



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

1/10/2020

Section I: Special Functions

***[Topic 8D: Payroll Earnings History File
Processing, V1.8]***

Revision History

Date	Version	Description	Author
1/10/2020	1.8	19.04.00 – Add Federal Withholding and State Withholding information to the selection screen.	D. Ochala
04/02/2018	1.7	18.01.00 – Add <i>Contract Months</i> to the selection screen.	D. Ochala
05/12/2016	1.6	16.01.00 – Update Logo and Footers.	S. Scrivens
7/25/2013	1.5	13.02.00 – Update ‘X’ and ‘Y’ Process Type codes.	D. Ochala
12/04/2012	1.4	12.04.00 – Add <i>Section 125 Flag</i> and the <i>Account GHI Distribution %</i> to the selection screen.	D. Ochala
10/11/2011	1.3	11.03.00 – Add <i>Birth Date, Hire Date, Rehire Date, Term Date, Sex Code</i> and <i>Marital Status</i> to the selection screen.	D. Ochala
05/24/2011	1.2	11.02.00 – Update menu screenshots.	D. Ochala
02/07/2011	1.1	10.04.01 – Add <i>Employer OASDI</i> and <i>Medicare</i> fields. Update screenshots.	D. Ochala
12/08/2010	1.0	10.04.00 – Create a new document for <i>Payroll Earnings History Data Export File Processing</i> instructions.	D. Ochala


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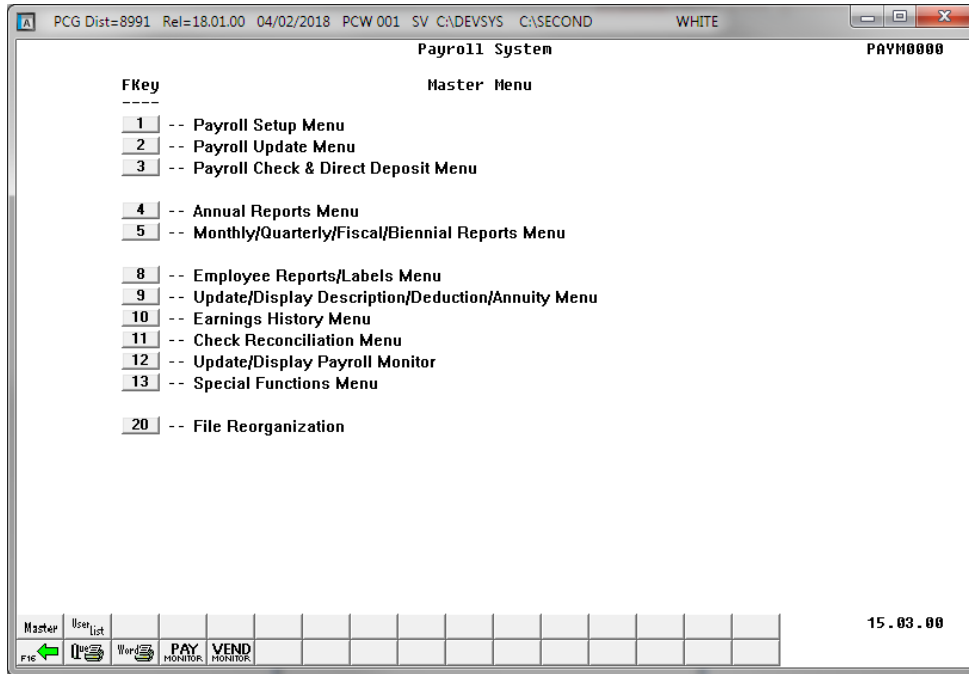
Overview

Earnings History Export: PCGenesis allows users to select fields from the earnings history data for export. Up to twenty (20) payroll deduction items may also be selected for inclusion in the export file. If payroll deductions are selected, the export file may contain multiple lines per employee, one line for each payroll deduction selected. The user may select Earnings History records based upon a date range, or based upon a payment type. Further, users may specify dollar amount, Social Security Number (SSN), and date formats for the results output.

Earnings History Gross Data Distribution Export: Use the export procedure as needed to create a financial analysis and projection spreadsheet of historical payroll payments. PCGenesis allows users to select pay distribution fields from earnings history for inclusion in the export file. The Earnings History Gross Pay Distribution Export can create multiple lines per employee, one line for each Gross Pay Type and Account Number selected. The user may select Earnings History records based upon a date range, based upon a payment type, or based upon the gross data type. The user may also wish to export information for a specific account, or partial account specification. Further, users may specify dollar amount, Social Security Number (SSN), and date formats for the results output.

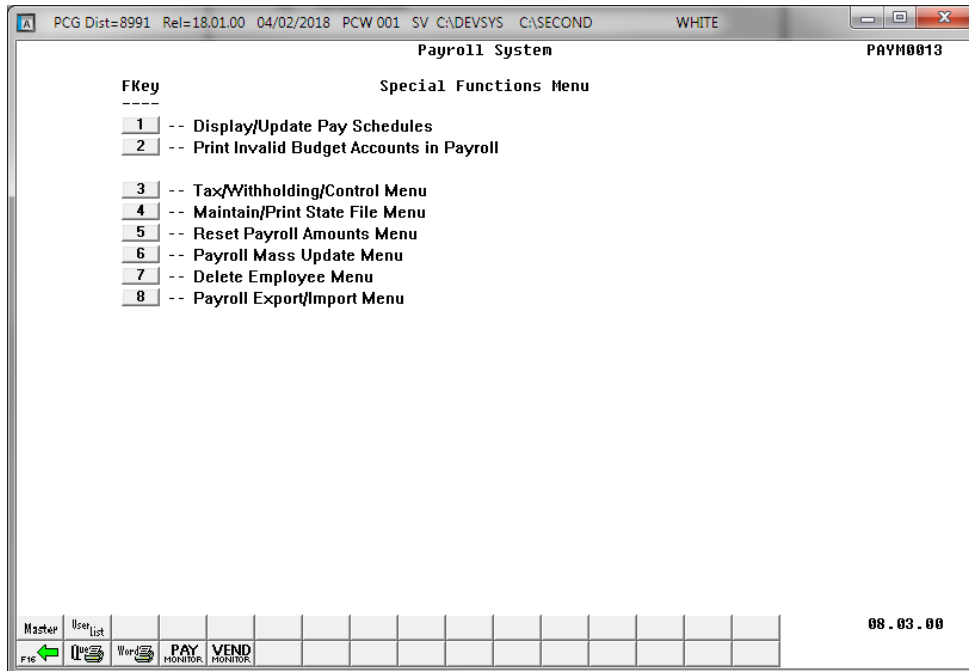
Setting Employee Search Criteria: Refer to [Section B: Payroll Update Processing, Topic 1: Setting/Clearing Employee Search Criteria](#) for the instructions on setting search criteria filters to select specific employees for the export file. The search filters allow the user great flexibility in determining which employees are selected for the export. For example, employee records may be selected based upon the class code, number of contract months, work location, and more. The following export procedures allow utilization of the Search Criteria feature ( F10 – Set filter condition): Export Selected Payroll/Deduction Data, Earnings History Export, and Earnings History Gross Pay Distribution Export.

Procedure A: Earnings History Export



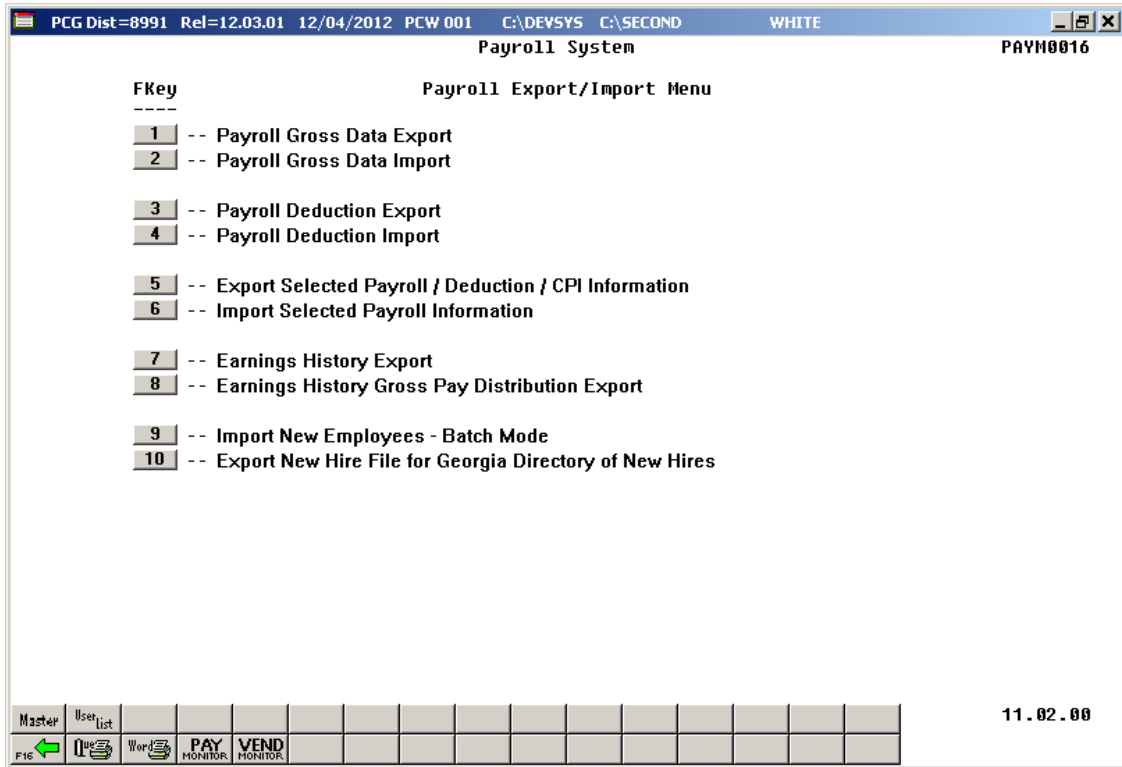
Step	Action
1	Select 13 (F13 - Special Functions).

