal: H State: B REIG Ind: REIG Payment: .00
 Federal: Mar Stat: H Exemptions: A Withholding Code: B Fed Amount: 0
 State: Mar Stat: B Allow: N(0) D(0) W/Holding Code: B State Amount: 0
 Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS
 Reg-hr: 3538.57 Out-ant: 3538.57

Pensions Section (Left Screenshot):

Proc	Type	Pay	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay	Pay For
01	S	0010	3614.67	3876.24	178.81	3614.67	216.88		10/19/2012
02	B	0001	76.10	64.77	3.46				10/19/2012
*** Totals: 3538.57 3811.47 178.15 3614.67 216.88									

Deductions Section (Right Screenshot):

Ded Short	Employee	Emp'r	Employer	Ded Short	Employee	Emp'r	Employer
Cd	Description	Amount	Flag	Amount	Cd	Description	Amount
TRC		216.88	Y	412.43	GHI	EXPLR	n/a
FICA		178.15	Y	238.38			
03	FED INCOME TA	85.29	N	33	VENDOR 002920	182.86	Y
04	VENDOR 000012	126.85	N	43	VENDOR 004320	18.00	N
09	UNC - BELL 000	396.86	N				
11	VENDOR 002283	41.51	N				
13	VENDOR 002920	2.96	Y	5.75			
17	VENDOR 000019	14.58	N				
18	VENDOR 000009	458.41	N				
24	VENDOR 002920	27.38	N				
28	VENDOR 000069	25.83	N				
38	VENDOR 001040	2.21	N				

Summary:
 *** Gross Pay 3538.57 *** Deductions 1672.97 *** Net Pay 1865.60 *** Non Tax 527.10

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.



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
www.gadoe.org

Refund TRS on Next Payroll Cycle Pension Adjustment

PCGDist=8991 Rel=12.03.00 10/19/2012 DDD001 C:\DEVSYS C:\SECOND GREEN

Status Active Update/Display Gross Data PAV07
 EmpNo 88942 AR3EU, ET3AH Class 5 TEACHERS
 SSN 999-08-8942 Loc 101 Location 000101 Job cd 105 TEACHERS
 Cert level 15 State yrs 10 Pay step 7 Local yrs 5 Salary sched _____
 Work sched ID _____ Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay ind _____
 Ann work days 0 Days worked VTD 0.00 This per 0.00 Days docked VTD 0.00 This per 0.00

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	GHI %	Pay	Pay For
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross		Dist	Reas
01	S	0010			3614.67			1.0000	
02	B	0301			76.10				
03	Z								8/31/2012
04									
05									
06									

3538.57 1.0000 Sub

Vr	Fnd	F	Prgrn	Funct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens	Ant	Contract	Distrib
ACCT	01	13	100	-	1041	1000	11000	101	1				3614.67	Y
ACCT	02	13	100	-	1041	1000	11000	101	1				76.10	-
ACCT	03	13	100	-	1041	1000	11000	101	1	1000.00	60.00			-
ACCT	04	00												-
ACCT	05	00												-
ACCT	06	00												-

1000.00- 60.00- 3538.57

TRS & ERS Pens Gross adj Total gross 3538.57
 Ant/% Contract ant 43576.00 Cycle gross 3614.67 Cycle 1 Cal Vr
 Pay sch. # 12 State salary 43376.00 Local salary 200.00 Other
 Pens code 2 TRS Pens elig date 7/30/2007 Ant/% .0600 Contno 10
 Pens switch 3 TRS service ind 1 PV contno 10
 Validations passed. Save your changes.

12.03.00



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

11/8/2012 107

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.

Refund TRS on Next Payroll Cycle After Pension Adjustment

The image displays two screenshots of a payroll software interface. The left screenshot shows the 'Calculate and Display Pay' screen for employee 88942. It lists various deductions, including a pension contribution of 216.88 and a refund of 60.00. The right screenshot shows the 'Ded Short' table, which includes a row for TRS (Trustees' Retirement System) with a net amount of 156.88. A red arrow points from the TRS amount in the right screenshot to the pension contribution and refund amounts in the left screenshot.

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.

