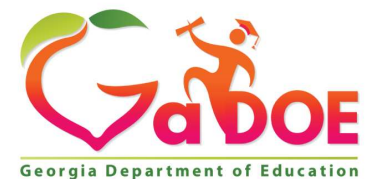




# PCGenesis Payroll for Beginners

## Manual checks, Voids and Adjusting Pension

**Stephanie Smith**  
*Stephanie.smith@doe.k12.ga.us*



# What happens in a payroll run?

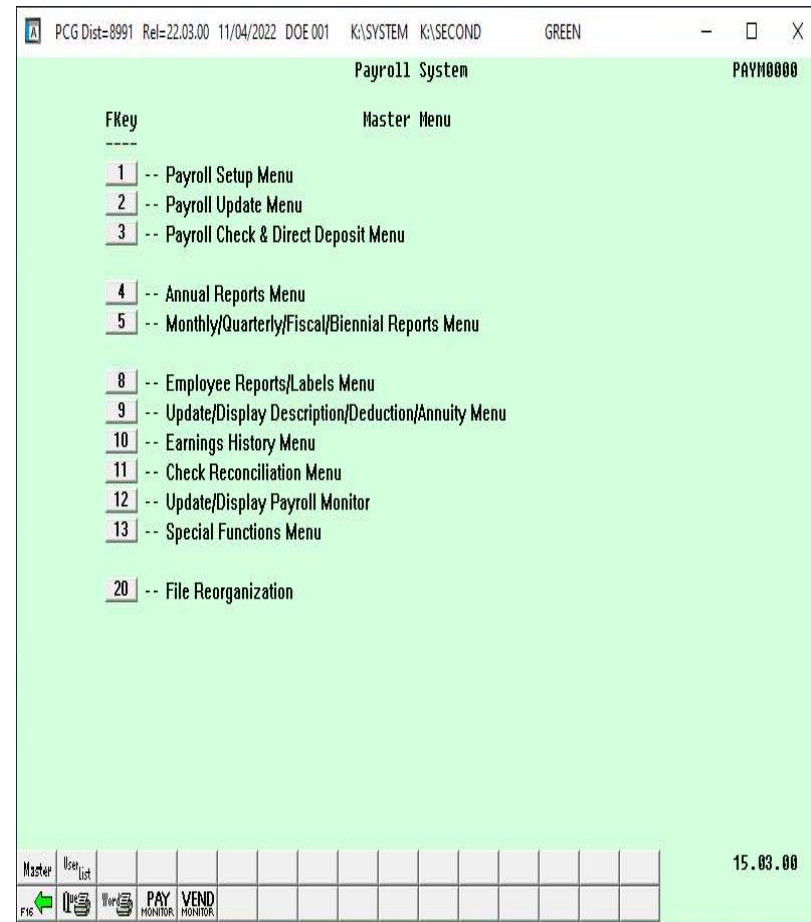
- Setup Payroll
- Run payroll trial registers – very important to check reports
- Calculate payroll and update YTD – (F4)
- Print checks and direct deposits – Restore point
- Print final registers and create NACHA (F7 & F8)
- Print final payroll distribution (F12)
- Post to earnings history and budget files (F13 & F14) – Post and closes out payroll (Restore point)

While processing a current payroll. Corrections can be made with manual checks or voids from a previous payroll run. Add a check or direct deposit.

- To add a check/direct deposit or void a check for a current OPEN payroll.
- Use option F6 – Check/Direct Deposit Void/Add Menu
- Use option F9 – Manual Checks & Voids from Previous Pay.

Payroll has been set up.

F3-Payroll check & direct deposit menu





If current payroll is still open and you needed to Void/Add a Check/DD use F6

or you forgot to pay a new employee you can click on F9 to add a manual check or void from a previous pay.

PCG Dist=8991 Rel=22.03.00 11/04/2022 DOE 001 K:\SYSTEM K:\SECOND GREEN

Payroll System PAYM0003

FKey Check and Direct Deposit Menu

- 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

Master User list

13.02.00

F16 Word PAY MONITOR VEND MONITOR









# Void/Add successful

PCG Dist=8991 Rel=22.03.00 11/03/2022 DOE 002 K:\SYSTEM K:\SECOND GREEN PAYVOID

**Payroll Check / Direct Deposit Voiding / Adding**

Enter Employee Number: **88369**

Employee: **JASESON, CHSDWICK**

Check/DD #:

Amount:

Employee Void/Add Successful.

Enter - Continue, F16 - ReEnter/Exit

ENTER ✓																					F16 🔍	
F16 ←																						22.02.00

**Step 2: Go to F2, F5-Upd withholding data to make updates, if needed for that employee. Ex: emp DD number is wrong, turn off and create a check. Remember to turn DD back on after payroll cycle.**

PCG Dist=8991 Rel=22.03.00 11/03/2022 DOE 002 K:\SYSTEM K:\SECOND GREEN

Status **Active** Update/Display Payroll Withholding/Direct Deposit Data **PAY08**

Employee number **88369** Name **JASESON, CH5DWICK** Loc **198**  
 Social security **999 08 8370**

State: Mar Stat **B** Allowance Mar **1** Dep **0** Withholding Code **0** Amt/% **0.00**  
 Federal: Mar Stat **M** 2020 W-4? **N** (Y or N) Withholding Code **0** Amt/% **0.00**

W-4 Prior to 2020: Exempt **0**  
 New 2020 W-4: Box 2 Two jobs flag **N** Box 4a Other income **0.00**  
 Box 3 Dependent amt **0.00** Box 4b Deduction amt **0.00**

Switches: Fed **Y** State **Y** FICA **M** (Y=Yes N=No M=Medicare) AEIC **\_**

Enable Direct Deposit  Yes  No

DD #	Bank	Name	Account	Type	Method	Amt/%	Prenote
DD #1	05	REGIONS BANK	11 1111 111421	C	P	1.0000	N
DD #2						0.0000	
DD #3						0.0000	
DD #4						0.0000	
DD #5						0.0000	

Ded Desc	Ded	Annuity Company	Type	Use Percentage:	Percentage of Annuity Gross:
ANNUITY #1	/ 01			N	0.0000
ANNUITY #2	/ 02			N	0.0000
ANNUITY #3	/ 13	8 403B	403(b)	Y	0.0500
ANNUITY #4	/ 14	9 403B	403(b)	N	0.0000
Annuity # 5	/ 00			N	0.0000

