



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

3/4/2024

Section B: Payroll Update Processing

***[Topic 4: Update/Display Payroll
Information, V2.24]***

Revision History


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06/17/2009	2.4	09.02.00 – Added multiple-ACH processing information and instructions.	C. W. Jones
03/31/2009	2.3	09.01.00 – Added CPI-3 rd party contractor information reference, and <i>Deduction Data</i> screen GHI option and tier display information and instructions. Added new <i>B2.4. Calculate and Display Payroll</i> screenshot examples.	C. W. Jones
05/29/2008	2.2	08.02.00 – Added updated <i>Select Employee</i> screen, gross data <i>TRS ‘R’ (TRS: Employer Pays BOTH employer and employee shares – SB327)</i> code, withholding employer indicator ‘4’ (<i>% of Annuity gross ...</i>), and bank code drop-down selection icon  information and instructions.	C. W. Jones
03/25/2008	2.1	08.01.00 – Added <i>Annuity 3 – Annuity 5</i> information, instructions, and screenshot examples.	C. W. Jones
09/27/2007	2.0	07.03.00 – Added inactive employee update, and automatic CPI biographical information update information and instructions.	C. W. Jones

Table of Contents

- Overview 1**
- Procedure A: Setting/Clearing Employee Search Criteria 4**
- Procedure B: Updating/Displaying Deduction Data..... 5**
 - B1. Overview 5
 - B2. Processing Imputed Income 18
 - B2.1. Identifying the Imputed Income Deduction Code.....19
 - B2.2. Processing Imputed Income through Regular Payroll.....20
 - B2.2.1. Updating/Displaying the Employee’s Imputed Income Deduction21
 - B2.3. Setting the Group Term Life Insurance (GTLI) Flag to “Y” (Yes)30
 - B2.4. Calculate and Display Payroll Screenshot Examples.....31
 - B2.4.1. Calculate and Display Payroll Example of Imputed Income Amount Not Processed31
 - B2.4.2. Calculate and Display Payroll Example of Imputed Income Amount Processed32
- Procedure C: Updating/Displaying Gross Data 33**
 - C1. Overview 33
- Procedure D: Updating/Displaying Withholding Data 55**
 - D1. Overview 55
 - D1.1 Calculate and Display Pay (Screen 2 of 2) – Adequate Net Pay – Example73
 - D1.2. Calculate and Display Pay (Screen 2 of 2) – Inadequate Net Pay for All Direct Deposit Accounts – Example.....75
 - D1.3. Update/Display Earnings History Screenshot- Example77
 - D1.4. Payroll Check Reconciliation - Display/Update Checks/Direct Deposits – Example78
 - D1.5. Payroll Exceptions Register – Example.....78
 - D1.6. Direct Deposit Statement – Example79
- Procedure E: Updating/Displaying Leave Data 80**
- Procedure F: Updating/Displaying YTD/Fiscal Data 90**
- Procedure G: Updating/Displaying Deduction Adjustments..... 100**
- Procedure H: Updating/Displaying FICA/Medicare Adjustments 111**
- Procedure I: Updating/Displaying Garnishment Vendor Data..... 121**
- Appendix A: PCGenesis Federal Tax Calculation Method 130**

Overview

The following features are available from the *Payroll Update* function on the *Payroll System Master Menu*:

Third Party Contract Employee Information: PCGenesis does not permit access to third-party contractor employees from the PCGenesis payroll module. PCGenesis users must access third-party contractor employees via the Certified/Classified Personnel Information (CPI) module.

Updates to Inactive Employee Information: PCGenesis displays the warning, “*Employee is NOT active! Changes on this screen will not impact payroll.*” when the user attempts to update inactive employees’ information. In this instance, select *OK* to save the changes anyway, or *Cancel* to redisplay the screen in response to the prompt.

PCGenesis allows the display, modification, and in many cases, the deletion of the following types of information:

Personnel Data: *Procedure E: Updating/Displaying Leave Data* provides procedure-specific employee leave data instructions.

Deduction: *Procedure B: Updating/Displaying Deduction Data* provides procedure-specific employee deduction instructions.

Payroll Codes: All description codes must exist in the payroll *Description* file before using the codes to update employees’ payroll information. Refer to *Section F: Payroll Description/Deduction/Annuity File Processing* for instructions.

Gross Data: Includes the payroll type, payroll rate, regular and overtime hours, regular and overtime gross salary, GHI percentage distribution, contractual salary, and pension information. *Procedure C: Updating/Displaying Gross Data* provides procedure-specific gross data instructions.

Account information Codes: Entries in the **Acct# Yr Fnd F Prgm Fnct Object Fcty B Addt'l** fields must exist in the *Budget Account Master* file. Refer to the *Financial Accounting and Reporting (FAR) System Operations Guide, Section A: Budget Account Master Processing* for instructions.

Pension Adjustments: PCGenesis accommodates pension adjustments on the *Update/Display Gross Data* employee payroll screen with a *Process Type* of 'Z'. Fields are available on the *Gross Data* screen for *Pens Gross* (Pension Adjustment Gross Amount) and *Pens Amt* (Pension Adjustment Amount). For a *Process Type* of 'Z', the following data can be entered: pay type, pay reason, period end date, account, pension adjustment gross and amount. For all other *Process Type* codes, the pension adjustment fields will be protected. Entry of the *Pens Gross* (Pension Adjustment Gross Amount) field will cause the system to calculate the corresponding employer pension contribution amount during payroll calculations.