Refund TRS on Next Payroll Cycle Before Pension Adjustment

Screen 1 of 2: Calculate and Display Pay

Emp#: 88942 ABSEU, ET30H 999-08-8942 Sec 125 Y Loc 0101 Class 05
 Tax Marital Status - Federal: H State: 0 REIG Ind: REIG Payment: .00
 Federal: Mar Stat H Exemptions A Withholding Code 0 Fed Amount/2
 State: Mar Stat 0 Allow N(0) D(0)1 W/Holding Code 0 State Amount/2
 Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS
 Reg-hr Out-hr Reg-ant 3538.57 Out-ant

Proc	Type	Pay	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay	Pay For
01	S	0010	3614.67	3876.24	178.15	3614.67	216.88			18/19/2012
02	B	0001	76.10-	64.77-	3.46-					18/19/2012
03										
04										
05										
*** Totals			3538.57	3811.47	178.15	3614.67	216.88			
ACCT 01	13	100	1041	1000	11000	101	1	1.0000	3614.67	Ann #1 Ded 1 Co
ACCT 02	13	100	1041	1000	11000	101	1	76.10-		Ann #2 Ded 2 Co
ACCT 03										
ACCT 04										
ACCT 05										
Totals			1.0000	3538.57						
ONSD1 Gr	3011.47	ONSD1 Amt	126.48	HI Gr	3011.47	HI Amt	43.67			
Ded 03 H	Ded 04 H	Ded 09 H	Ded 11 H	Ded 13 Y	Ded 17 H	Ded 18 H	Ded 24 H	Ded 28 H	Ded 30 H	
85.29	126.85	396.86	41.51	2.96	14.58	458.41	27.38	25.83	2.21	
Ded 30 Y	Ded 42 H	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	
182.86	18.00									
*** Gross Pay			3538.57	*** Deductions	1672.97	*** Net Pay	1865.60	*** Non Tax	527.10	

Screen 2 of 2: Calculate and Display Pay

Emp#: 88942 ABSEU, ET30H 999-08-8942 Sec 125 Y Loc 0101 Class 05
 Tax Marital Status - Federal: H State: 0 REIG Ind: REIG Payment: .00
 Federal: Mar Stat H Exemptions A Withholding Code 0 Fed Amount/2
 State: Mar Stat 0 Allow N(0) D(0)1 W/Holding Code 0 State Amount/2
 Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS
 Reg-hr Out-hr Reg-ant 3538.57 Out-ant

Ded Short	Employee	Empr	Employer	Ded Short	Employee	Empr	Employer
Cd	Description	Amount	Flag	Amount	Cd	Description	Amount
TR5		216.88	Y	412.43	GHI	EXPLR	n/a
	FICA	178.15	Y	238.38			
03	FED INCOME TA	85.29	N	33	VENDOR 002920	182.86	Y
04	VENDOR 000012	126.85	N	43	VENDOR 004320	18.00	N
09	UNC - BELL 000	396.86	N				
11	VENDOR 002283	41.51	N				
13	VENDOR 002920	2.96	Y	5.75			
17	VENDOR 000019	14.58	N				
18	VENDOR 000009	458.41	N				
24	VENDOR 002920	27.38	N				
28	VENDOR 000069	25.83	N				
30	VENDOR 001040	2.21	N				
00	Bank	Account		Net Pay			
00	#1	05	11 1111 111954	1865.60	Ann #1	Ded	1 Co
					Ann #2	Ded	2 Co
*** Gross Pay			3538.57	*** Deductions	1672.97	*** Net Pay	1865.60
				*** Non Tax	527.10		

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.



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
www.gadoe.org

Refund TRS on Next Payroll Cycle Pension Adjustment

PCG Dist=8991 Rel=12.03.00 10/19/2012 DDD001 C:\DEVSYS C:\SECOND GREEN

Status Active Update/Display Gross Data PAV07

EmpNo 88942 883EU, ET3AH Class 5 TEACHERS
 SSN 999-08-8942 Loc 101 Location 000101 Job cd 105 TEACHERS
 Cert level 15 State yrs 10 Pay step 7 Local yrs 5 Salary sched _____
 Work sched ID _____ Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay ind _____
 Ann work days 0 Days worked VTD 0.00 This per 0.00 Days docked VTD 0.00 This per 0.00

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	Regular	Overtime	GHI %	Pay	Pay For
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross	Dist	Reas	Period	End	
01.	S	0010			3614.67		1.0000				
02.	B	0301			76.10-						
03.	Z									8/31/2012	
04.											
05.											
06.											