Mode changed to update

22.03.00

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

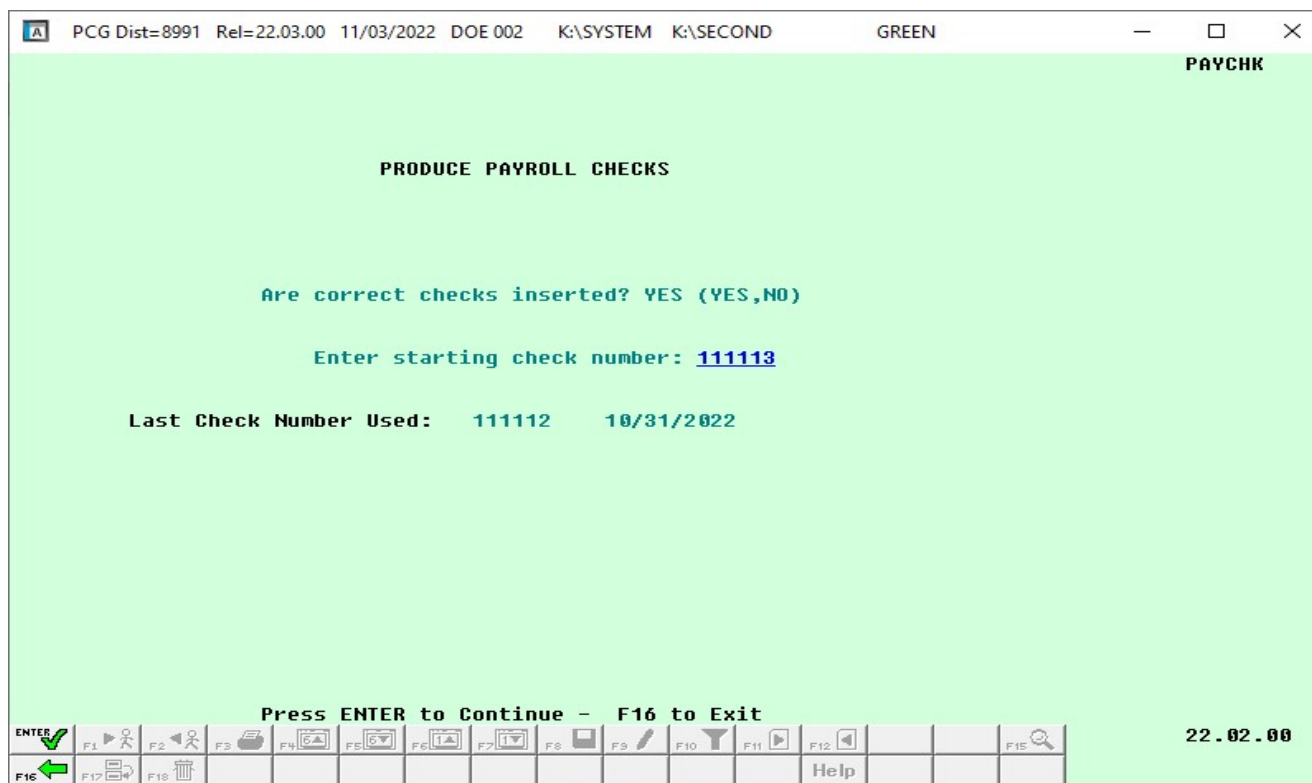
**Step 3: Execute Trial Register for additional Checks/DD**  
**Step 4: Calculate Pay and Update YTD.....Post to PCG review trial and make sure it has what you are expecting. To catch before final posting.**

REPORT ID: PAYS-FAYTRIAL-EE  
 PERIOD END: 10/31/2022  
 LOCATION 0198 - Location 000198  
 REPORT DATE: 11/03/2022 15:23

LOC	EMP #	CI	NAME	REG HRS	OT HRS	GROSS ANNUITY	FEDERAL	OASDI	HI	STATE	RETIRE	ARIC
0198	88369	07	JADASON, CRSDWICK			4398.08	219.90	263.92	58.94	M	125.91	277.08
						332.85 / 09	14.58 / 11					
				/12	28.53 / 19	43.50 / 26	184.11 / 30					

NET PAY: 2848.76

# Step 5: Print Additional Checks/DD



After running steps 1-5 flags flip from Y to N.

```
PCG Dist=8991  Rel=22.03.00  11/03/2022  DOE 002  K:\SYSTEM  K:\SECOND  GREEN  PAYSTUPM
VOID/ADD PAYROLL SEQUENCE MONITOR

Request additional checks          N
Run exceptions register with no exceptions  N
Calc payroll and update YTD figures      N
Print paychecks and Direct Deposits     N

Press F16 to exit.

12.03.00
```



Pay Monitor – keeps track of what step you are on.

PCG Dist=8991 Rel=22.03.00 11/04/2022 DOE 001 K\SYSTEM K\SECOND GREEN Screen 1 of 2 PAYSTUPD

**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 YTD figures Y  
 Print paychecks and Direct Deposits Y

(This cycle can be repeated more than once) \_\_\_\_\_ / Void/Add Run Completed Y  
 / 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 Post leave for Manual/Void Run: N

Regular Gross Types : Y Old PSERS: Y Old ERS: N TRS: Y  
 Special Gross Types : Y New PSERS: Y New ERS: N

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

PAY	NO. PAYS	DESCRIPTION	PERIOD	CHECK DATE	GHI
SCH	TAX CALC				
12	12	MONTHLY	10	10/31/22	Y

Selected classes: 2 7 8 9 11 12 17 20 21 22 23 24

F3=Print screen, F11=Go to screen 2, F16=exit.

22.02.00





# F-9 Enter information to create a Manual check

PCG Dist=8991 Rel=22.03.00 11/04/2022 DOE 001 K\SYSTEM K\SECOND GREEN

PAYMANL

Manual Check For: Employee 86791 TA5, SC5TTY 999-08-6791 Loc 0103  
 Chk Dt 10/31/2022 Bank BK05 Chk No. 111123 DD Bank DD acct  
 Reg Hr Out-Hr Reg Amt 4398.08 Out Amt  
 GHI ind N FICA M TRS Serv 1 Retire Y TRS DOE Paid ERCON ? N Pens code 2 TRS

Proc	Pay	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01	S	2946.71	2946.71	42.73	3094.05	185.64			10/31/2022
02	S	1451.37	1451.37	21.04	1523.94	91.44			10/31/2022
03									
04									
05									
Totals		4398.08	4398.08	63.77	4617.99	277.08			

ACCT 01 23 100 1021 1000 11000 103  
 ACCT 02 23 100 1351 1000 11000 103  
 ACCT 03 00  
 ACCT 04 00  
 ACCT 05 00

Totals		4398.08			
OASDI Gr	OASDI Amt	HI Gr	4398.08	HI Amt	63.77
Ded 03 N Ded 04 N	Ded 10 N Ded 12 Y	Ded 13 Y	Ded	Ded	Ded
Ded	Ded	Ded	Ded	Ded	Ded

\*\*\* Gross Pay 4398.08 \*\*\* Deductions 340.85 \*\*\* Net Pay 4057.23 \*\*\* NON TAX  
 Validations passed. Save your changes.

