

# PCGenesis Run Payroll

GASBO

Augusta, GA

November 5, 2015



Richard Woods, Georgia's School Superintendent  
*"Educating Georgia's Future"*

# Agenda

- Balance Sheet
  - PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE
  - Section C: Payroll Check and Direct Deposit Statement Processing
    - Errors in Entry
    - Entry Missing
- F6 – Check/Direct Deposit Void/Add
  - PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE
  - Section C: Payroll Check and Direct Deposit Statement Processing
- F9 – Manual Checks & Voids From Previous Pay
  - PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE
  - Section C: Payroll Check and Direct Deposit Processing
- TRS/PSERS Corrections
- SHBP Reconcile (During Round Table: Session 4)



PCG Dist=6791 Rel=15.03.00 11/04/2015 GEJ 001 K:\SYSTEM K:\SECOND RED

**Payroll System** PAYM0003

**Check and Direct Deposit Menu**

**FKey**

- 1** -- Print Balance Sheets (After Updates)  
(Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave)
- 2** -- Calculate Payroll & Print Exceptions
- 3** -- Calculate Payroll & Print Trial Register
- 4** -- Calculate Payroll & Update YTD (Final)
  
- 24** -- Import Leave Data for Paystubs From Leave Management System
- 5** -- Print Paychecks and Direct Deposits
- 6** -- Check/Direct Deposit Void/Add Menu
- 7** -- Print Final Payroll Register
  
- 8** -- Print Deduction Registers & Create Direct Deposit Export File
  
- 9** -- Manual Checks & Voids From Previous Pay Menu
  
- 12** -- Print Final Payroll Distribution
- 13** -- Update Earnings History With Current Pay
- 14** -- Update Budget Files With Current Pay

F2, F3

13.02.00

Master	User List																		
F16	Word	Word	PAY MONITOR	VEND MONITOR															

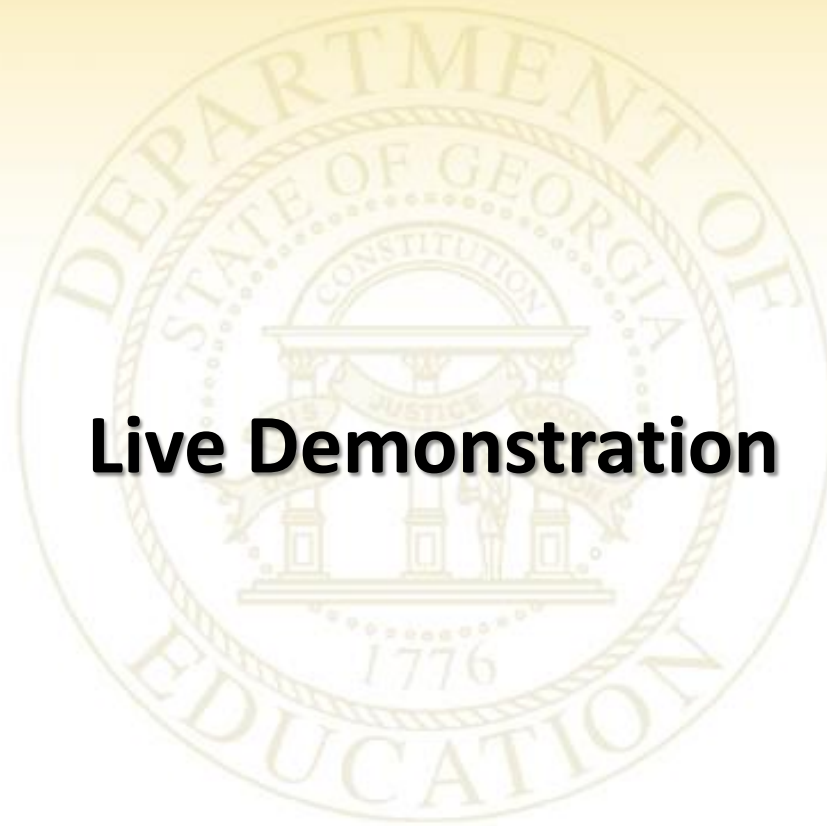


# Live Demonstration



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# Live Demonstration



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PCG Dist=8991 Rel=15.03.00 11/05/2015 GEJ 001 K:\SYSTEM K:\SECOND RED

Status Active Update/Display Gross Data PAY07

EmpNo 89094 AD3M, SA3 Class 1 CLASSROOM TEACHERS  
 SSN 999-08-9094 Loc 201 Location 000201 Job cd 8 TEACHER SPECIAL EDUC

Salary sched Cert level Pay step L3 State yrs 16 Local yrs 0  
 Work sched ID Hrs/Day 8.000 Days/Week 5 Hrs/Week 40.00 13/14 pay sw Budget pay cat  
 Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI % Dist	Pay Reas	Pay for Period End
01.	S	0010			4799.58		1.0000		
02.	S	0011			182.00				
03.	Z	0424							8/31/2015
04.									
05.									
06.									