3538.57 1.0000 Sub

Vr	Fnd	F	Prgn	Funct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens	Ant	Contract	Distrib
ACCT 01	13	100	-	1041	1000	11000	101	1					3614.67	Y
ACCT 02	13	100	-	1041	1000	11000	101	1				76.10-		
ACCT 03	13	100	-	1041	1000	11000	101	1				60.00-		
ACCT 04	00													
ACCT 05	00													
ACCT 06	00													

60.00- 3538.57

TRS & ERS Pens Gross adj Total gross 3538.57

Ant/% Contract ant 43576.00 Cycle gross 3614.67 Cycle 1 Cal Vr

Pay sch. # 12 State salary 43376.00 Local salary 200.00 Other

Pens code 2 TRS Pens elig date 7/30/2007 Ant/% .0600 Contno 10

Pens switch 3 TRS service ind 1 PV contno 10

Validations passed. Save your changes.

12.03.00



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

11/8/2012 110

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 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.

Refund TRS on Next Payroll Cycle After Pension Adjustment

The image displays two screenshots of a payroll software interface, likely Peachtree, showing the 'Calculate and Display Pay' screen for an employee. The left screenshot is 'Screen 1 of 2' and the right is 'Screen 2 of 2'. Both show the same employee: 009A2 ARDEU, ET04H, 999-00-09A2, Sec 125 Y, Loc 0101, Class 05.

Screen 1 of 2 (Left): Shows the 'Pensions' section with a table of contributions and deductions. A red box highlights the 'Pens Gr' and 'Pens Ant' columns. The 'Pens Gr' value is 3614.67 and the 'Pens Ant' value is 156.88. A red arrow points to the 'Pens Ant' value.

Reg-hr	Out-hr	Reg-ant	3538.57	Out-ant	Pay	Pay For
01	5	0010	3614.67	216.88		10/19/2012
02	0	0001	76.10-	3.66-		10/19/2012
03	2			60.00-		8/31/2012
04						
05						

Screen 2 of 2 (Right): Shows the 'Deductions' section with a table of deductions. A red box highlights the 'Ded Short' and 'Employee Emplr Employer' columns. The 'Ded Short' value is 156.88 and the 'Employee Emplr Employer' value is 412.43.

Ded Short	Employee Emplr Employer	Ded Short	Employee Emplr Employer
TRB	156.88 Y	GHI - EMPLR	n/a Y 912.34
FICA	170.15 Y	33 VENDOR 002920	102.86 Y 16.69
03 FED INCOME TA	85.29 N	40 VENDOR 004320	10.00 N
04 VENDOR 000012	126.85 N		
09 UNC WELL RHD	396.86 N		
11 VENDOR 002200	41.51 N		
13 VENDOR 002920	2.96 Y		
17 VENDOR 000019	14.58 N		
18 VENDOR 000000	450.41 N		
24 VENDOR 002920	27.38 N		
28 VENDOR 000069	25.80 N		
30 VENDOR 001040	2.21 N		

At the bottom of both screens, the following summary is displayed:

*** Gross Pay 3538.57 *** Deductions 1612.97 *** Net Pay 1925.60 *** Non Tax 527.10

At the bottom of the page, there is a logo for the Department of Education and the text: Dr. John D. Barge, State School Superintendent, "Making Education Work for All Georgians", www.gadoe.org. The date 11/8/2012 and page number 111 are also present.

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

112

Overpayment

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

113

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

The screenshot displays a payroll software window titled "Update/Display Gross Data" for employee JOYUE. The interface includes a header with status and dates, a detailed header section with fields like EmpNo, SSN, and Location, and a main table with columns for Proc Type, Pay Rate, Days/Hrs, Regular, Overtime, Regular Gross, Overtime Gross, GHI %, Pay, and Pay For. A red circle highlights a row with a negative gross value of -3000.00. To the right, a "G - Process Type" dropdown menu is open, listing various process codes such as S, D, H, A, B, X, Y, Q, P, and Z. A red arrow points to the "B Salary Adjustment No Pension" option. At the bottom, there are summary fields for TRS & ERS Pens Gross Adj, Contract ant, Cycle gross, and Total, along with a status bar showing "12.03.00".