22.02.00

F-10 to display a Manual check (verify everything is correct)

PCG Dist=8991 Rel=22.03.00 11/04/2022 DOE 001 K\SYSTEM K\SECOND GREEN MANLUD

Manual Check For: Employee 86791 TA5, SC5TTY 999-08-6791 Loc 0103

Chk Date 10/31/2022 Bank BK05 Chk No. 111123 DD Bank DD acct

Reg Hr Out-Hr Reg Amt 4398.08 Out Amt

GHI ind N FICA M TRS Serv 1 Pens code 2 TRS

Proc	Pay	Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01	S		2946.71	2946.71	42.73	3094.05	185.64		10/31/2022
02	S		1451.37	1451.37	21.04	1523.94	91.44		10/31/2022
03									
04									
05									
*** Totals			4398.08	4398.08	63.77	4617.99	277.08		
ACCT	01	23 100	1021 1000 11000 103				4398.08		
ACCT	02	23 100	1351 1000 11000 103						
ACCT	03								
ACCT	04								
ACCT	05								
OASDI Gr			OASDI Amt		Totals		4398.08		
Ded	12 Y	Ded 13 Y	Ded	Ded	HI Gr	4398.08	HI Amt	63.77	
Ded		Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded
Ded		Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded

\*\*\* Gross Pay 4398.08 \*\*\* Deductions 340.85 \*\*\* Net Pay 4057.23 \*\*\*

F18=Delete Rec

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

F15 F17 F18 Help

22.02.00

Click F-13 to print manual check

Select one check to print and ENTER

Click Yes to print


PCG Dist=8991 Rel=22.03.00 11/04/2022 DOE 001 K\SYSTEM K\SECOND GREEN

**Print Manual Check** MANLPRT  
This procedure does not print direct deposits.

EmpNo	Employee Name	Pay Bank	Chk No	Chk Date	DD Bnk DD Acct	Net Pay
<input checked="" type="checkbox"/>	86791 TA5, SC5TTY	BK05	111123	10/31/2022		4057.23

END OF FILE REACHED

YES to PRINT check

 Are you SURE you want to print manual check number 111123 for employee 86791?

\* Asterisk indicates manual check has already been printed or item is a direct deposit.  
Select one check to print and ENTER

22.02.00

ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F15
F13	F17	F18										Help	

## Last check verification





Choose which check or DD you want to void from Previous Pay 09/30/2022  
Click Enter and click F8-save

PCG Dist=8991 Rel=22.03.00 11/04/2022 DOE 001 K:\SYSTEM K:\SECOND GREEN

**VOID Check or Direct Deposit from Previous Pay** PAYUD

Void Check/Dir Dep for: Employee 88369 JASESON, CHSDWICK Loc 0198  
 Transaction Date 10/31/2022 AEIC IND ADU EIC PAYMT SSN 999-08-8370  
 Ck/DD # 243731 Chk Date 9/30/2022 Chk Bank BK05 Chk or DD (C or D) D SERU 1  
 Reg Hr Out-Hr Reg Amt 4398.08 Out Amt Contract 4398.08  
 Pay Pay for

Reg Hr	Proc Type	Pay Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Reas	Period End
01	S		2946.71	2946.71	42.73	3094.05	185.64		9/30/2022
02	S		1451.37	1451.37	21.04	1523.94	91.44		9/30/2022
03									
04									
05									
<b>*** Totals</b>			<b>4398.08</b>	<b>4398.08</b>	<b>63.77</b>	<b>4617.99</b>	<b>277.08</b>		

Yr Fnd F Prgm Fnct Objct Fcty B Addt'l GHI Dist

ACCT 01 23 100 2041 1000 11000 198 1.0000  
 ACCT 02 23 100 1351 1000 11000 198  
 ACCT 03  
 ACCT 04  
 ACCT 05

Totals 1.0000 Employer paid: GHI 945.00  
 OASDI Gr OASDI Amt HI Gr 4398.08 HI Amt 63.77 ER: Pens 922.67  
 Ded 03 N Ded 04 N Ded 09 Y Ded 11 N Ded 12 Y Ded 13 Y Ded 19 N Ded 26 N Ded 30 N Ded  
 303.86 145.05 554.75 14.58 219.90 28.53 43.50 184.11  
 Ded Ded Ded Ded Ded Ded Ded Ded Ded Ded

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

\*\*\* Gross Pay 4398.08 \*\*\* Deductions 1835.13 \*\*\* Net Pay 2562.95 \*\*\*

22.03.00

Click F8 to save  
VOID from previous  
pay

PCG Dist=8991 Rel=22.03.00 11/04/2022 DOE 001 K:\SYSTEM K:\SECOND GREEN

**VOID Check or Direct Deposit from Previous Pay** PAYUD

Void Check/Dir Dep For: Employee 88369 JASESON, CHSDWICK Loc 0198  
 Transaction Date 10/31/2022 AEIC IND ADU EIC PAYMT SSN 999-08-8370  
 Ck/DD # 243731 Chk Date 9/30/2022 Chk Bank BK05 Chk or DD (C or D) D SERU 1  
 Reg Hr Out-Hr Reg Amt 4398.08 Out Amt Contract 4398.08  
 Pay Pay for

Proc Type	Pay Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Reas	Period End
01	S	2946.71	2946.71	42.73	3094.05	185.64		9/30/2022
02	S	1451.37	1451.37	21.04	1523.94	91.44		9/30/2022
03								
04								
05								
<b>*** Totals</b>		<b>4398.08</b>	<b>4398.08</b>	<b>63.77</b>	<b>4617.99</b>	<b>277.08</b>		

Yr Fnd F Prgm Fct Objct Fcty B Addt'l GHI Dist  
 ACCT 01 23 100 2041 1000 11000 198 1.0000  
 ACCT 02 23 100 1351 1000 11000 198  
 ACCT 03  
 ACCT 04  
 ACCT 05

Totals 1.0000 Employer paid: GHI 945.00  
 OASDI Gr OASDI Amt HI Gr 4398.08 HI Amt 63.77 ER: Pens 922.67  
 Ded 03 N Ded 04 N Ded 09 Y Ded 11 N Ded 12 Y Ded 13 Y Ded 19 N Ded 26 N Ded 30 N Ded  
 303.86 145.05 554.75 14.58 219.90 28.53 43.50 184.11  
 Ded Ded Ded Ded Ded Ded Ded Ded Ded

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

\*\*\* Gross Pay 4398.08 \*\*\* Deductions 1835.13 \*\*\* Net Pay 2562.95 \*\*\*

22.03.00

Success!

 Void of payroll payment created.

OK



## F7 – print final payroll register. Produces 3 reports.

### 1. Voids entered for Pay 88369

REPORT ID: PAYR-VOIDREG      \*\* VOIDS ENTERED FOR PAY 10/31/22 \*\*      PAGE: 1  
PERIOD END: 10/31/2022      REPORT DATE: 11/04/2022

EMP.#	CL	CHECK NAME	REG HRS	OT HRS	GROSS	ANNUITY	FEDERAL	OASDI	HI	STATE	RETIRE	CTY	NET
88369	07	JASESON, CHSDWICK			4398.08	219.90	263.92		58.94	M	125.91	277.08	2849.76
		CHECK# 555894 DD											
		332.85 /05	14.58	/11									
			/12	28.58 /19	43.50 /26	184.11 /30							

Page 1 of 1   61 words   Text Predictions: On   Accessibility: Unavailable   Focus   100%

## F7 – print final payroll register.

2. Pay check register both checks we entered is displayed

REPORT ID: PAYR-CHECKREG  
PERIOD END: 10/31/2022

\*\* PAY CHECK REGISTER FOR 10/31/22 \*\*

PAGE: 1  
REPORT DATE: 11/04/2022

ISSUE DATE	CANCEL DATE	CHECK NO.	NET AMT.	EMP#	NAME
10-31-22		111111	3,251.26	89018	OGZESBY, KEZTON
10-31-22		111112	809.59	89456	MARTIN, ROY
10-31-22		111113	2,848.76	88369	JASESON, CHSDWICK
10-31-22		111123	4,057.23	86791	TAS, SCSTTY

\*\*\* 4 CHECKS ISSUED IN THE AMOUNT OF 10,666.84 \*\*\*  
\*\*\* 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.