The following screen displays:



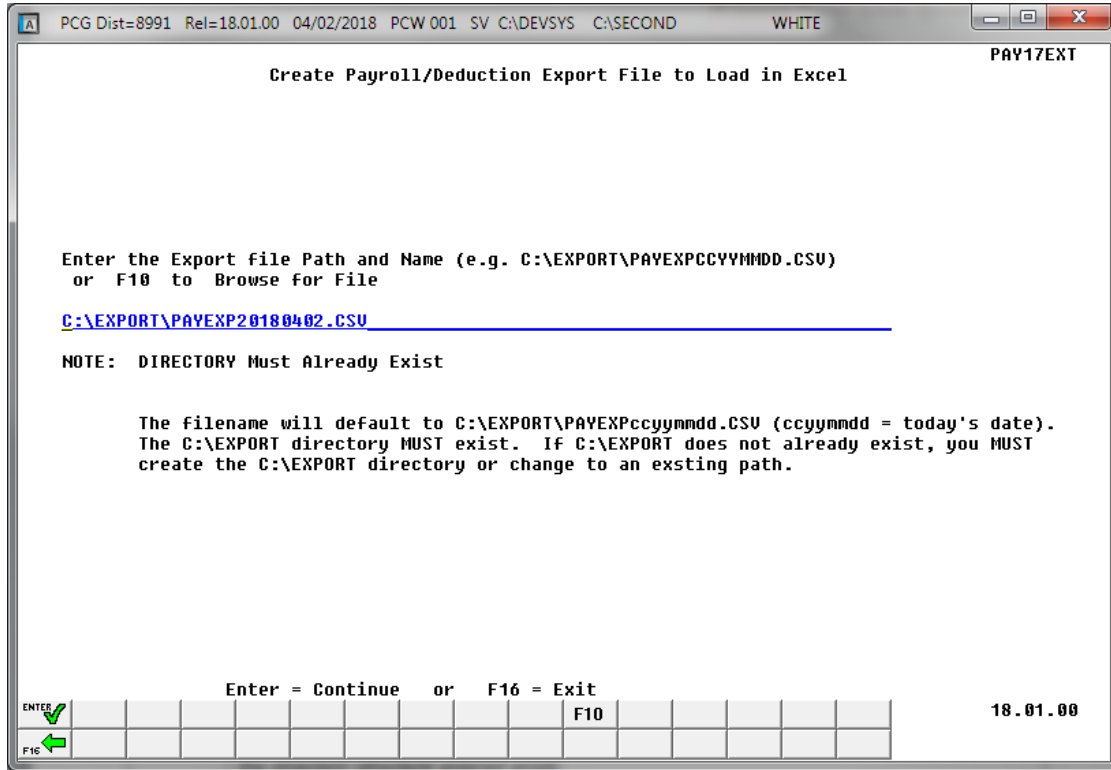
Step	Action
2	Select 8 (F8 - Payroll Export/Import Menu).


The following screen displays:



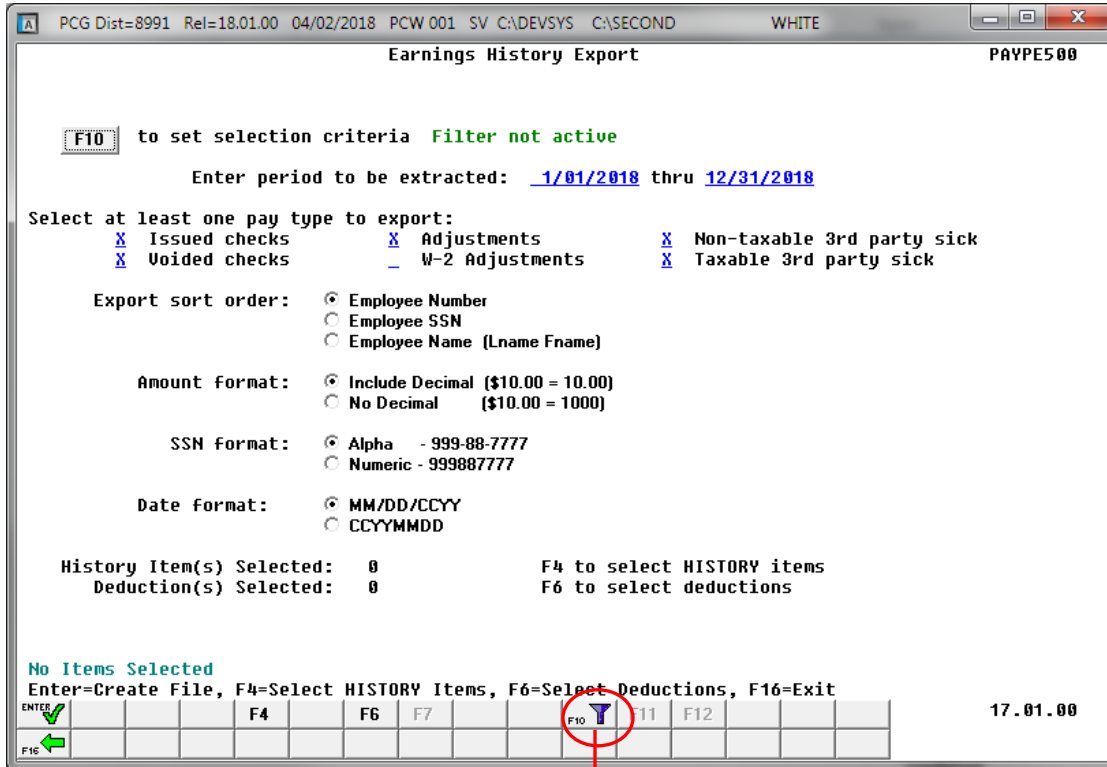
Step	Action
3	Select 7 (F7 – Earnings History Export).
4	On the C:\ drive, create a folder entitled EXPORT , or verify the folder exists.

The following screen displays:







Step	Action
5	<p>Verify C:\EXPORT\HISEXPCCYMMDD.CSV, where <i>CCYMMDD</i> identifies the calendar year, month and date, defaults in the Enter the Export file path and name field. Select F10 (F10 - Browse for file) to locate the export file path and name manually.</p> <p><i>PCGenesis allows entries other than C:\EXPORT\HISEXPCCYMMDD.CSV as long as the directory structure entered exists.</i></p> <p><i>If the export file specified already exists, PCGenesis deletes the existing file before creating a new file with the new information.</i></p>
6	<p>Select  (Enter - Continue).</p>

The following screen displays:



F10 – Set filter conditions

Step	Action
7	<p>To set specific search criteria: Select  (F10 – Set filter condition). On the <i>Export Employee Master Data – Set Employee Selection Filter</i> screen, make the appropriate selections and entries. Verify “Filter conditions set.” displays. Selecting  (F16 – Exit) will return to the <i>Earnings History Export Selection Screen</i>.</p> <p><i>NOTE: Do NOT select  (Enter – Continue) at this point. Select employee earnings history items (F4 – Select HISTORY Items) and deductions (F6 – Select Deductions) first, before processing the export request.</i></p>
8	Select  (F4 – Select History Items).

The following screen displays:



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A PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY\ C:\SECOND WHITE
Earnings History Export
Select Fields

Enter 'X' for the item to be reported F11=Select All, F12=Deselect All

Check date X Regular hours _ Certified/Non-cert _ Annuity ded 1 _
Transaction date X Regular gross _ Instruction flag _ Annuity company 1 _
Pay class X Overtime hours _ Full time/Part time _ Annuity ded 2 _
Check type X Overtime gross _ TRS service ind _ Annuity company 2 _
Check bank _ Contract amount _ DD bank 1 _ Annuity ded 3 _
Check number _ Total gross _ DD account 1 _ Annuity company 3 _
Number of pays _ Tot pension gross _ DD net 1 _ Annuity ded 4 _
FICA switch _ Tot pension amount _ DD bank 2 _ Annuity company 4 _
Federal switch _ Tot GHI gross X DD account 2 _ Annuity ded 5 _
State switch _ Total FICA gross _ DD net 2 _ Annuity company 5 _
GHI switch X Total FICA amount _ DD bank 3 _ Birth date _
AEIC switch _ Total HI gross _ DD account 3 _ Hire date _
Pension code _ Total HI amount _ DD net 3 _ Rehire date _
Federal W/H info _ Total OASDI gross _ DD bank 4 _ Term date _
State W/H info _ Total OASDI amount _ DD account 4 _ Sex code _
Pay location _ Total AEIC payment _ DD net 4 _ Marital status _
Work location _ Tot imputed income _ DD bank 5 _
Tot non-taxable amt _ DD account 5 _
Total net _ DD net 5 _
Employer pension _ Employer OASDI _
Employer GHI _ Employer Medicare _
Section 125 flag _ Contract Mo _
GHI Option X
GHI Tier X

F7-Return, F11=Select All, F12=Deselect All, F16=Exit
ENTER ✓
F16 ←
F4 F6 F7 F10 F11 F12
19.03.01
    