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

11/8/2012

114

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 not 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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

115

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.

Agenda

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

116

Now we will discuss garnishments.

Garnishments

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

117

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 generically. 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.

Garnishments

```

PCG Dist=0991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEV\SYS C:\SECOND GREEN
PAYROLL DEDUCTION DATA ENTRY
Deduction code: 28 Sort: 28
Description: COURT W/H Percent: .00000
Short desc: COURT W/H Vendor:
Deduction type: G 'A' = Annuity (Tax Sheltered) 'C' = Credit Union
                  'F' = Imputed Income 'G' = Garnishment
                  'I' = Non-Taxable Insurance
Fund: 199 Fiscal: Program: 9990 Expense/receipt Function: 9000
Balance #: 479
Benefit plan code associated with deduction:
Employer contribution indicator: 0 0 = None
                                1 = Fixed Amount
                                2 = % of Process Type Gross (specified below)
                                3 = % of Employee Contribution
Employer Indicator '2' Process Types: S D H A B X Y Q P
                                      N N N N N N N N N
Contribution amount or %: Object: Balance:

** Modify Mode **
(ENTER)-Modify Record F1-Display Mode F28-Help Screen 12.03.00
    
```

Garnishment deduction – do not enter vendor number here



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

119

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

PCGDist=9991 Rel=12.03.00 10/16/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN

Status Active Update/Display Deduction Data Screen 1 of 2 PAY06
 'H' = Ded Not Taken, '*' = Ded Taken, '0' = Ded Not Taken, Insufficient Gross
 Employee 00464 RGPILERA, JOYUE Class 17 Loc 0101 GHI deduction code 00
 SSN 999-08-8464 Work-Loc 0101

Cd Description	Amount	Emplr	Cd Description	Amount	Emplr (Y/N)
01 ANNUITY # 1			02 ANNUITY # 2		
03 FED INCOME TAX	228.53	# N	04 VENDOR 000012	121.58	# N
08 NOT ELIGIBLE	-CLAS		09 NOT ELIGIBLE	-CERT	
10 VENDOR 000014			11 VENDOR 002203		
12 VENDOR 004850			13 VENDOR 002920		
15 VENDOR 000018			16 VENDOR 000023		
17 VENDOR 000019	14.58	# N	18 VENDOR 000009		
19 VENDOR 000541			20 COURT W/H	200.00	
21 VENDOR 000021			22 COURT W/H		
23 VENDOR 004805			24 VENDOR 002920		
25 VENDOR 000014			26 VENDOR 002208		
27 VENDOR 002599			28 VENDOR 000869		
29 VENDOR 000869			30 VENDOR 001040		
31 VENDOR 002920			33 VENDOR 002920		
34 COURT W/H	100.00	#	35 VENDOR 001383		
36 VENDOR 002920			37 VENDOR 004764		
38 VENDOR 003218			39 VENDOR 000814		
40 VENDOR 002775			41 VENDOR 004043		

Credit Union 000000000000 Section 125 N
 ANNUITY # 1 / 01 Ann Type Employee Contribution
 ANNUITY # 2 / 02

12.03.00



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
 www.gadoe.org

11/8/2012 120

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012 121

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.

Garnishments

Employee: 88464 AGUILERA, JOUAE

Ded Code	Description	Vendor Number	Vendor Name
20	COURT W/H	207	
34	COURT W/H	207	VENDOR 000207

NOTE: * = Available for deletion - Garnishment(s) not in payroll.

12.03.08

Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012 122

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 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.

Agenda

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

123

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 wait until W2s are complete before:
 - Closing December financials
 - Setting up January payroll
 - Sending the 4th quarter 941



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

124

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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

125

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 quarterly. 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.**



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

126

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.”



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012 127

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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

128

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

W2s

The screenshot displays the 'Add Earnings History Record' window. At the top, it shows the user's name 'LITALIAN', the date '10/25/2012', and the transaction date '09/01/2012'. Below this is a table with columns for 'Box', 'Item', 'Adj Amt', and 'Label'. A callout box points to this table with the text: 'Use Earnings History W2 Adjustments to get miscellaneous items to print on the W-2'. An 'Add' button is visible next to the table. A secondary window titled 'W2CD - W-2 Box and Item' is open, showing a list of W-2 adjustment codes and descriptions. The code 'P' for 'Excludable Moving Expense Reimbursement Pd to Empl' is highlighted.