Page 1 of 12 3804 words Text Predictions: On Accessibility: Unavailable

# F7 – Payroll final register for

## 3. Employee 86791

AutoSave OFF FREG0000@221104\_0932019 Search (Alt+C) Stephanie Smith

File Home Insert Design Layout References Mailings Review View Developer Help

REPORT ID: PAYR-PAY10C PAYROLL FINAL REGISTER FOR PAY 10/31/22 PAGE: 4  
 PERIOD END: 10/31/2022 REPORT DATE: 11/04/2022 09:32

LOCATION 0103 - Location 000103

EMP #	CL	CHECK NAME	REG HRS	OT HRS	GROSS	ANNUITY	FEDERAL	OASDI	HI	STATE	RETIRE	AEIC	NET PAY
89018	07	OGZESKY, KEITON			3616.00		183.65		52.44	M 128.65			3251.26
		CHECK# 111111 GHI N	YTD		68160.65	3535.78	4490.31		979.14	M 2558.13	3712.56		50387.87
		497.90 /09	/12	1464.80 /26	394.80 /29	139.36 /34							
89537	07	FRANGLE, LAKE			6024.92	301.25	641.93		86.71	M 250.08	379.57		4320.42
		CHECK# 555879DD GHI Y	YTD		60792.49	2937.14	6125.38		874.98	M 2424.00	3700.82		44280.57
				35.00 /23	9.96 /34								
			/09	/12	350.00 /23	99.60 /34							
89440	07	FRYDO, TRISTIAN			4168.46	208.42	104.68		53.30	M 105.01	262.61		2911.43
		CHECK# 555880DD GHI Y	YTD		12520.39	625.26	345.54		164.47	M 383.14	787.83		8995.11
		413.24 /09	15.01 /19	62.00 /23	15.34 /26	17.42 /34							
		1239.72 /09	45.03 /19	186.00 /23	46.02 /26	52.26 /34							
87285	07	RABSDALE, EZRA			4228.83	888.05	141.73		52.99	M 99.95	266.42		2181.05
		CHECK# 555891DD GHI Y	YTD		42504.30	8380.18	1298.96		533.05	M 931.51	2514.04		22860.16
		413.24 /09	14.58 /11		135.00 /23	9.95 /26	25.87 /34						
		4132.40 /09	145.80 /11	/12	1350.00 /23	99.50 /26	258.70 /34						
88448	07	REED, BOSKER			5951.50	297.58	448.14		73.82	M 213.80	374.94		3625.25
		CHECK# 555892DD GHI Y	YTD		58772.36	2810.60	4050.24		727.40	M 2001.80	3541.40		36461.22
		413.24 /09	229.17 /15	208.33 /22	16.55 /29	40.72 /30	9.96 /34						
		4132.40 /09	/12	2291.70 /15	2083.30 /22	165.50 /29	407.20 /30	99.60 /34					
87979	07	SCOFIELD, DEBAYNE			4582.50	229.13	71.39		59.02	M 96.25	288.70		3325.77
		CHECK# 555893DD GHI Y	YTD		46317.64	2215.86	553.50		597.29	M 885.62	2792.04		34150.33
		413.24 /09	99.00 /23										
		4132.40 /09	/12	990.00 /23									
86791	07	TAE, SCSTTY			4515.83	225.79	334.09		65.48	M 151.05	284.50		3335.08
		CHECK# 555894DD GHI N	YTD		47556.27	2049.42	2911.57		689.55	M 1304.74	2859.36		36543.23
		119.84 /10											
		1198.40 /10	/12										

Page 4 of 92 28667 words Text Predictions: On Accessibility: Unavailable

# F7 – payroll final register for pay

## 3. Employee 88369

REPORT ID: PAYR-PAY10C      PAYROLL FINAL REGISTER FOR PAY      10/31/22      PAGE: 51  
 PERIOD END: 10/31/2022      REPORT DATE: 11/04/2022 09:32

LOCATION 0198 - Location 000198

EMP #	CL	CHECK NAME	REG HRS	OT HRS	GROSS	ANNUITY	FEDERAL	OASDI	HI	STATE	RETIRE	AEIC	NET PAY
88369	07	JASEON, CHSDWICK			4398.08	219.90	263.92		58.94	M 125.91	277.08		2848.76
		CHECK# 111113 GHI Y	YTD		40214.74	1836.14	2869.44		578.22	M 1226.18	2813.48		28987.20
		332.85 /09 14.58 /11		28.53 /19	43.50 /26	184.11 /30							
		887.60 /09 131.22 /11		/12 256.77 /19	391.50 /26	1656.99 /30							
87996	07	KARN, BABILIA			6081.83	364.91	611.85		80.50	M 235.99	383.16		3747.26
		CHECK# 555885DD GHI Y	YTD		59917.66	3475.02	5558.90		791.93	M 2213.66	3648.88		37647.67
		413.24 /09		99.00 /23	70.00 /26	58.50 /29	17.42 /34						
		4132.40 /09		/12 990.00 /23	700.00 /26	585.00 /29	174.20 /34						
89679	07	KUCHEM, VEZH			5706.28	285.31	610.29		78.91	M 232.02	359.49		3855.90
		CHECK# 555886DD GHI Y	YTD		58075.14	2777.74	5323.14		803.73	M 2273.22	3459.94		39554.07
		189.51 /09		19.86 /19	66.00 /23	9.96 /34							
		1885.10 /09		/12 198.60 /19	660.00 /23	99.60 /34							
88167	07	LAKFORD, BE4			3824.77	191.24	248.23		53.98	M 148.97	240.97		2839.45
		CHECK# 555887DD GHI Y	YTD		11789.31	573.72	782.49		166.51	M 465.02	722.81		8772.87
		66.93 /09 35.00 /23											
		200.79 /09 105.00 /23											
87363	07	LESON, ERSCH			7129.50	606.48	564.59		103.38	M 305.44	449.16		4798.61
		CHECK# 555888DD GHI N	YTD		71787.64	5989.36	5485.50		1040.96	M 2977.52	4396.64		46879.26
		14.58 /11		76.60 /26	71.55 /29	129.11 /30	10.00 /32						
		145.80 /11		/12 766.00 /26	715.50 /29	1291.10 /30	100.00 /32						
93497	07	LEGGETT, WESONA			6255.58	497.89	419.74		87.82	M 255.92	394.11		4386.00
		CHECK# 555889DD GHI Y	YTD		61849.16	4196.50	3926.20		869.44	M 2423.20	3776.78		44010.04
		189.51 /09 14.58 /11		28.45 /26	27.60 /29	5.00 /32	9.96 /34						
		1885.10 /09 145.80 /11		/12 284.50 /26	276.00 /29	50.00 /32	99.60 /34						
89671	07	LIZCOLN, BO2G			5555.67	277.78	384.54		73.29	M 214.28	350.01		1386.29
		CHECK# 555890DD GHI Y	YTD		52856.38	2537.32	3346.52		693.68	M 1903.77	3196.98		12489.31
		501.33 /09 2250.00 /10		118.15 /26									
		5013.30 /0922500.00 /10		/12 1181.50 /26									