```

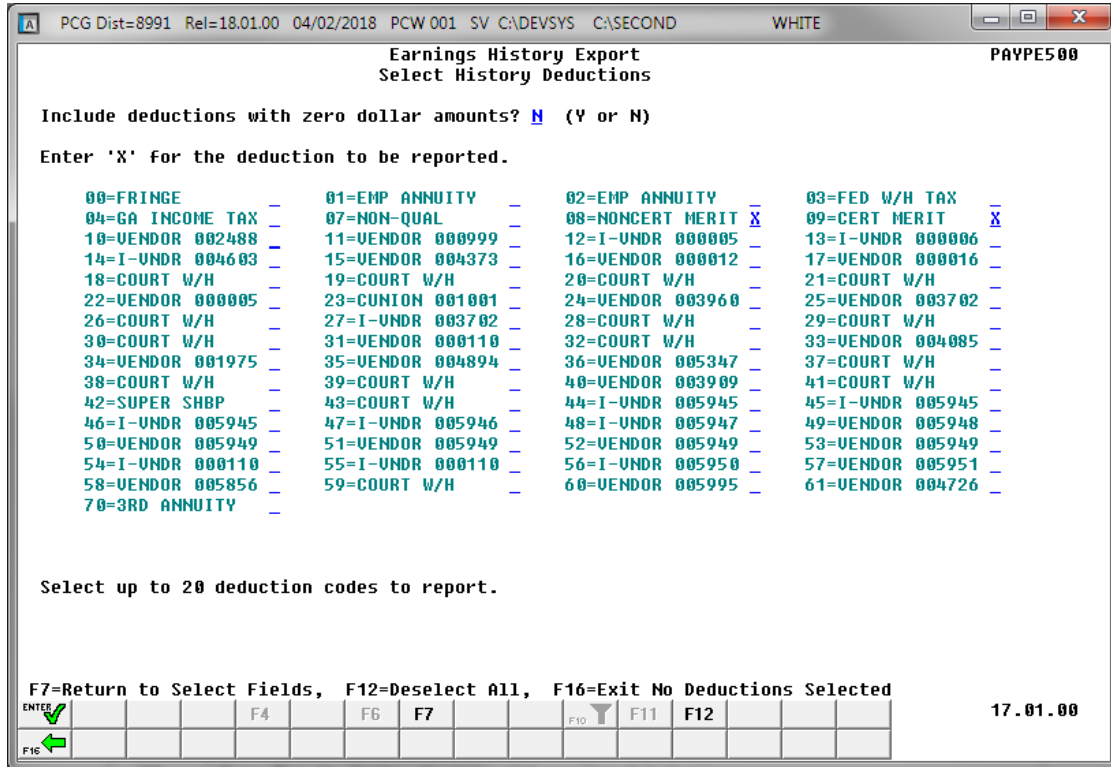
Step	Action
9	Enter X in the field to the right of the preferred earnings history items.
10	<p>Select F7 (F7 – Return to Setup Export), or select  (Enter - Continue) to return to the <i>Earnings History Export Options</i> screen.</p> <p>Select F11 (Select All) or F12 (Deselect All) or select  (F16 – Clear selections and exit) where appropriate.</p>

The following screen displays:



NOTE: PCGenesis displays the total number of employee HISTORY items selected.

Step	Action
11	Select F6 (F6 - Select Deductions).

The following screen displays:



The Select History Deductions screen entries are system-specific

Step	Action
12	Enter Y (Y) or N (No) in response to the Include deductions with zero dollar amounts? prompt.
13	Enter X in the field to the right of the preferred deductions. <i>PCGenesis allows the selection of twenty (20) individual deductions, and displays “Max of 20 deductions allowed. ## selected.” where ## is the total number of deductions, when users select more than twenty (20) deductions.</i>
14	Select F7 (F7 – Return to Setup Export), or select  (Enter - Continue) to return to the <i>Earnings History Export Options</i> screen. Select F12 (Deselect All) or select  (F16 – Clear selections and exit) where appropriate.

The following screen displays:

PCG Dist=8991 Rel=18.01.00 04/02/2018 PCW 001 SV CADEVSY5 CASECOND WHITE

Earnings History Export PAYPE500

F10 to set selection criteria **Filter not active**

Enter period to be extracted: 1/01/2018 thru 12/31/2018

Select at least one pay type to export:

Issued checks Adjustments Non-taxable 3rd party sick
 Voided checks W-2 Adjustments Taxable 3rd party sick

Export sort order: Employee Number
 Employee SSN
 Employee Name (Lname Fname)

Amount format: Include Decimal (\$10.00 = 10.00)
 No Decimal (\$10.00 = 1000)

SSN format: Alpha - 999-88-7777
 Numeric - 999887777

Date format: MM/DD/CCYY
 CCYYMMDD


History Item(s) Selected: 8 F4 to select HISTORY items
Deduction(s) Selected: 2 F6 to select deductions

Enter=Create File, F4=Select HISTORY Items, F6=Select Deductions, F16=Exit

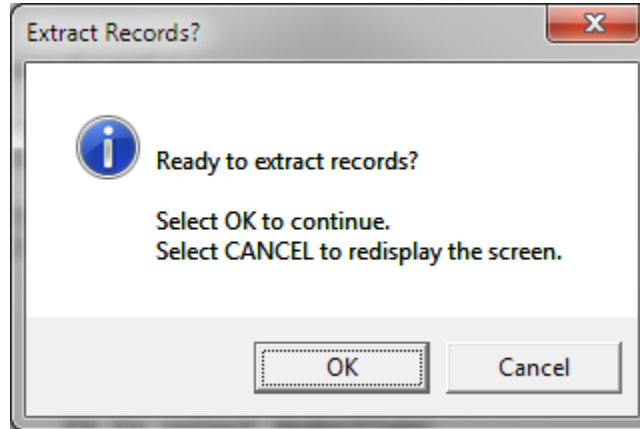
ENTER			F4	F6	F7		F10	F11	F12										17.01.00
F16																			



NOTE: PCGenesis displays the total number of deductions selected.

Step	Action
15	Enter the date range (MM/DD/CCYY) of the earnings history records to be selected in the Enter period to be extracted fields.
16	Enter X in the appropriate pay type field(s). Valid selections correspond to the following earnings history record types: I = Issued checks A = Adjustments N = Non-taxable 3 rd party sick V = Voided checks W = W-2 adjustments T = Taxable 3 rd party sick