Box	Item	Adj Amt	Label	Description
12	P	5000.00	P	Excludable Moving Expense Reimbursement Pd to Empl

Box	Item	Description	Label
12	4	Coverage Cost for Employer-Sponsored Health Plan	DD
12	5	Designated Roth Contributions to a Section 457(b)	EE
12	A	Uncollected Social Security or RRTA Tax on Tips	A
12	B	Uncollected Medicare Tax on Tips	B
12	C	Taxable Cost of Group-Term Life Ins Over \$50,000	C
12	D	Elective Deferrals to a Section 401(k) cash	D
12	E	Elective Deferrals Under a Sect 403(b) Salary Red	E
12	F	Elective Deferrals Under a Section 408(k)(6) Sal R	F
12	G	Elective Deferrals & Empl Contributions 457(b)	G
12	H	Elective Deferrals to a Section 501(c)(18)(D)	H
12	J	Nontaxable Sick Pay	J
12	K	20% Excise Tax on Excess Golden Parachute Payments	K
12	L	Substantiated Employee Business Expense Reimburse	L
12	M	Uncollected Soc Security on Tax Cost of Grp Life	M
12	N	Uncollected Medicare Tax on Tax Cost of Group Life	N
12	P	Excludable Moving Expense Reimbursement Pd to Empl	P
12	Q	Nontaxable Combat Pay	Q
12	R	Employer Contributions to an Archer MSA	R
12	S	Emply Salary Reduction Contributions Sect 408(p)	S
12	T	Adoption Benefits	T

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.



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
www.gadoe.org

W2s

PCGDist=0991 Rel=12.03.00 10/25/2012 DDD001 C:\DEVSY S C:\SECOND GREEN

Print W-2's and Create File W2EXT

Enter W-2 year to be selected: 2012 (For example, 2009)

IF applicable, enter deduction code(s) for the following categories:

Dependent Care Assistance: (Box 10)

Roth IRAs to a 401(k): (Box 12, label 'AA')

Roth IRAs to a 403(b): (Box 12, label 'BB')

Roth IRAs to a 457(b): (Box 12, label 'EE')

ENTER = Continue, F16 = Exit Program 12.02.00

DEPARTMENT OF EDUCATION
Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012 130

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
- Refunding Deductions
- Correcting PSERS and TRS
- Overpayments
- Garnishments
- W2s
- **Getting Ready for 2013 GHI**



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

131

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

Getting Ready for 2013 GHI

- GHI options are the same.
- GHI tiers 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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

132

The GHI options and tiers have not changed dramatically.

All GHI premium amounts have changed for 2013.

Getting Ready for 2013 GHI

The screenshot displays a personnel data window with the following information:

- Display/Update Personnel Data** (PAY02)
- Status: Active
- Emp. no.: 88669
- Sex Code: E
- Mar Stat: H
- Pay Loc: 102
- Work Loc: 102
- Location: 000102
- Class: 10 CLERICAL
- Job: 119 CLERICAL
- SSN: 999 08 8669
- EEO-5 Job: A15 Clerical Staff
- EEO-5 Ethnic: 2 WHITE

The **PCG Select GHI Code** window is open, showing a list of options:

Opt	Tier	Long Description	Short Desc
88		TRICARE SUPPLEMENT	TRISUP
C0		CIGNA STANDARD HMO	CIGNA STD HMO
C1		CIGNA WELLNESS HMO	CIG WELL HMO
C2		CIGNA STANDARD HRA	CIGNA STD HRA
C3		CIGNA WELLNESS HRA	CIG WELL HRA
C4		CIGNA STANDARD HDHP	CIG STD HDHP
C5		CIGNA WELLNESS HDHP	CG WELL HDHP
NC		NO COVERAGE OR COVERAGE WAIVED	WAIVED
NE		NOT ELIGIBLE FOR COVERAGE	NOT ELIGIBLE
U0		UNITED HEALTHCARE STANDARD HMO	UHC STD HMO
U1		UNITED HEALTHCARE WELLNESS HMO	UHC WELL HMO
U2		UNITED HEALTHCARE STANDARD HRA	UHC STD HRA
U3		UNITED HEALTHCARE WELLNESS HRA	UHC WELL HRA
U4		UNITED HEALTHCARE STANDARD HDHP	UHC STD HDHP
U5		UNITED HEALTHCARE WELLNESS HDHP	UH WELL HDHP

The benefit file shows the following GHI options:

- 2007 TRS DOE Paid ERCON
- 2007 Participate in Plan ? Y
- 2007 GHI Option 11 UHC WELL HMO
- 2007 GHI Tier 96 FAMILY
- GHI Ded Cd 8

A callout box labeled "GHI Option from Benefit File" points to the "2007 GHI Option 11 UHC WELL HMO" entry.