Page 51 of 92    28667 words    Text Predictions: On    Accessibility: Unavailable    Focus    100%





# F8 – print deduction register and create Nacha file

REPORT ID: PAYR-DEDFR1 DEDUCTION REGISTER FOR 10/31/22 PAGE: 1  
 PERIOD END: 10/31/2022 REPORT DATE: 11/04/2022 10:25

SMITH CITY BOARD OF EDUCATION

SOC-SEC-NO	EMP #	LOC	EMPLOYER NAME	FICA (FICA EMPLOYEE) OASDI AMT	HI AMT	OASDI GR	HI GR	ACTUAL GR
*****								
**PAID**								
****-6851	86851	0111	ANDREW, JASQUETTA	80.87	18.51	1,304.35	1,304.35	1,304.35
****-8826	88826	0106	APFLEGRIE, ELSIOT	72.10	16.86	1,162.96	1,162.96	1,283.85 *
****-9227	89227	0159	ARBE, JASKELDN	80.05	18.72	1,291.16	1,291.16	1,730.27 *
****-9418	89418	0139	ADJUSTINE, MARLIN	128.01	32.28	2,226.02	2,226.02	2,325.60 *
****-6626	86626	0199	BALDRE, TITANY	96.62	22.60	1,558.33	1,558.33	1,558.33 *
****-7003	87003	8012	BALMAN, KEZTON	66.17	15.48	1,067.32	1,067.32	1,294.50 *
****-7540	87540	0109	BARN, FREDERIC	68.57	16.04	1,106.02	1,106.02	1,216.95 *
****-9233	89233	0106	BASTFIELD, JOSEFINE	62.33	14.58	1,005.27	1,005.27	1,431.47 *
****-6666	86666	0199	BEZNER, DOATHEY	87.59	20.48	1,412.67	1,412.67	1,412.67 *
****-7065	87065	0198	BEZULIEU, LAG	149.14	34.88	2,405.81	2,405.81	2,526.40 *
****-8040	88040	0109	BISLINGSLEY, EUSENA	216.60	50.66	3,493.50	3,493.50	3,493.50 *
****-9913	89913	0111	BLACKMAN, CHESE	68.50	16.02	1,104.83	1,104.83	1,181.72 *
****-8971	88971	0111	BOYO, GETRGANN	102.78	24.04	1,697.75	1,697.75	1,872.13 *
****-8003	88003	0106	BOSDREAU, ANSONE	100.62	23.53	1,622.93	1,622.93	1,764.47 *
****-8889	88889	0199	BOSANNON, AUGUST	106.25	24.61	1,697.54	1,697.54	1,764.47 *
****-9846	89846	8012	BRAND, VANCE	89.22	20.87	1,439.08	1,439.08	1,456.50 *
****-6639	86639	0199	BRSAUX, RISEY	87.65	20.50	1,413.79	1,413.79	1,558.33 *
****-9394	89394	0198	BRSHAM, FRSEMAN	50.41	11.79	813.04	813.04	813.04 *
****-8342	88342	8012	BRSEWER, CLSOTILDE	86.92	20.39	1,401.92	1,401.92	1,791.00 *
****-6627	86627	0103	BRSHNLEE, QUINCY	102.09	23.88	1,646.67	1,646.67	1,646.67 *
****-7844	87844	0103	BURDOD, FRANK	142.26	33.27	2,294.31	2,294.31	2,371.20 *
****-7294	87294	8012	CARMON, TRESHA	81.53	19.07	1,314.96	1,314.96	1,456.50 *
****-9319	89319	0111	CARON, WISLODEAN	112.70	26.36	1,817.67	1,817.67	1,817.67 *
****-9286	89286	0111	CASRAI, WYATT	125.60	29.37	2,025.81	2,025.81	2,302.80 *
****-7430	87430	0198	CASRIER, THERON	102.61	23.97	1,659.38	1,659.38	1,730.27 *
****-6641	86641	0198	CHRSCHILL, ADNA	105.21	24.61	1,696.92	1,696.92	1,696.92 *
****-9153	89153	8012	CHATHAM, BRANTON	66.41	15.53	1,071.15	1,071.15	1,294.50 *
****-9901	89901	8012	CHAMPTON, DRAIAN	100.58	23.52	1,622.25	1,622.25	1,739.25 *
****-6652	86652	0103	CLERY, WERFERSON	88.85	20.78	1,433.02	1,433.02	1,433.02 *
****-8469	88469	0198	COOTS, SUZIKO	75.45	17.65	1,216.92	1,216.92	1,283.85 *
****-8624	88624	8012	COSCORAN, DEBMY	77.97	18.24	1,257.59	1,257.59	1,488.25 *
****-8359	88359	8012	CRIFT, ANTERSON	39.12	9.15	630.92	630.92	1,050.00 *
****-9614	89614	8012	CUZLER, QUINN	88.51	20.70	1,427.61	1,427.61	1,639.50 *
****-7937	87937	0103	CUSE, LOHAN	79.49	18.59	1,282.07	1,282.07	1,679.60 *
****-7366	87366	8012	CYS, ILGA	91.64	21.43	1,478.07	1,478.07	1,545.00 *
****-7659	87659	0106	DEBNEY, RESD	99.37	23.24	1,602.71	1,602.71	1,679.60 *
****-6710	86710	0111	DEBORACH, KIEZIE	55.54	12.99	895.88	895.88	1,461.54 *
****-7496	87496	8012	DEWNY, LETHEL	100.41	23.48	1,619.50	1,619.50	1,619.50 *
****-7507	87507	8012	DOADY, CI4DERELLA	88.29	20.65	1,424.11	1,424.11	1,545.00 *
****-9636	89636	8012	DU4F, HE4IBERTO	98.92	23.13	1,595.46	1,595.46	1,845.00 *
****-9327	89327	8012	DUBANT, ADAM	77.27	18.07	1,246.32	1,246.32	1,294.50 *
****-9343	89343	0109	DYBON, BEBTRIS	86.06	20.13	1,388.12	1,388.12	1,782.20 *