17	To define the sort order: Select the <input checked="" type="radio"/> (Radio button) to the left of the Export sort order field. <i>Regardless of the sort order selected, PCGenesis always exports the Name, SSN, and Employee Number fields.</i>
18	To define the dollar amount format: Select the <input checked="" type="radio"/> (Radio button) to the left of the appropriate Amount Format: field.

Step	Action
19	To define the Social Security Number (SSN) format: Select the <input type="radio"/> (Radio button) to the left of the appropriate SSN Format: field.
20	To define the date format: Select the <input type="radio"/> (Radio button) to the left of Date Format: field.
21	Select  (Enter - Continue).

The following message box displays:



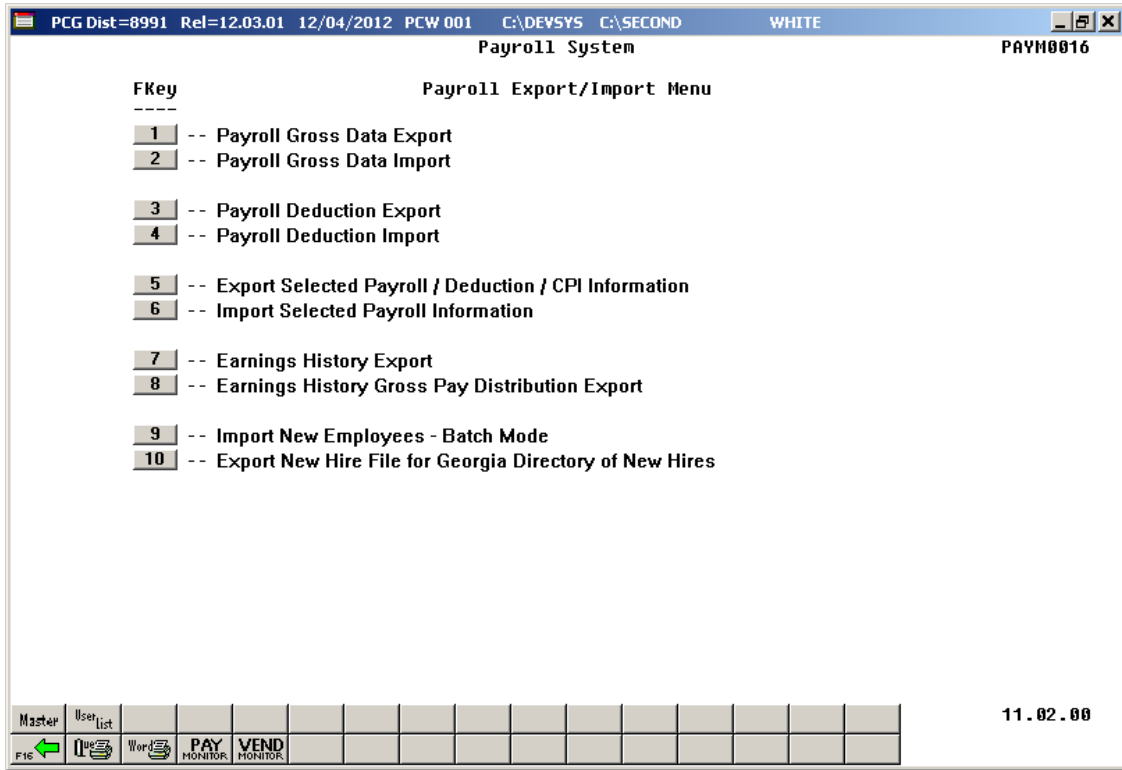
Step	Action
22	Select  (OK) to continue processing and to extract the earnings history data. <i>If the selected earnings history data is incorrect or incomplete, select  (Cancel) to enter the correct information.</i> <i>“**Processing Request**” briefly displays.</i>



The following screen displays:



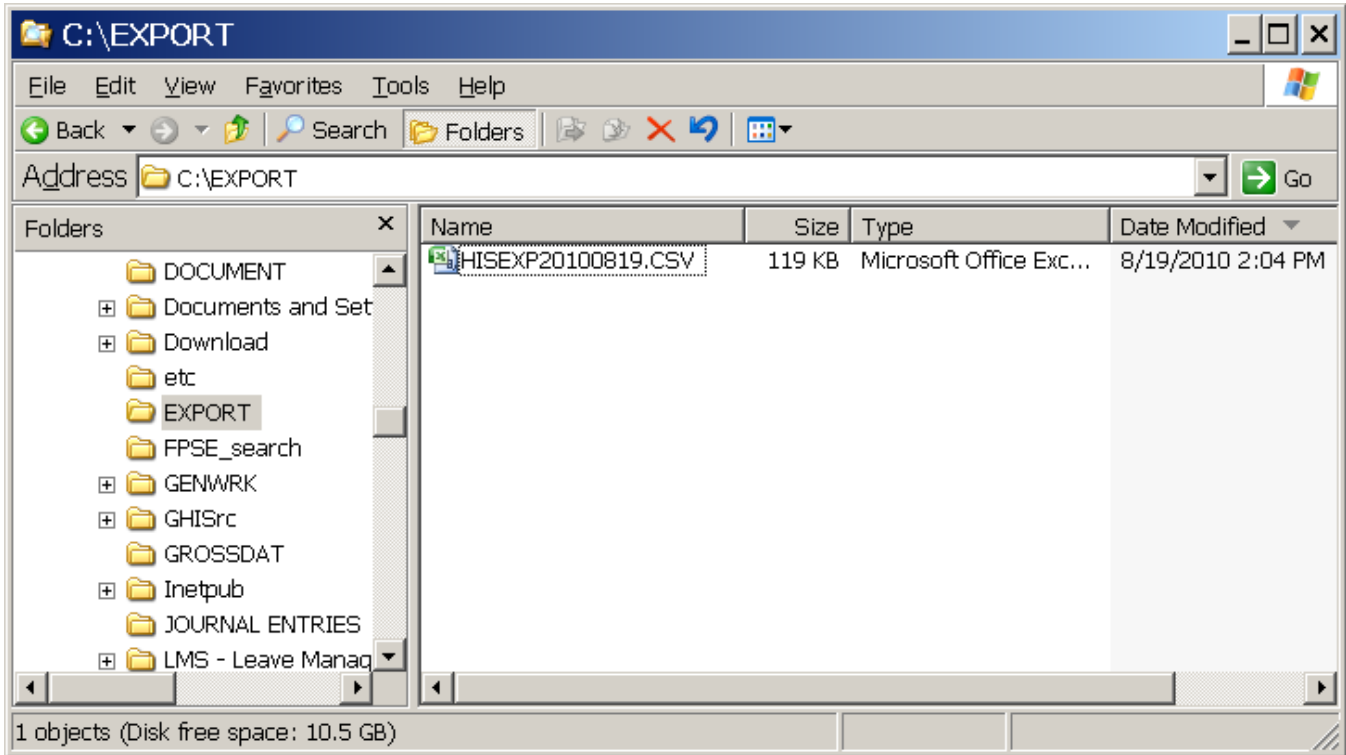
Step	Action
23	Screen-print or record the file name displayed and select Enter (Continue).

The following screen displays:



Step	Action
24	Select  (F16 - Exit) to return to the <i>Payroll System – Special Functions Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
25	Navigate to C:\EXPORT\HISEXPCCYYMMDD.CSV where <i>CCYYMMDD</i> identifies the calendar year, month and date.

The following window displays:



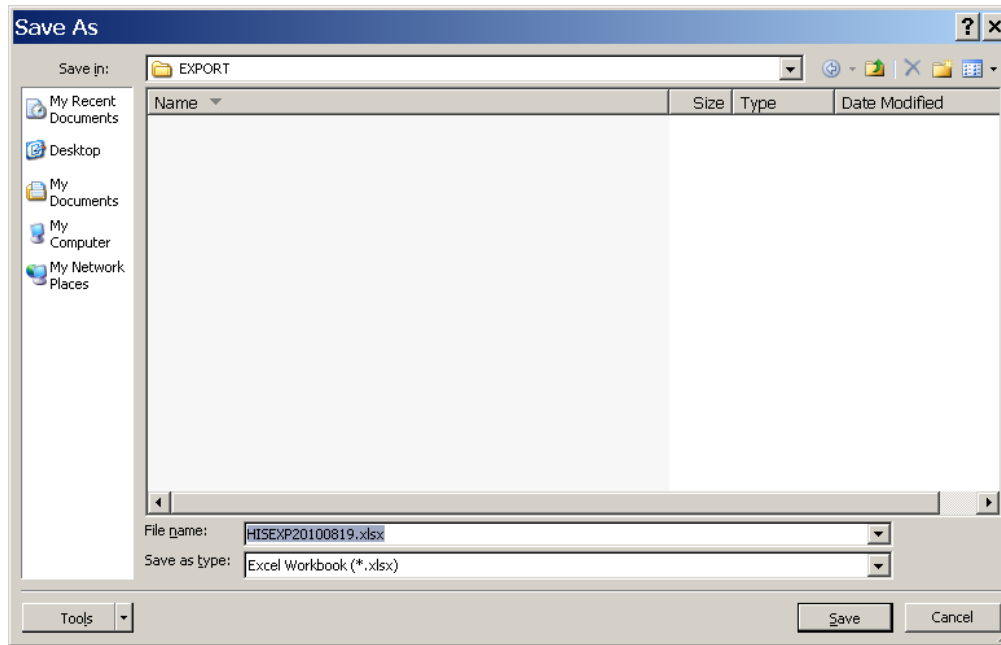
Step	Action
26	Open the appropriate earnings history information file.

The following window displays:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	DE
Empno	SSN	Name	Year	Quarter	Period	Check Type	Check Dt	Trans Dt	Chk Type	Chk Num	GHI Sw	GHI Gross	Emplr GHI	DED Desc	DED Code	DED Amt	DE
2	87658	999-08-76:BE7RENS YA7AIRA	10	1	1	I	1/29/2010		C	159750	Y	3546.30	657.27	HEALTH INS	9	210.40	
3	87658	999-08-76:BE7RENS YA7AIRA	10	1	3	I	2/26/2010		C	160769	Y	3546.30	0.00	HEALTH INS	9	210.40	
4	87681	999-08-76:CH8NG NO8	10	1	1	I	1/29/2010		C	159423	Y	3467.59	642.68	HEALTH INS	9	199.30	
5	87681	999-08-76:CH8NG NO8	10	1	3	I	2/26/2010		C	160466	Y	3467.59	0.00	HEALTH INS	9	199.30	
6	87691	999-08-76:PA6MA RI6OBERTO	10	1	1	I	1/29/2010		C	159786	Y	1674.50	310.35	HEALTH INS	9	110.50	
7	87691	999-08-76:PA6MA RI6OBERTO	10	1	3	I	2/26/2010		C	160804	Y	1674.50	0.00	HEALTH INS	9	110.50	
8	87692	999-08-76:PU5NELL EL5A	10	1	1	I	1/29/2010		C	159719	Y	4590.49	850.80	HEALTH INS	9	219.30	
9	87692	999-08-76:PU5NELL EL5A	10	1	3	I	2/26/2010		C	160740	Y	4590.49	0.00	HEALTH INS	9	219.30	