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.



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
www.gadoe.org

Getting Ready for 2013 GHI

The screenshot displays a personnel data entry screen for 'DAHLING, BEAKIS'. A window titled 'PCG Select GHI Code' is open, showing a list of GHI tiers and their descriptions:

Opt	Tier	Long Description	Short Desc
C2	10	SINGLE COVERAGE	SINGLE
C2	40	SINGLE COVERAGE TOBACCO SURCHARGE	SINGLE/T
C2	90	EMPLOYEE & SPOUSE	EESP
C2	91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	EESP/T
C2	94	EMPLOYEE & CHILD(REN)	EECH
C2	95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	EECH/T
C2	96	EMPLOYEE & SPOUSE & CHILD(REN)	FAMILY
C2	97	EMPL & SPOUSE & CHILD/TOBACCO SURCHAR	FAMILY/T

A callout box labeled 'GHI Tier from Benefit File' points to the 'GHI Tier' field in the main data area, which is currently set to '96'.

At the bottom of the screen, the Georgia Department of Education logo is visible, along with the text: 'Dr. John D. Barge, State School Superintendent "Making Education Work for All Georgians" www.gadoe.org'. The date '11/8/2012' and page number '134' are also present.

- GHI tiers 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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

135

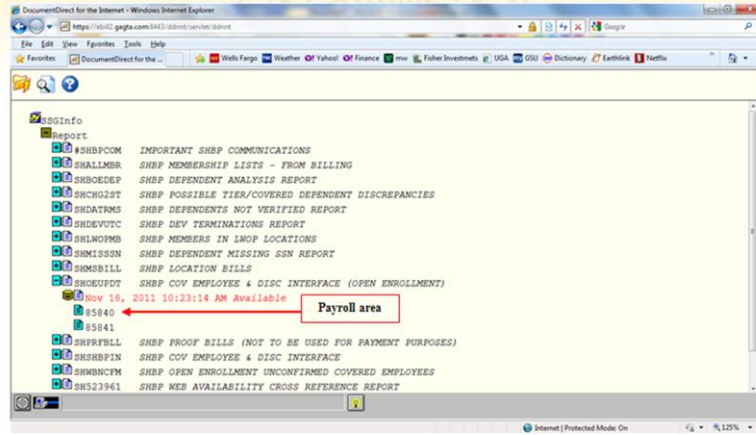
Several steps are necessary to get ready to process GHI in 2013. Before your December payroll, you will be able to install the 12.03.01. This release will contain the 2013 GHI premiums. The new premiums will be uploaded automatically by the release.

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.

Getting Ready for 2013 GHI

- Download the DCH open enrollment file



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

136

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.

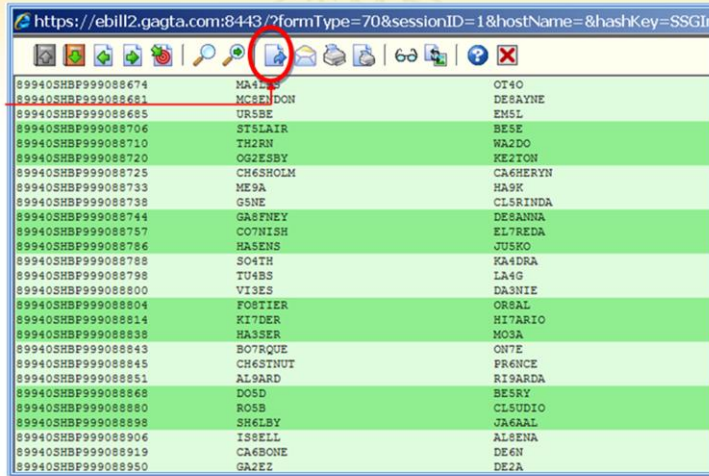
Typically, Bill Tierney from SHBP will send all districts an e-mail which identifies the correct SHOEUPDT file which contains the open enrollments. You must know the exact name and date of this file from SHBP or you will download an incorrect file!