4981.58 1.0000 Sub Budget

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Pens Gross	Pens Amt	Contract	Distrib	Flag
ACCT 01	16	100		1081	1000	11000	201	1		4799.58	287.97		Y	S
ACCT 02	16	100		1083	1000	11000	201	1		182.00	10.92			L
ACCT 03	16	100		1081	1000	11000	201	1		1461.00	208.47			
ACCT 04	00													
ACCT 05	00													
ACCT 06	00													

6442.58 507.36

Total gross 4981.58 Pens code 2 TRS  
 Cycle gross 4981.58 Pens switch Y TRS/ERS Pens Gross Pay sch. # 12  
 State salary 57594.92 TRS service ind 0 Adj Amt/% Cycle 1 Cal Yr  
 Local salary 2184.00 No pension code 00 Contmo 10  
 Other Pens Amt/% .0600 PY contmo 00  
 Contract amt 59778.92 Pens elig date 8/10/2015

15.02.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15

F16 F17 F18 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

**F2, F2, F4**

PCG Dist=8991 Rel=15.03.00 11/04/2015 GEJ 001 K:\SYSTEM K:\SECOND RED

Status Active Update/Display Gross Data PAY07

EmpNo 87966 BU3K, DU3TI Class 12 BUS DRIVERS  
 SSN 999-08-7966 Loc 8012 Location 008012 Job cd 30 BUS DRIVERS  
 Salary sched Cert level Pay step E State yrs 0 Local yrs 8  
 Work sched ID Hrs/Day 5.000 Days/Week 5 Hrs/Week 25.00 13/14 pay sw Budget pay cat  
 Ann work days 170 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI %	Pay Dist	Pay for Reas	Pay Period End
01.	S				999.03		1.0000			
02.	S	0310			125.00					
03.	H	0311	13.470	22.00	296.34					
04.										
05.										
06.										

Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens Amt	Contract	Sub Distrib	Budget Flag
ACCT 01	16	100	1320	2700	18000	8012								N
ACCT 02	16	100	9990	2100	14600	201	1							N
ACCT 03	16	100	1320	2700	18020	8012								N
ACCT 04	00													
ACCT 05	00													
ACCT 06	00													

Total gross	1420.37	Pens code	1 OLD PSERS
Cycle gross	1124.03	Pens switch	Y TRS/ERS Pens Gross
State salary		TRS service ind	0 Adj Amt/%
Local salary	11988.30	No pension code	
Other	1500.00	Pens Amt/%	4.0000
Contract amt	13488.30	Pens elig date	8/14/2006

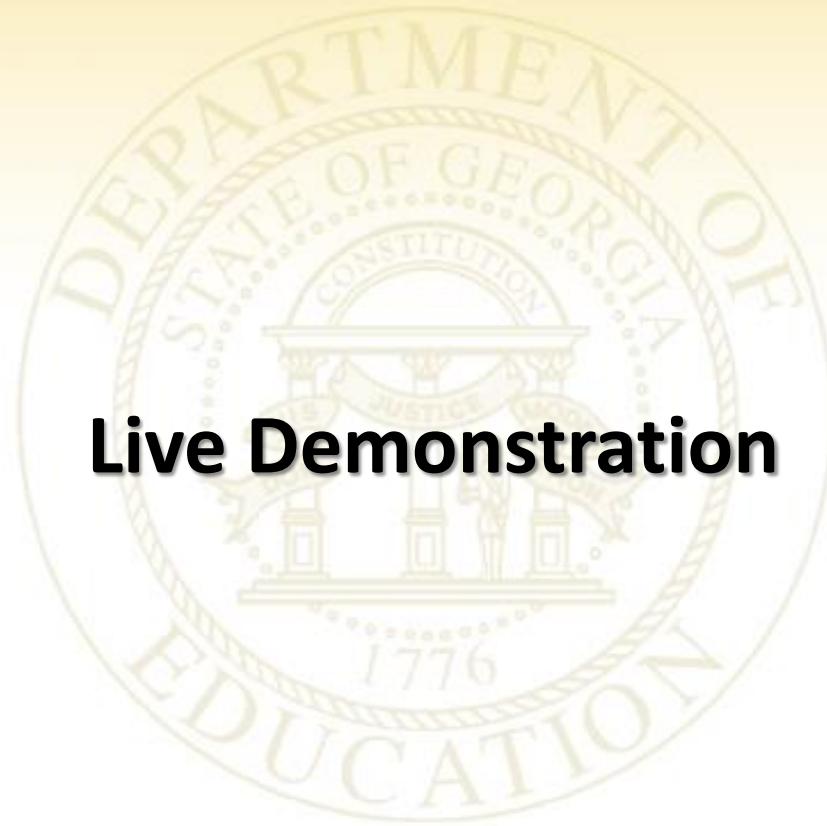
15.02.00

**F2, F2, F4**

**1 OLD PSERS**







# Live Demonstration



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QUESTIONS  
ANSWERS



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**Thank  
You**



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