10	87706	999-08-77:FO7 GO7ZALO	10	1	1	I	1/29/2010		C	159686	Y	3991.92	739.86	HEALTH INS	9	219.30	
11	87706	999-08-77:FO7 GO7ZALO	10	1	3	I	2/26/2010		C	160708	Y	3991.92	0.00	HEALTH INS	9	219.30	
12	87708	999-08-77:MU5LIGAN RO5CO	10	1	1	I	1/29/2010		C	159452	Y	4327.01	801.96	HEALTH INS	9	203.00	
13	87708	999-08-77:MU5LIGAN RO5CO	10	1	3	I	2/26/2010		C	160494	Y	4327.01	0.00	HEALTH INS	9	203.00	
14	87711	999-08-77:BE2UCHAMP JE2FRE	10	1	1	I	1/29/2010		C	159530	Y	3875.62	718.30	HEALTH INS	9	14.10	
15	87711	999-08-77:BE2UCHAMP JE2FRE	10	1	3	I	2/26/2010		C	160564	Y	3875.62	0.00	HEALTH INS	9	14.10	
16	87715	999-08-77:MU6CY AL6XIS	10	1	1	I	1/29/2010		C	159559	Y	5187.32	961.41	HEALTH INS	9	141.50	
17	87715	999-08-77:MU6CY AL6XIS	10	1	3	I	2/26/2010		C	160591	Y	5187.32	0.00	HEALTH INS	9	141.50	
18	87723	999-08-77:GO6SETT GU6	10	1	1	I	1/29/2010		C	93431	Y	3857.08	714.87	HEALTH INS	9	203.00	
19	87723	999-08-77:GO6SETT GU6	10	1	3	I	2/26/2010		C	93627	Y	3857.08	0.00	HEALTH INS	9	203.00	
20	87737	999-08-77:GR8ENFIELD FA8IAN	10	1	1	I	1/29/2010		C	159543	Y	4590.49	850.80	HEALTH INS	9	14.10	
21	87737	999-08-77:GR8ENFIELD FA8IAN	10	1	3	I	2/26/2010		C	160576	Y	4590.49	0.00	HEALTH INS	9	14.10	
22	87738	999-08-77:HO7FMANN LA7END	10	1	1	I	1/29/2010		C	159769	Y	162.72	162.72	HEALTH INS	8	8.60	
23	87738	999-08-77:HO7FMANN LA7END	10	1	3	I	2/26/2010		C	160788	Y	162.72	0.00	HEALTH INS	8	8.60	
24	87752	999-08-77:MC9OVERN MA9KA	10	1	1	I	1/29/2010		C	159711	Y	4456.81	826.02	HEALTH INS	9	150.40	
25	87752	999-08-77:MC9OVERN MA9KA	10	1	3	I	2/26/2010		C	160732	Y	4456.81	0.00	HEALTH INS	9	150.40	
26	87759	999-08-77:DE2EY AL2ARO	10	1	1	I	1/29/2010		C	159758	Y	5036.25	933.41	HEALTH INS	9	159.30	
27	87759	999-08-77:DE2EY AL2ARO	10	1	3	I	2/26/2010		C	160777	Y	5036.25	0.00	HEALTH INS	9	159.30	
28	87764	999-08-77:SM5LLEY PA5ULA	10	1	1	I	1/29/2010		C	159519	Y	162.72	162.72	HEALTH INS	8	8.60	
29	87764	999-08-77:SM5LLEY PA5ULA	10	1	3	I	2/26/2010		C	160555	Y	162.72	0.00	HEALTH INS	8	8.60	

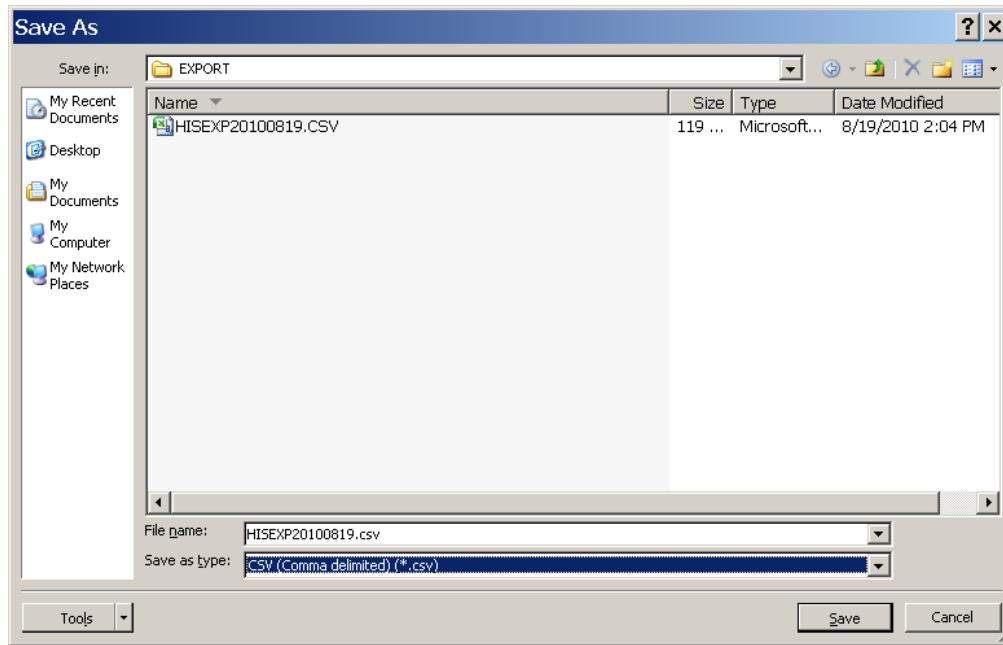
Step	Action
27	<p>Make the appropriate adjustments to the Microsoft® Excel spreadsheet.</p> <p><i>These adjustments may include but are not limited to formatting the columns' widths, the addition and the deletion of certain columns, moving column locations to comply with requesting entity's requirements, and the manual entry of information not maintained in PCGenesis.</i></p>
28	Select File → Save As → Excel Workbook .

The following window displays:



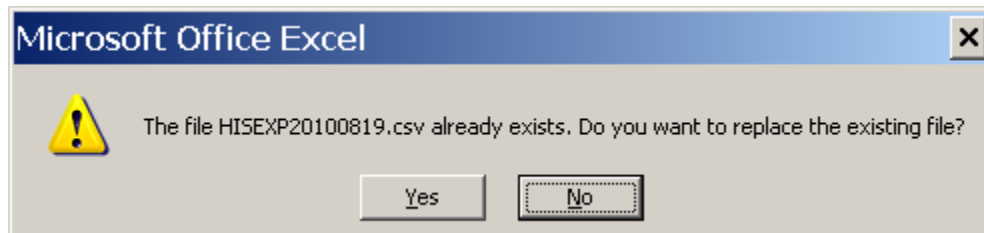
Step	Action
29	Select the Drop-Down Selection icon  in the Save as type field, and select CSV (Comma delimited) (*.csv) .