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

Select the correct file.

Getting Ready for 2013 GHI

- Download the DCH open enrollment file



https://ebill2.gagta.com:8443/?formType=70&sessionID=1&hostName=8&hashKey=SSGIn

89940SHBP999088674	MAULES	OT40
89940SHBP999088681	MCSENDON	DESAYNE
89940SHBP999088685	URSBE	EMSL
89940SHBP999088706	STSLAIR	BESE
89940SHBP999088710	THORN	WALDO
89940SHBP999088720	OGZESBY	KEZTON
89940SHBP999088725	CHESHOLM	CACHERYN
89940SHBP999088733	ME9A	HASK
89940SHBP999088738	GSNE	CLSRINDA
89940SHBP999088744	GARFNEY	DESANNA
89940SHBP999088757	CO7NISH	EL7REDA
89940SHBP999088786	HASENS	JUSKO
89940SHBP999088788	SO4TH	KA4DRA
89940SHBP999088798	TU4BS	LA4G
89940SHBP999088800	VI3ES	DA3NIE
89940SHBP999088804	F0STIER	OR6AL
89940SHBP999088814	KI7DER	HI7ARIO
89940SHBP999088838	HA3SER	MO3A
89940SHBP999088843	BO7RQUE	ON7E
89940SHBP999088845	CHESTNUT	FR6NCE
89940SHBP999088851	AL9ARD	RI9ARDA
89940SHBP999088868	DO5D	BE5RY
89940SHBP999088880	RO5B	CL5UDIO
89940SHBP999088898	SH6LBY	JA6AAL
89940SHBP999088906	IS8ELL	AL8ENA
89940SHBP999088919	CA6BONE	DE6N
89940SHBP999088950	GAZ2Z	DE2A



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

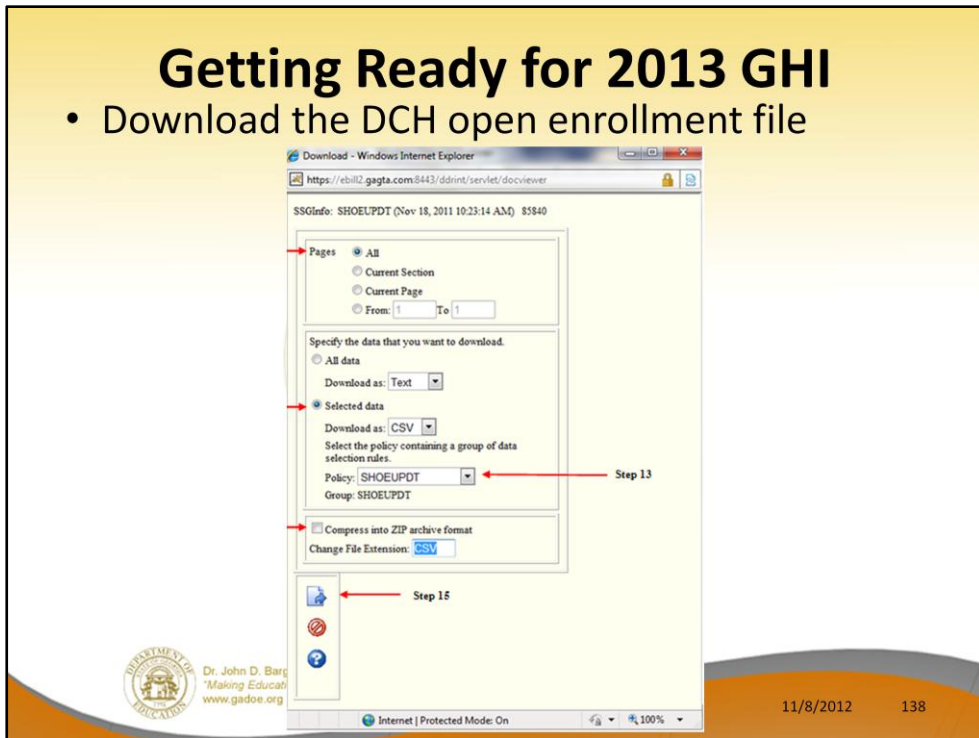
137

The open enrollment file is displayed.