## F8 – print deduction register and create Nacha file

AutoSave OFF DDP50000 Search (Alt+Q) Stephanie Smith

File Home Insert Design Layout References Mailings Review View Developer Help

Comments Editing Share

REPORT ID: PAYR-DEDPRI5 DIRECT DEPOSITS DEDUCTION REGISTER FOR 10/31/22 PAGE: 1  
PERIOD END: 10/31/2022 REPORT DATE: 11/04/2022

\*\*\*\*\* 01 = ALLY BANK \*\*\*\*\*

SOC-SEC-NO	EMP #	EMPLOYEE NAME	ACCOUNT	AMOUNT	TYPE
***--9966	89966	ROBT, DUSTI	11 1111 111118	4,472.68	CHECKING
	NO.	1		4,472.68	

\*\*PAID\*\*

Page 1 of 60 7426 words Text Predictions: On Accessibility: Unavailable Focus 100%



# F8 – print deduction register and create Nacha file

AutoSave OFF ANNR0000@221104\_1052030

Search (Alt+C)

Stephanie Smith

File Home Insert Design Layout References Mailings Review View Developer Help

Comments Editing Share

REPORT ID: PAYR-DEDPR12 ANNUITY DEDUCTION REGISTER FOR 10/31/22 PAGE: 1  
 PERIOD END: 10/31/2022 SMITH CITY BOARD OF EDUCATION REPORT DATE:11/04/2022

\*\*\*\*\* 403B \*\*\*\*\*

SOC-SEC-NO	EMP #	EMPLOYEE NAME	AMOUNT
**PAID**			
*****7725	087725	ABSEU, MOJTY	417.63
*****8106	088106	ACSER, MURIA	120.07
*****6673	086673	ADSM, EUGENIA	279.10
*****9367	089367	ADAMS, CHELSEA	321.43
*****8720	088720	ADKISON, ISSIAH	337.35
*****9464	089464	ACFE, SHPRICE	275.29
*****8959	088959	ALCETA, DUSTI	294.24
*****7749	087749	ALCETA, PRATHENIA	221.15
*****8379	088379	ALARECHI, KEANITH	225.79
*****9865	089865	ALBARO, DEON	263.37
*****8415	088415	ALBAN, CONNELL	305.70
*****8216	088216	ANSEL, JASKELYN	166.29
*****9384	089384	ANVERS, AUTUSTINE	199.95
*****6851	086851	ANSREW, JASQUETTA	26.09
*****8826	088826	APLEGATE, ELIOT	25.68
*****9823	089823	ARZGON, ALISA	258.00
*****9227	089227	ARSE, JASKELYN	34.61
*****7821	087821	ARSHULETA, CARMINA	311.56
*****8039	088039	ARATS, HOACIO	269.71
*****6647	086647	ASCRAFT, AISIE	178.93
*****7001	087001	AUGUSTINE, DAJON	293.12
*****9419	089419	AUGUSTINE, MARLIN	46.51
*****9960	089960	AVES, VIZENTE	315.29
*****9043	089043	BAZEE, DEMER	349.42
*****6626	086626	BAZEE, TIANNY	31.17
*****8001	088001	BAZES, BRZDO	457.80
*****7227	087227	BAZLEY, KIRSTIE	302.36
*****7003	087003	BAZMAN, KEZTON	25.89
*****7540	087540	BAW, FRADERIC	24.34
*****9233	089233	BAFIELD, JOSEFINE	32.63
*****8730	088730	BAYNHART, LAVENDRA	319.35
*****9938	089938	BAYNHART, TATA	244.54
*****9336	089336	BAVTS, ANTEL	161.52
*****8520	088520	BAWGER, KUSTIS	395.03
*****8938	088938	BAWELL, HASLEY	260.76
*****7686	087686	BEZLEY, GIZGET	316.96
*****8896	088896	BEZLEY, MALYROSE	235.61
*****6666	086666	BEZNER, DOZTHEY	28.25
*****6682	086682	BEZS, GIZGET	238.10
*****9099	089099	BEZE, KOZY	230.26
*****8265	088265	BEZMAN, NOJURO	370.23
*****7531	087531	BEALAMY, GIAA	318.17

Page 1 of 17 4312 words Text Predictions: On Accessibility: Unavailable

Focus 100%





**Attention: You can re-create NACHA file if you haven't clicked F13 \*\*\*\*\***

**F13 – Post Earnings History  
F14- Post Budget Files  
Check over your reports**

**Behind the scenes Backup of  
PAYDATA to PAYDATAQ  
Backup of SECOND to  
SECONQ**

The screenshot shows a window titled "Payroll System" with the user ID "PAYM0003". The window displays a menu titled "Check and Direct Deposit Menu" with the following options:

- 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

At the bottom of the window, there is a grid of icons for "Master", "User List", "F16", "Word", "PAY MONITOR", and "VEND MONITOR". The version number "13.02.00" is displayed in the bottom right corner of the window.

## F13 – Post Earnings History

F2, F10 to Display and verify it posted to EH

PCG Dist=8991 Ref=22.03.00 11/04/2022 DOE 001 K:\SYSTEM K:\SECOND GREEN

Earnings Record For: 86791 - TA5, SC5TTY Qtr 22-4 Pay Prd 10 EARNINGS

\*\* Issued Check \*\* 999-08-6791 Loc 0103 Class 07 Cert C Instruc I Type F Pen 2 TRS

Federal: Mar Stat M Exemptions 0 W/H Code 0 Fed Amount/% FICA M Fed Y

State: Mar Stat B Allow M[1] D[00] W/H Code 0 State Amount/% Cont Mo 10 State Y

Chk Dt 10/31/2022 Chk Bank BK05 Chk No 111123 Pay Sched 12 Chk Type M GHI N

Trans Dt 10/31/2022 AEIC Ind AEIC Paymt Retr svc credit 1 SEC 125 Y

Reg Hr Reg Amt 4398.08 Out Amt HI Gr 4398.08 OASDI Gr GHI OPT/TIER /

Reg Hr 4398.08 Out Amt HI Amt 63.77 OASDI Amt Contract 4398.08

LTyp	PType	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Gr	GHI Dist	Reas	Period End
001	S	2946.71	2946.71	42.73	3094.05	185.64				10/31/2022
002	S	1451.37	1451.37	21.04	1523.94	91.44				10/31/2022
003										
004										
005										
Totals		4398.08	4398.08	63.77	4617.99	277.08				

Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	Bank	DD Account	Net Pay	Annuities
ACCT 001	23	100	1021	1000	11000	103						Ded 1 Co
ACCT 002	23	100	1351	1000	11000	103						Ded 2 Co
ACCT 003	00											Ded 13 Co 8
ACCT 004	00											Ded 14 Co 9
ACCT 005	00											

Ded 12 Y Ded 13 Y Ded Ded Ded Ded Ded Ded Ded Ded

Ded Ded Ded Ded Ded Ded Ded Ded Ded Ded

Employer paid deductions: GHI Pension 922.67 Medicare 63.77 OASDI

Ded 12 Ded 13 Ded Ded Ded Ded Ded Ded Ded Ded

11.44 219.98

---

\*\*\* Gross Pay 4398.08 \*\*\* Deductions 340.85 \*\*\* Net Pay 4057.23 \*\*\* NON TAX

22.03.00

## F14 – Post Update Budget Files

Payroll cycle is complete  
All steps completed are equal to Y for confirmation.