30	Verify the filename is C:\EXPORT\HISEXPCCYYMMDD.CSV where CCYYMMDD identifies the calendar year, month and date.

The following window displays:



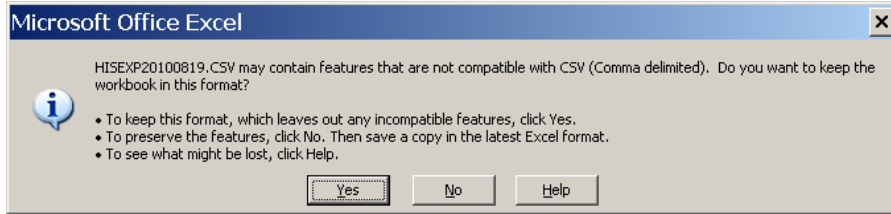
Step	Action
31	Select <input type="button" value="Save"/> (Save).

The following dialog box displays:



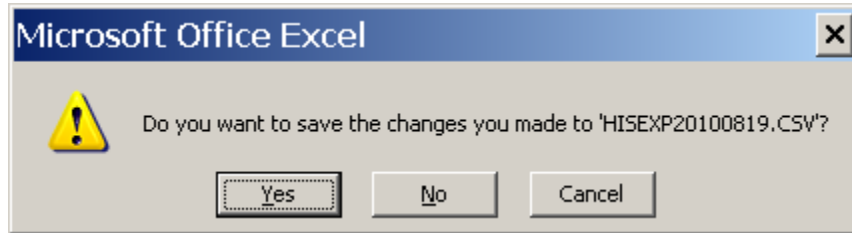
Step	Action
32	Select <input type="button" value="Yes"/> (Yes).

The following dialog box displays:



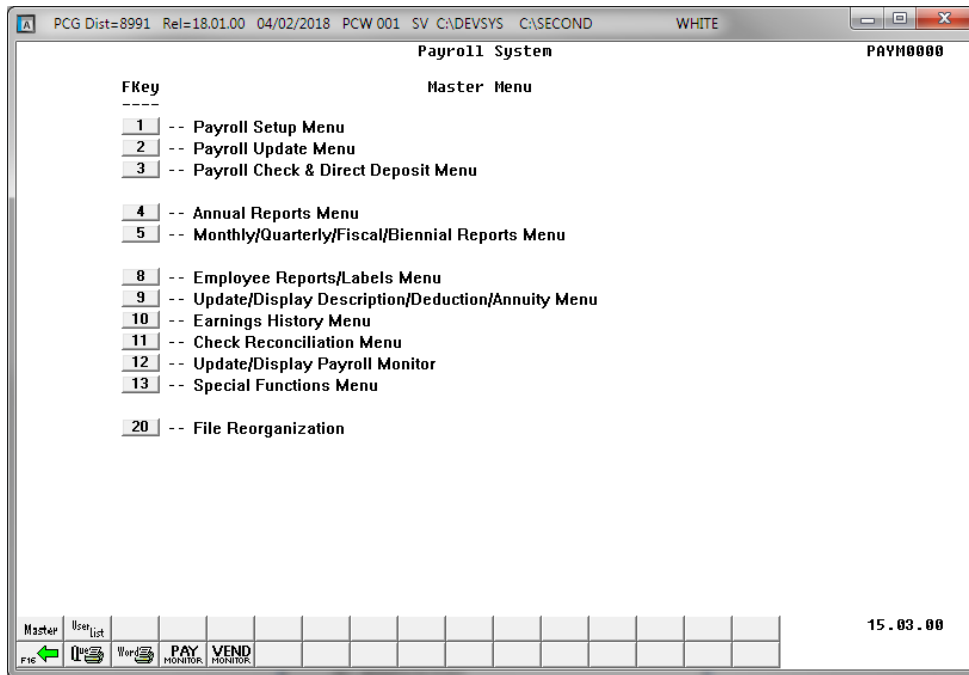
Step	Action
33	Select <input type="button" value="Yes"/> (Yes).
34	Close Microsoft® Excel.

The following dialog box displays:



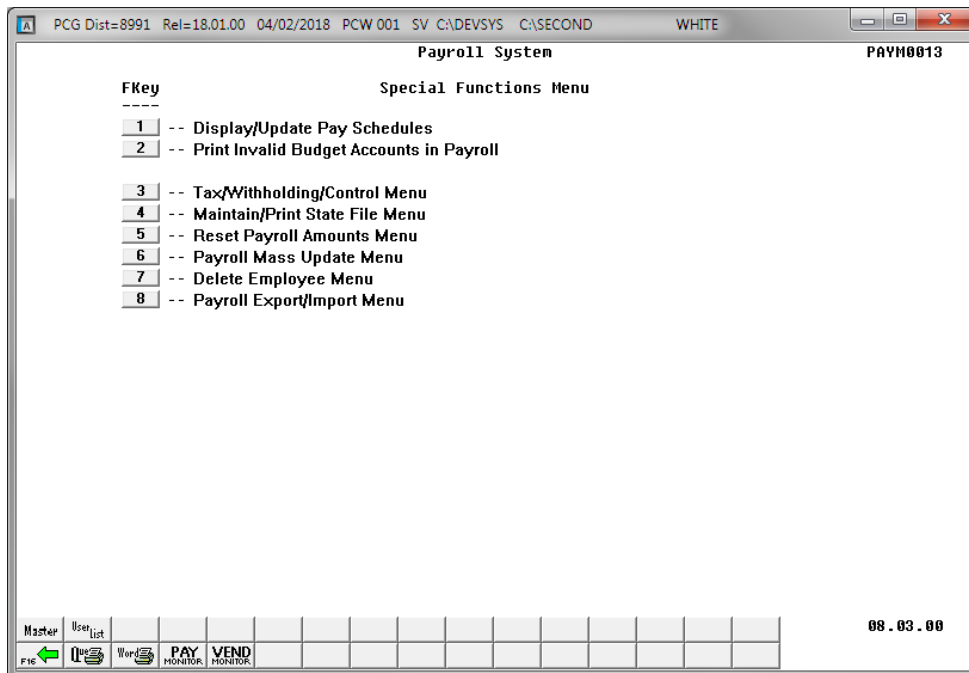
Step	Action
35	Select <input type="button" value="No"/> (No). <i>The appropriate steps to save the changes to the file have already been completed.</i>
36	Follow the normal processing procedures to submit the Microsoft® Excel spreadsheet to the requesting entity.

Procedure B: Earnings History Gross Pay Distribution Export



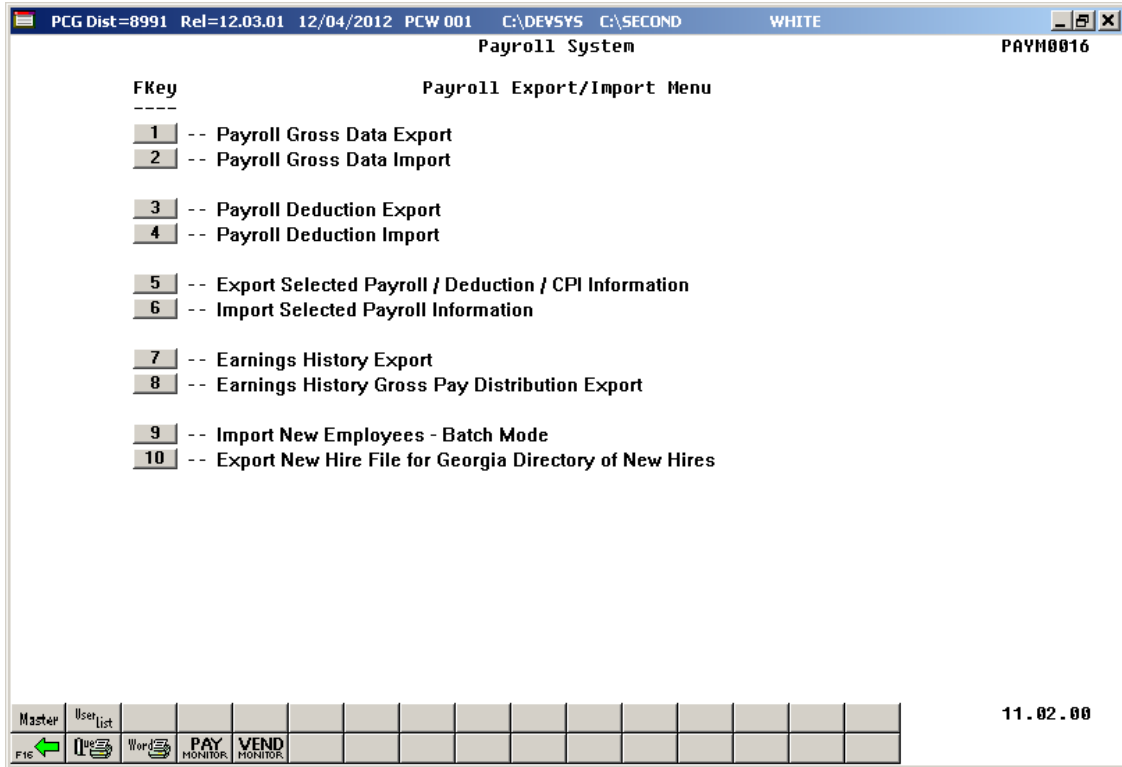
Step	Action
1	Select 13 (F13 - Special Functions).

The following screen displays:



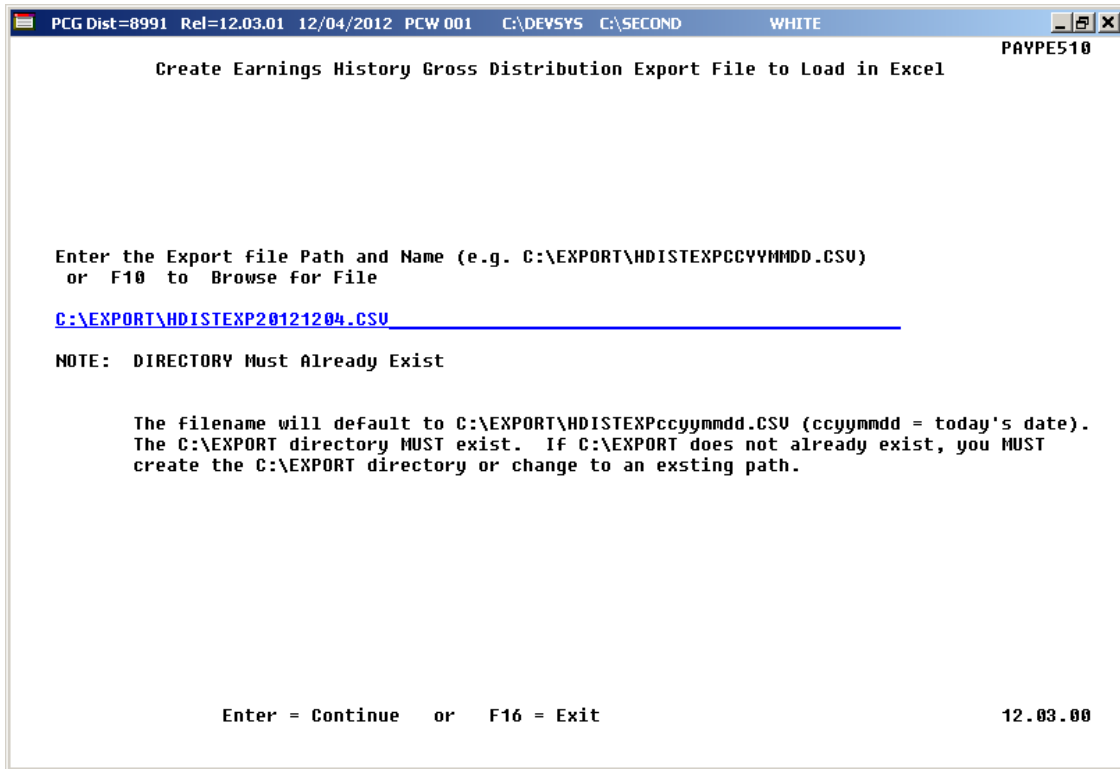
Step	Action
2	Select 8 (F8 - Payroll Export/Import Menu).

The following screen displays:



Step	Action
3	Select 8 (F8 – Earnings History Gross Pay Distribution Export).
4	On the C:\ drive, create a folder entitled EXPORT , or verify the folder exists.





The following screen displays:



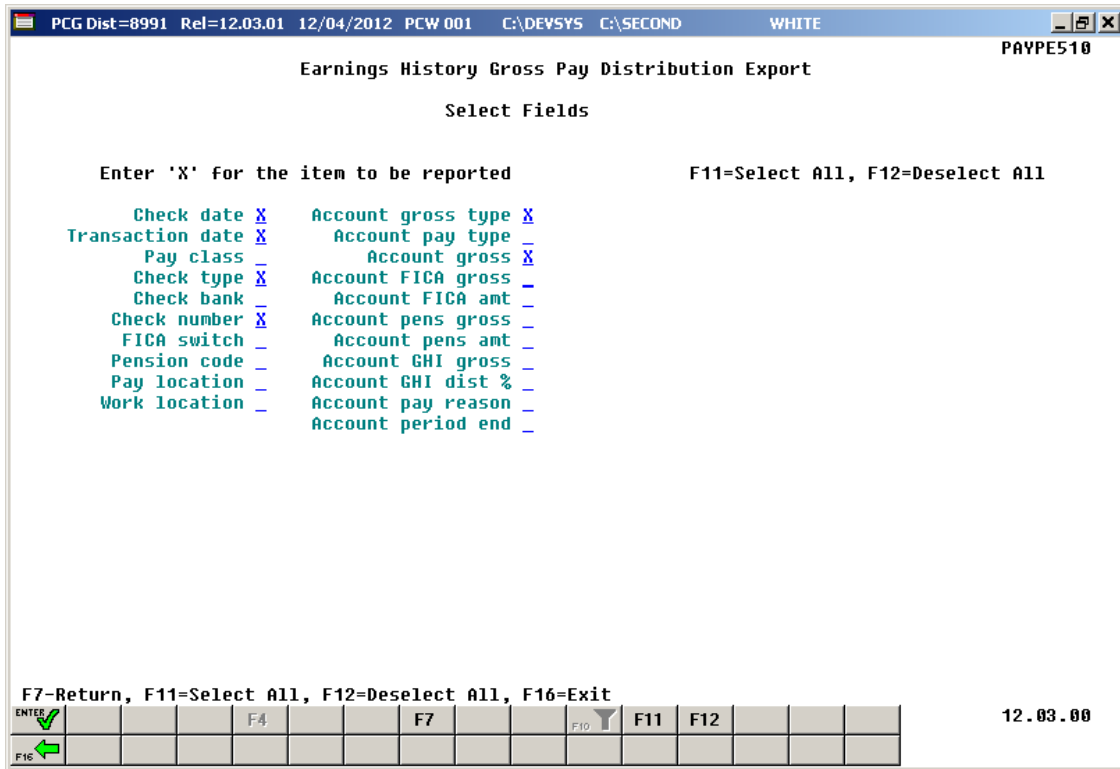
Step	Action
5	<p>Verify C:\EXPORT\HDISTEXPCCYYMMDD.CSV, where <i>CCYYMMDD</i> identifies the calendar year, month and date, defaults in the Enter the Export file path and name field. Select F10 (Browse for file) to locate the export file path and name manually.</p> <p><i>PCGenesis allows entries other than C:\EXPORT\HDISTEXPCCYYMMDD.CSV as long as the directory structure entered exists.</i></p> <p><i>In the case of duplicated filenames, PCGenesis replaces the previous file's information with the most recently selected earnings history gross distribution export results.</i></p>
6	<p>Select Enter (Continue).</p>



The following screen displays:

F10 – Set filter conditions

Step	Action
7	<p>To set specific search criteria: Select  (F10 – Set filter condition). On the <i>Export Employee Master Data – Set Employee Selection Filter</i> screen, make the appropriate selections and entries. Verify “Filter conditions set.” displays. Selecting  (F16 – Exit) will return to the <i>Earnings History Gross Pay Distribution Export</i> screen.</p> <p><i>NOTE: Do NOT select  (Enter – Continue) at this point. Select employee earnings history items (F4 – Select HISTORY Items) first, before processing the export request.</i></p>