Select the download icon.

Getting Ready for 2013 GHI

- Download the DCH open enrollment file



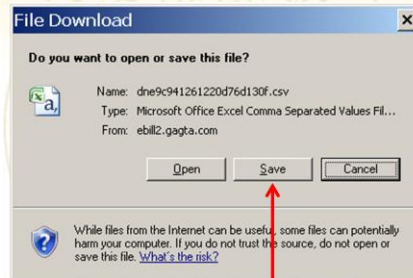
The following dialog box will be displayed. It is important to enter the selections as shown above:

- All pages
- Selected data
 - Download as CSV
 - Policy SHOEUPDT
- Do NOT compress the file

Then select the download icon.

Getting Ready for 2013 GHI

- Download the DCH open enrollment file



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012 139

Select SAVE to save the file to your C drive.

Getting Ready for 2013 GHI

- Download the DCH open enrollment file

```
Enroll2012.csv - Notepad
File Edit Format View Help
"Report_Record"
"89990SHBP999087069 PA4RIS DI4LON M
"89990SHBP999087070 PR3SSLEY JA3T L
"89990SHBP999087071 SC2REIBER TH2NH J
"89990SHBP999087072 WH9ATLEY JE9LENE P
"89990SHBP999087073 BUSDEN FR8NCES J
"89990SHBP999087074 HE7M M3LL7E S
"89990SHBP999087075 LA6GHLIN EL8ZA3ETH D
"89990SHBP999087076 MC5REGOR M9LO7Y R
"89990SHBP999087077 O64E TO5D
"89990SHBP999087078 BE3MAN CE4ES0INA B
"89990SHBP999087079 BO2IE KA1HLE8N A
"89990SHBP999087080 BR9SCOE NA7MA D
"89990SHBP999087081 PA8IS JE8N1SER E
"89990SHBP999087082 SN7WDEN SA3A E
"89990SHBP999087083 WA6EFIELD SU2AN E
"89990SHBP999087084 BASKDALE M481ON E
"89990SHBP999087085 BE4ULIEU PA3RI6IA A
```

Do NOT edit the open enrollment file in Microsoft Excel®. Editing the file in Excel causes the formatting of the file to change.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

140

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)



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

141

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

```
PCG Dist=9991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEV5YS C:\SECOND GREEN PERPI271

Import State Health Option And Tier From DCH File

This process will update the GHI Option and Tier for all employees
included in the open enrollment or monthly change file provided by
the Department of Community Health.

Select Optional Field to Update:
- County of Residence

Enter the import file path and name OR F10 to Browse for file
C:\TEMP\ARCHIVE.CSV

Enter=Continue or F16=Exit 12.03.00
```



"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

142

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)



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

143

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

```
PCG Dist=8991 Rel=12.03.00 10/24/2012 DOD 002 C:\DEVSY S C:\SECOND GREEN PER0150
Set State Health Deduction Amount For Active Employees
(All substitutes are skipped)

Trial mode to verify changes prior to updating? Y
Reduce premium amount by normal employer paid share? Y
Split premium according to employee's pay schedule? N

Set deductions to rates in effect on: 1/01/2013

The following SHBP system deductions will be modified by this process:

Ded Code  Ded Desc          Emplr Ind  Emplr Ant
-----  -
8         GHI-NON-CERT         N
9         GHI-CERT             N
50        BOARD MEMBER SHBP   Y          82.25

ENTER = Validate  PF16 = Exit

12.02.00
```



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

144

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
 Program ID: PER0150

SHBP DEDUCTION UPDATE REPORT
 *** TRIAL MODE - NO UPDATES ***

Emp Num	Employee Name	Work Loc	Pay Class	Ded Periods	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, EMARSON	0188	03	12	08	31	99	162.58	Y	210.50	Y
088500	OL5ARV, PA5ULA	8012	66	12	08	58	91	207.10	Y	252.40	Y
088740	OM6LLEY, EF6AIM	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, O22E	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



Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
www.gadoe.org

11/8/2012 145

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

Questions?



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

146

PCGenesis Documentation



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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012 147

Thank you for attending!



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/8/2012

148