If you receive an error while doing your final updating call helpdesk to restore and complete payroll.

PCG Dist=8991 Rel=22.03.00 11/04/2022 DOE 001 K:\SYSTEM K:\SECOND GREEN Screen 1 of 2 PAYSTUPD

**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 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 Y  
 Update budget files with current pay Y

Manual/Void Checks Run Only: N Post leave for Manual/Void Run: N

Regular Gross Types : Y Old PSERS: Y Old ERS: N TRS: Y  
 Special Gross Types : Y New PSERS: Y New ERS: N

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

PAY	NO. PAYS								
SCH	TAX CALC	DESCRIPTION	PERIOD	CHECK DATE	GHI				
Selected classes: 2 7 8 9 11 12 17 20 21 22 23 24									

F3=Print screen, F11=Go to screen 2, F16=exit.

22.02.00

ENTER ✓ F3 F8 F9 F11 F12  
 F16 ←

# Earnings History Adjustment

How to enter an earnings history adjustment?



# How to enter a Earnings History Adjustment?

- EH adjustment ONLY adjust earnings
- You can adjust amounts with a negative or a positive amount
- Create a claim - - If monies need to be paid back
- To add an adjustment: Enter “A” for adjustment record, Emp #, year, quarter and pay period that needs an adjustment
- Clear all money fields off adjustment screen
- Create a “Z” line type for the period ending
- Only enter fields that you need to adjust









# F1 – Add Earnings History Record

PCG Dist=8991 Rel=22.03.00 11/08/2022 DOE 001 K:\SYSTEM K:\SECOND GREEN

EARNADD

Enter New Record Type A Empno 87725 Year 22 Quarter 4 Pay Period 10  
AB3EU, M03TY

Type	Required Fields
<p>A = Adjustment Record</p> <p>Third Party Sick Pay:            N = Nontaxable            T = Taxable</p> <p>W = W-2 Adjustment</p>	<p>Empno            Year            Quarter (1-4)            Pay Period (01-53, 99)</p>

22.03.00

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13  
 F16 F17 F18 Help

## F1 – Add Earnings History Record

Erase or space out ALL dollar amounts, banking information and annuities off the screen.

PCG Dist=8991 Rel=22.03.00 11/08/2022 DOE 001 K:\SYSTEM K:\SECOND GREEN

Add Earnings Record For: 87725 - AB3EU, M03TY Qtr 22-4 Pay Prd 10 EARNADD

\*\* Adjustment \*\* 999-08-7725 Loc 199 Class 08 Cert C Instruc N Type E Pen 2 Cont Mo 11

Federal: Mar Stat S Exemptions 1 W/H Code 0 Fed Amount/% \_\_\_\_\_ Fed Y

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

Chk Dt 00/00/0000 Chk Bank \_\_\_\_\_ Chk No \_\_\_\_\_ Pay Sched 12 Chk Type A GHI Y

AEIC Ind \_\_\_\_\_ AEIC Paymt \_\_\_\_\_ Retr svc credit 1 FICA M

Reg Hr \_\_\_\_\_ Out Hr \_\_\_\_\_ HI Gr 7755.72 OASDI Gr \_\_\_\_\_ SEC 125 Y

Reg Amt 8352.58 Out Amt \_\_\_\_\_ HI Amt \_\_\_\_\_ OASDI Amt \_\_\_\_\_ Contract 8352.58

LTyp	PTyp	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Dist	Reas	Period	End
001	S	8352.58	7755.72		8352.58		1.0000			
002	D	0301								
003										
004										
005										
Totals		8352.58	7755.72		8352.58		1.00			

ACCT	Vr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Bank	DD Account	Net Pay	Annuities
001	23	100		1455	2400	13100	199			#1 02	11 1111 111544		Ded 1 Co
002	23	100		1455	2400	13100	199			#2			Ded 2 Co
003	00									#3			Ded 13 Co 8
004	00									#4			Ded 14 Co 9
005	00									#5			

Ded	03	N	Ded	04	N	Ded	09	N	Ded	12	N	Ded	13	N	Ded	14	N	Ded	15	N	Ded	19	N	Ded	26	N	Ded	34	N
	956.35		346.63		357.73				417.63			83.53			229.17			29.92			37.65			9.96					

Employer paid deductions: GHI 945.00 Pension 1752.29 Medicare 112.46 OASDI \_\_\_\_\_

Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_

\*\*\* Gross Pay 8352.58 \*\*\* Deductions 2468.57 \*\*\* Net Pay 5884.01 \*\*\* NON TAX \_\_\_\_\_

Enter data. Press ENTER to validate.

Location 000199

22.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 Help

# F1 – Add Earnings History Record

TRS – Pens = 2  
Only enter what's required for pension adjustment

PCG Dist=8991 Rel=22.03.00 11/08/2022 DOE 001 K:\SYSTEM K:\SECOND GREEN

Add Earnings Record for: 87725 - AB3EU, M03TY Qtr 22-4 Pay Prd 10 EARNADD

\*\* Adjustment \*\* 999-08-7725 Loc 199 Class 08 Cert C Instruc N Type E Pen 2 Cont Mo 11

Federal: Mar Stat S Exemptions 1 W/H Code 0 Fed Amount/%

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

Chk Dt 10/31/2022 Chk Bank Chk No Pay Sched 12 Chk Type A GHI Y

AEIC Ind AEIC Paymt Retr suc credit 1 FICA H

Reg Hr Ovt Hr HI Gr 7755.72 OASDI Gr SEC 125 Y

Reg Amt Ovt Amt HI Amt OASDI Amt Contract 8352.58

LTyp	PTyp	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Dist	Reas	Period End
001	Z				200.35	12.02			10/31/2022
002									
003									
004									
005									
Totals					200.35	12.02			

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'1	Bank	DD Account	Net Pay	Annuities
001	23	100		1455	2400	13100	199			#1 02	11 1111 111544		Ded 1 Co
002	23	100		1455	2400	13100	199			#2			Ded 2 Co
003	00									#3			Ded 13 Co
004	00									#4			Ded 14 Co
005	00									#5			

Ded 03 N Ded 04 N Ded 09 N Ded 12 N Ded 13 N Ded 14 N Ded 15 N Ded 19 N Ded 26 N Ded 34 N

Ded Ded Ded Ded Ded Ded Ded Ded Ded Ded

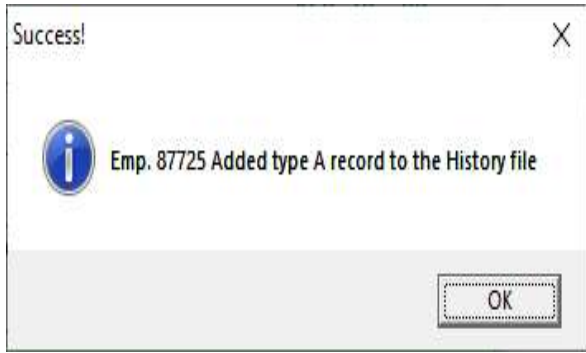
Employer paid deductions: GHI Pension 500.00 Medicare OASDI

Ded Ded Ded Ded Ded Ded Ded Ded Ded Ded

\*\*\* Gross Pay \*\*\* Deductions 12.02 \*\*\* Net Pay 12.02- \*\*\* NON TAX

Validations passed. Save your changes.  
Location 000199

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15  
F16 F17 F18 Help 22.03.00



## F1 – Add Earnings History Record

Pen = 1 OLD PSERS \$4.00  
 Pen = 5 New PSERS \$10.00

Erase or space out ALL  
 dollar amounts and  
 annuities off the screen.