8	<p>Select  (F4 – Select History Items).</p>


The following screen displays:




Step	Action
9	Enter X in the field to the right of the preferred earnings history items.
10	<p>Select F7 (F7 – Return to Setup Export), or select  (Enter - Continue) to return to the <i>Earnings History Export Options</i> screen.</p> <p>Select F11 (<i>Select All</i>) or F12 (<i>Deselect All</i>) or select  (F16 – Clear selections and exit) where appropriate.</p>

The following screen displays:



NOTE: PCGenesis displays the total number of employee HISTORY items selected.

Step	Action
11	Enter the date range (MM/DD/CCYY) of the earnings history records to be selected in the Enter period to be extracted fields.
12	To print for a specific account number or account category: Enter the complete or partial account number or select the drop-down selection icon  in the Enter Account or Part of Account Nbr (Enter Account or Part of Account Number) field. To print all accounts: Leave the Enter Account or Part of Account Nbr (Enter Account or Part of Account Number) field blank.
13	Enter X in the appropriate pay type field(s). Valid selections correspond to the following earnings history record types: I = Issued checks A = Adjustments N = Non-taxable 3 rd party sick V = Voided checks T = Taxable 3 rd party sick

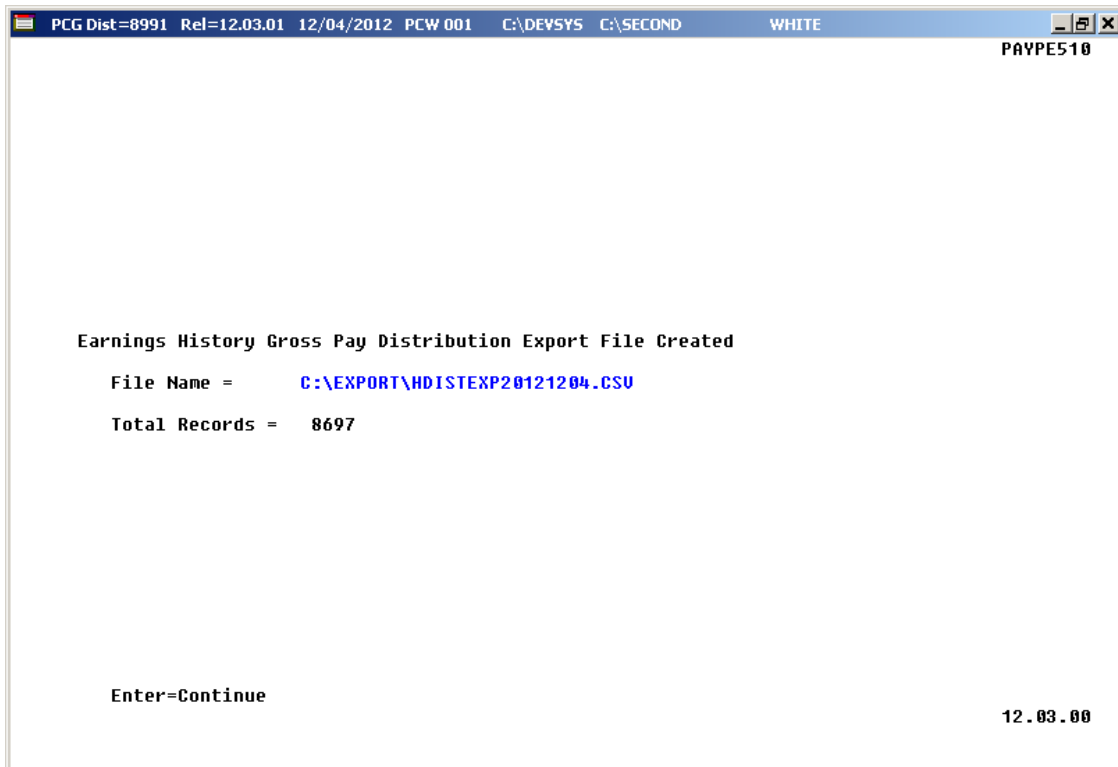
Step	Action
14	<p>Enter X in the appropriate gross type field(s).</p> <p>Valid selections:</p> <p>S = Salary</p> <p>H = Hourly</p> <p>D = Daily</p> <p>A = Daily/Hourly Adjustment, No Pension</p> <p>B = Salary Adjustment, No Pension</p> <p>X = Daily/Hourly, with FICA, NO pension/annuities or tax calculation</p> <p>Y = Salary, with FICA, NO pension/annuities or tax calculation</p> <p>Q = Salary Adjustment with Tax & Pension</p> <p>P = Daily/Hourly Adjustment with Tax & Pension</p> <p>Z = Pension Adjustment Only</p> <p>Transfer trans = Earnings history transfer transactions</p>
15	<p>To define the sort order: Select the <input type="radio"/> (Radio button) to the left of the Export sort order field.</p> <p><i>Regardless of the sort order selected, PCGenesis always exports the Name, SSN, and Employee Number fields.</i></p>
16	<p>To define the dollar amount format: Select the <input type="radio"/> (Radio button) to the left of the appropriate Amount Format: field.</p>
17	<p>To define the Social Security Number (SSN) format: Select the <input type="radio"/> (Radio button) to the left of the appropriate SSN Format: field.</p>
18	<p>To define the date format: Select the <input type="radio"/> (Radio button) to the left of Date Format: field.</p>
19	<p>Select  (Enter - Continue).</p>

The following message box displays:



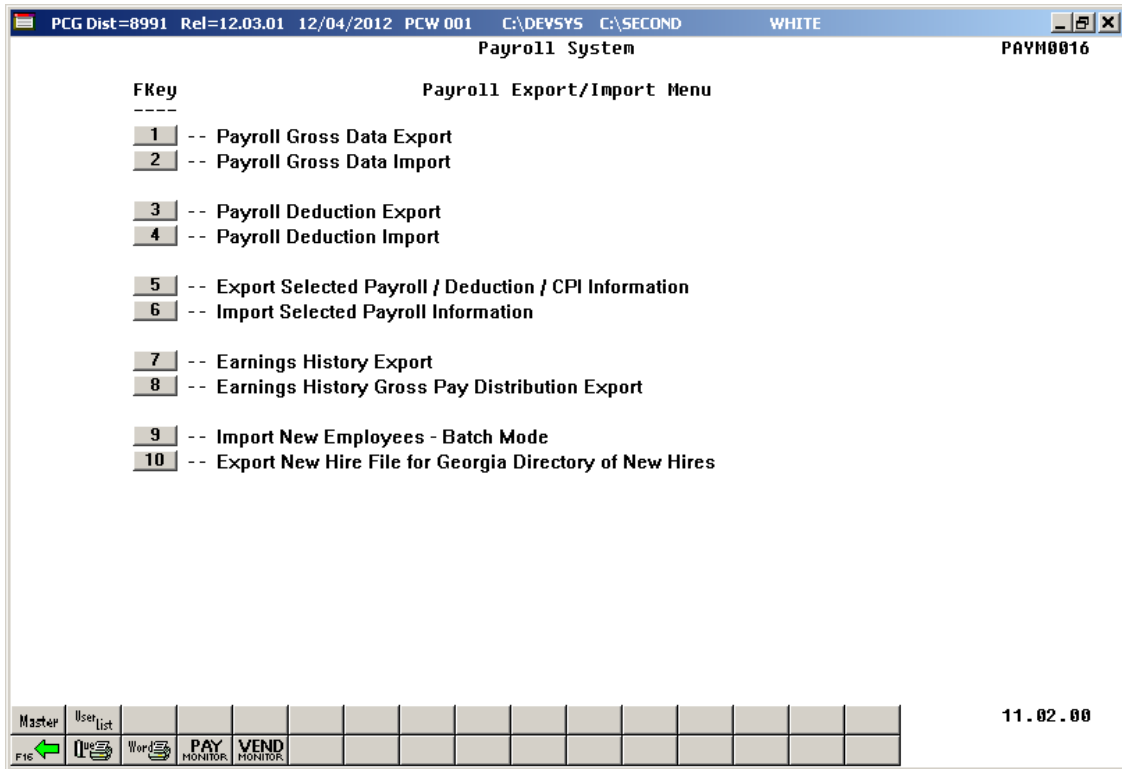
Step	Action
20	<p>Select  (OK) to continue processing and to extract the earnings history distribution data.</p> <p><i>If the selected earnings history data is incorrect or incomplete, select  (Cancel) to enter the correct information.</i></p> <p><i>“**Processing Request**” briefly displays.</i></p>



The following screen displays:



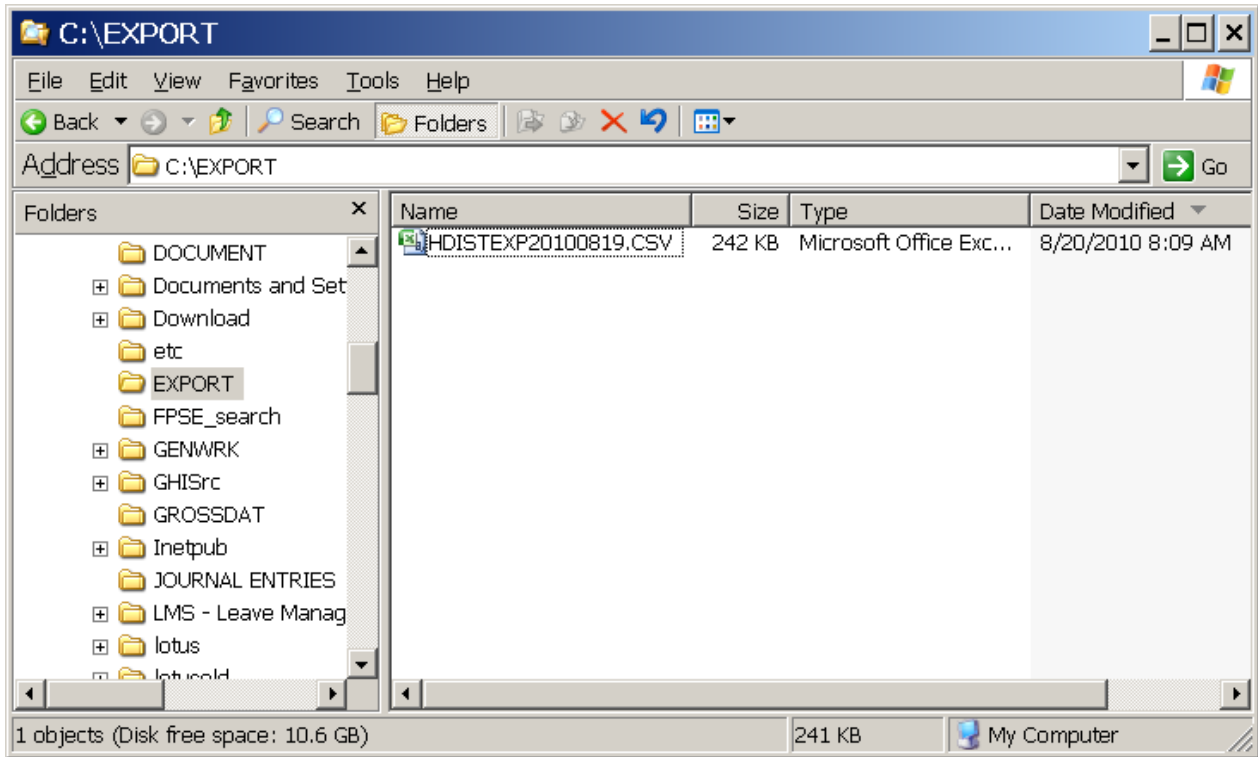
Step	Action
21	Screen-print or record the file name displayed and select Enter (Continue).

The following screen displays:



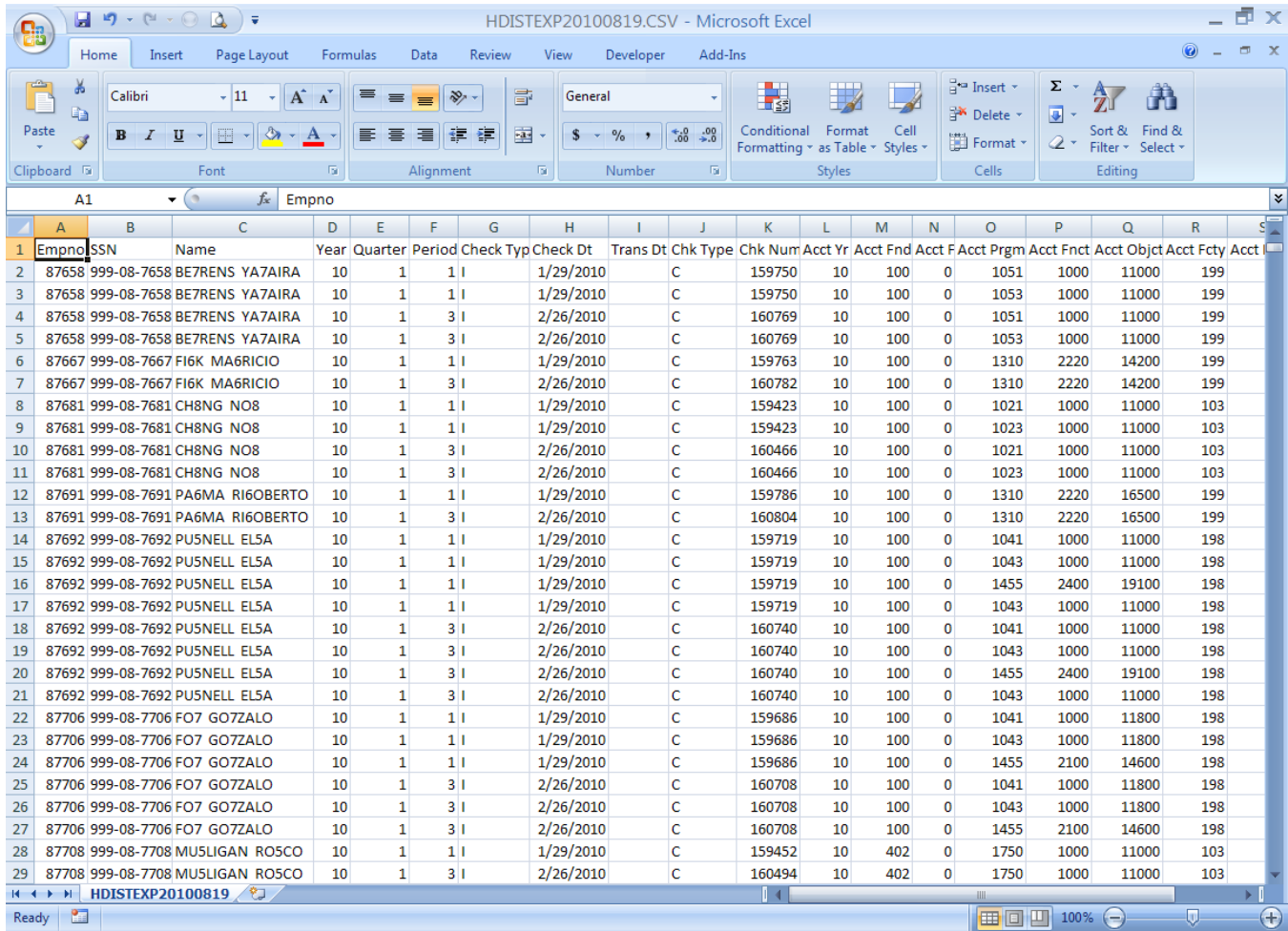
Step	Action
22	Select  (F16 - Exit) to return to the <i>Payroll System – Special Functions Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
23	Navigate to C:\EXPORT\HDISTEXPCCYYMMDD.CSV where <i>CCYYMMDD</i> identifies the calendar year, month and date.

The following window displays:



Step	Action
24	Open the appropriate earnings history information file.

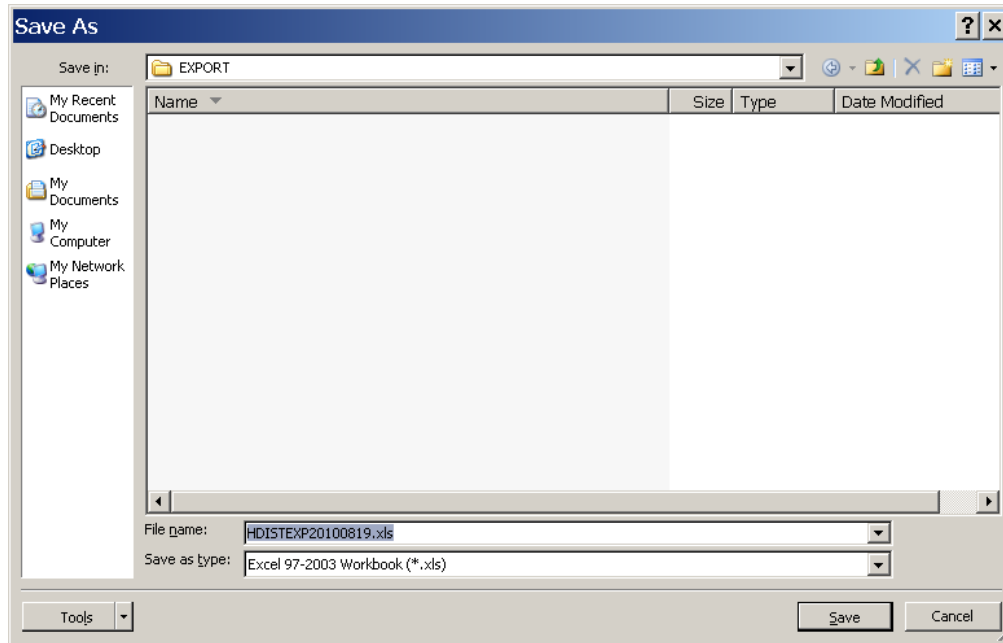
The following window displays:



Note that the Earnings History Gross Pay Distribution Export can create multiple lines per employee, one line for each Gross Pay Type and Account Number.

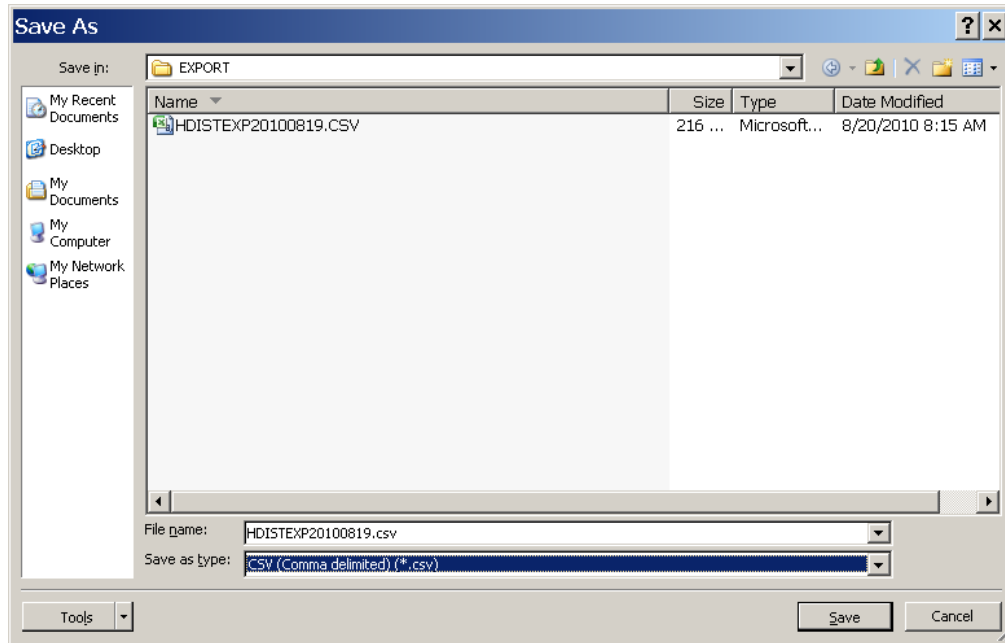
Step	Action
25	Make the appropriate adjustments to the Microsoft® Excel spreadsheet. <i>These adjustments may include but are not limited to formatting the columns' widths, the addition and the deletion of certain columns, moving column locations to comply with requesting entity's requirements, and the manual entry of information not maintained in PCGenesis.</i>
26	Select File → Save As → Excel Workbook .

The following window displays:



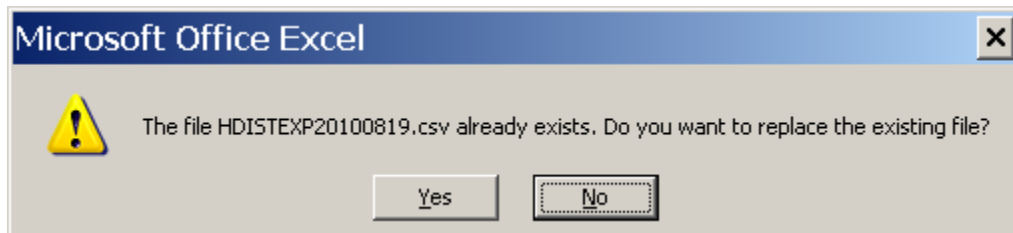
Step	Action
27	Select the Drop-Down Selection icon  in the Save as type field, and select CSV (Comma delimited) (*.csv) .
28	Verify the filename is C:\EXPORT\HDISTEXPCCYYMMDD.CSV where CCYYMMDD identifies the calendar year, month and date.

The following window displays:



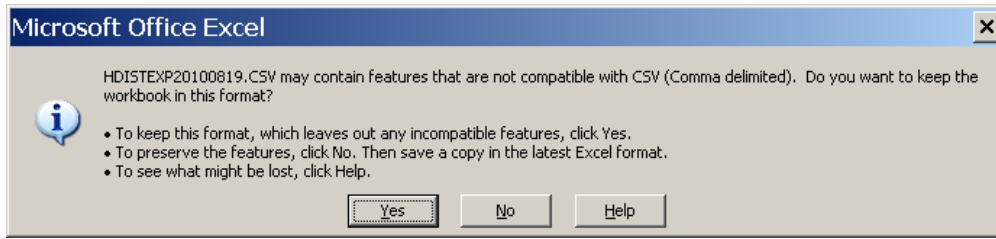
Step	Action
29	Select <input type="button" value="Save"/> (Save).

The following dialog box displays:



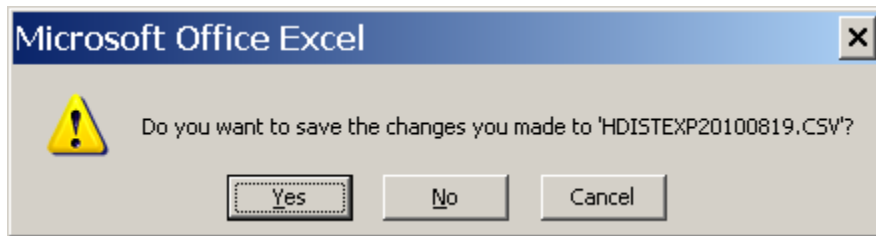
Step	Action
30	Select <input type="button" value="Yes"/> (Yes).

The following dialog box displays:



Step	Action
31	Select <input type="button" value="Yes"/> (Yes).
32	Close Microsoft® Excel.

The following dialog box displays:



Step	Action
33	Select <input type="button" value="No"/> (No). <i>The appropriate steps to save the changes to the file have already been completed.</i>
34	Follow the normal processing procedures to submit the Microsoft® Excel spreadsheet to the requesting entity.