PCG Dist=8991 Rel=22.03.00 11/08/2022 DOE001 K\SYSTEM K\SECOND GREEN

Add Earnings Record For: 88367 - PA7TEN, GA7A Qtr 22-4 Pay Prd 10 EARNADD

\*\* Adjustment \*\* 999-08-8367 Loc 8012 Class 17 Cert N Instruc N Type E Pen 1 Cont Mo 09

Federal: Mar Stat S Exemptions 0 W/H Code 1 Fed Amount/% 100.00 Fed Y

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

Chk Dt 10/31/2022 Chk Bank Chk No Pay Sched 12 Chk Type A GHI Y

AEIC Ind AEIC Paymt Retr suc credit 1 FICA Y

Reg Hr Out Hr HI Gr OASDI Gr SEC 125 Y

Reg Amt Out Amt HI Amt OASDI Amt Contract

LTyp	PType	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Dist	Reas	Period End
001	Z						4.00-			10/31/2022
002										
003										
004										
005										
Totals							4.00-			

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Bank	DD Account	Net Pay	Annuities
001	23	100		1320	2700	18000	8012			#1 12	11 1111 111422		Ded 1 Co
002	00									#2			Ded 2 Co
003	00									#3			Ded 13 Co
004	00									#4			Ded 14 Co
										#5			

04 N Ded 08 N Ded 12 N Ded 13 N Ded 14 N Ded 26 N Ded 34 N Ded Ded

Ded Ded Ded Ded Ded Ded Ded Ded Ded

deductions: GHI Pension Medicare OASDI

Ded Ded Ded Ded Ded Ded Ded Ded

\*\*\* Deductions 4.00- \*\*\* Net Pay 4.00 \*\*\* NON TAX

ons passed. Save your changes.

008012

22.03.00

Success!

Emp. 88367 Added type A record to the History file

OK

## F2, F2, F13 – Print Earnings History

TRS – Pen = 2

Our adjustment shows up here.

EHST0000@@221108\_1041010.PDF - Adobe Acrobat Reader (64-bit)

File Edit View Sign Window Help

Home Tools EHST0000@@221... x

3 / 4

Sign In

Search 'Add Text'

Export PDF

Adobe Export PDF

Convert PDF Files to Word or Excel Online

Select PDF File

EHST0000@...41010.PDF

Convert to

Microsoft Word (\*.docx)

Document Language: English (U.S.)

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---

REPORT ID: HISTPRT SMITH CITY BOARD OF EDUCATION  
 REPORT DATE: 11/08/2022 PAYROLL EARNINGS HISTORY DETAIL - (SINGLE EMPLOYEE)

EMPLOYEE 87725 - ARSENI, MOSTY \*\* CONTINUED

CHK DATE	STATUS	TRN DATE	PTYP	REAS	PER DATE	TOP GROSS	FICA-GR	HI-GR	OASDI-GR	FICA-GR	GRI-GR	GRI %	NET BANK	CHECK			
D 221000145524001310001990000000			301		6/30/2022	451.70-	415.53-	474.29-									
459.34 /82		99.41 /86				782.80 /03	301.27 /04	357.73 /09									
29.92 /19		37.65 /26							/12	372.65 /13		74.53 /14	229.17 /15				
Employer deductions:																	
1350.27 /82		99.41 /86				945.00 /09	76.10 /09	20.55 /12	372.65 /13								
07/29/2022 I / C FICA/MED M																	
S 231000145524001310001990000000			91		7/29/2022	7904.75	7307.99						4968.07	BK05 242708			
498.00 /82		105.96 /86				869.92 /03	324.05 /04	357.73 /09									
29.92 /19		37.65 /26							/12	395.24 /13		79.05 /14	229.17 /15				
Employer deductions:																	
1858.34 /82		105.96 /86				945.00 /09	76.10 /09	20.55 /12	395.24 /13								
08/31/2022 I / C FICA/MED M																	
S 231000145524001310001990000000			91		8/31/2022	8352.98	7755.72						5245.34	BK05 243286			
526.21 /82		112.46 /86				956.35 /03	346.63 /04	357.73 /09									
29.92 /19		37.65 /26							/12	417.63 /13		83.53 /14	229.17 /15				
Employer deductions:																	
1752.29 /82		112.46 /86				945.00 /09	76.10 /09	21.72 /12	417.63 /13								
09/30/2022 I / C FICA/MED M																	
S 231000145524001310001990000000			91		9/30/2022	8352.98	7755.72						5245.34	BK05 243844			
526.21 /82		112.46 /86				956.35 /03	346.63 /04	357.73 /09									
29.92 /19		37.65 /26							/12	417.63 /13		83.53 /14	229.17 /15				
Employer deductions:																	
1752.29 /82		112.46 /86				945.00 /09	76.10 /09	21.72 /12	417.63 /13								
10/31/2022 A / A FICA/MED M																	
S 231000145524001310001990000000					10/31/2022		7755.72						12.02-				
12.02 /82																	
34																	
Employer deductions:																	
500.00 /82																	
10/31/2022 I / C FICA/MED M																	
S 231000145524001310001990000000					10/31/2022	8352.98	7755.72						5245.34	BK05 555982			
526.21 /82		112.46 /86				956.35 /03	346.63 /04	357.73 /09									
29.92 /19		37.65 /26							/12	417.63 /13		83.53 /14	229.17 /15				
Employer deductions:																	
1752.29 /82		112.46 /86				945.00 /09	76.10 /09	21.72 /12	417.63 /13								
TOTAL GROSS			81,487.59			TOTAL DEDUCTIONS			29,575.40			TOTAL NET			51,912.19		
** YTD ACCUMULATION PERIOD - 01/01/2022 THRU 12/31/2022 **																	
ACCOUNT	GROSS	REG-HRS	OVT-HRS	REG-GROSS	OVT-GROSS	CONTRACT	FICA-GR	FICA-AMT	PENS-GR	PENS-AMT							
22-100-0-1455-2400-13100-01990-000000	48522.10						43070.24	626.49	48851.36	2931.08							
22-100-0-1462-2400-19900-01990-000000	2000.00						1873.70	27.17									
23-100-0-1455-2400-13100-01990-000000	32962.49						30575.05	443.24	34810.97	2088.65							
TOTAL YTD	81487.59	2.00-		81487.59		88743.57	75518.99	1095.00	83662.33	5019.73							





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