Withholding: Includes employees' state and federal tax withholding information, annuity withholding information, and direct deposit information. In order to exclude employee from the Direct Deposit file, either clear the *Bank Code*, *Bank Account #*, *Type*, *Method*, and *Amt/%* fields, or set the *Enable Direct Deposit* radio button to 'No'. Changing information in the *Bank Code*, *Bank Account #*, *Type*, *Method*, or *Amt/%* fields causes the *Prenote* flag to automatically change to *Y (Yes)*.

Annuity Codes: All annuity company information must exist in the payroll *Annuity* file before using the codes to update employees' payroll information. Although PCGenesis allows up to five annuity company entries per employee record, PCGenesis users must create the *Annuity Deduction Control Record* before entering the information for employees. Changing the *Annuity Company* on the *Update/Display Payroll Withholding/Direct Deposit Data* screen will automatically cause the *Employer Deduction Flag* on the *Update/Display Deduction Data* screen to default either to *Y (Yes)* or *N (No)* based upon the employer indicator (0, 1, 2, 3, or 4) on the annuity company record. Refer to *Section F: Payroll Description/Deduction/Annuity File Processing* for instructions.

Leave: PCGenesis allows displays of and modifications to employees' leave information for *State* and *Local* buckets including Sick, Personal/Business, Vacation, Other, Leave without Pay, Staff Development, or Sick Bank Taken. When updating current leave totals, PCGenesis automatically updates employees' *Balance* and *Used YTD (Used Year-to-Date)* totals. Negative (-) entries may not be made to the *Balance*, and *Used YTD* totals. PCGenesis clears the current leave usage totals when a new payroll is set up. Leave should reflect leave usage for the current payroll. Refer to the PCGenesis Personnel System Operations Guide for assistance.

After calculating payroll, users may import leave usage and balances from a Microsoft® Excel spreadsheet for printing on employees' pay stubs. Refer to *Section C: Payroll Check and Direct Deposit Statement Processing, Topic 7: Import PCGenesis Paystub Leave Data for the Leave Management System (LMS)* for instructions.

Year-to-Date (YTD) and Fiscal Year: In some instances, PCGenesis allows displays of and modifications to the year-to-date totals of employees' regular and overtime hours and salary, Old Age Survivor's Disability Insurance (OASDI), Medicare (HI) and retirement, certain deductions, and contractual salary. Modifications may be made to the employees' year-to-date and fiscal year *Instructional* and/or *Non-Instructional* accrued totals.

When updating adjustment amounts, PCGenesis automatically updates employees' *YTD* (year-to-date) or *Fiscal* totals. The entry of a negative (-) amount in the appropriate field reduces the existing balances. The purpose of the *YTD* (year-to-date) and *Fiscal* totals is to print on the employee's payroll check or direct deposit stub.

Deduction Adjustments: PCGenesis allows modifications to current payroll cycle employee deductions.

The following processing guidelines apply to deduction adjustments:


- When setting up for the next *Payroll Run*, PCGenesis resets the deduction entries on the *Updating/Displaying Deduction Adjustments Entry* screen to zero.
- When entering an amount for a specific deduction adjustment, PCGenesis processes all deduction adjustments even when deselecting the deduction code during payroll setup. Also, adjustments to the Georgia State Health (SHBP) deductions will be processed even if the employee's **GHI Participation Switch** is set to 'N'.
- As PCGenesis calculates deduction adjustments, and users enter positive (+) amounts, PCGenesis adds the total amount of the adjustment to the current deduction amount. PCGenesis subtracts the total amount of the adjustment from the current deduction amount when entering a negative (-) dollar amount.




Federal Insurance Contributions Act (FICA), OASDI, and Medicare: PCGenesis allows adjustments (modifications) to current payroll cycle employees' OASDI and Medicare deductions. When setting up for the next *Payroll Run*, PCGenesis resets the OASDI and Medicare entries on the *Updating/Displaying FICA/Medicare Adjustments* screen to zero. Note that pension adjustments are accommodated on the *Update/Display Gross Data* screen. Refer to *Procedure C: Updating/Displaying Gross Data* for instructions.

Garnishment Vendor: Employees' garnishment vendor information may be displayed and/or modified. Verify the garnishment vendors' information exists within the Financial Accounting and Reporting (FAR) system's *Vendor* file.

Defaulting Payroll information: Identifiers such as employee number, employee name, location, and SSN default from the employee's personnel information. Refer to *Section B: Payroll Update, Topic 3: Update/Display Personnel Information* for instructions.

When modifying an employee's information after running the *TRIAL Register*, update the employee's data, and rerun the *Calculate Payroll and Print TRIAL Register*.

Screen Print: The screen print feature allows the user to obtain a screen print of selected payroll screens. The screen print feature is available on display/inquiry screens which have the  button. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

Selecting the drop-down selection icon ,  (F15 – Code Lookup) or  (F28 – Help Screens) when offered provides additional assistance with the entry of information.

Procedure A: Setting/Clearing Employee Search Criteria

Refer to the *Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 1: Set/Clear Employee Search Criteria* for instructions.

Procedure B: Updating/Displaying Deduction Data

B1. Overview

PCGenesis supports twenty (20) current deductions per employee, in addition to Federal Insurance Contributions Act (FICA) and pension deductions. The FICA deduction includes Social Security (OASDI) and Medicare (HI). The pension deduction for an employee may be set to the Public School Employees Retirement System (PSERS) old or new plan, Teachers Retirement System (TRS), to the Employee Retirement System (ERS) old or new plan, or to the Georgia State Employees' Pension and Savings Plan (GSEPS). For each employee, PCGenesis allows the use of up to ten deductions to be set up as garnishments.

The following deduction codes have fixed processing types which dictate their use in payroll:

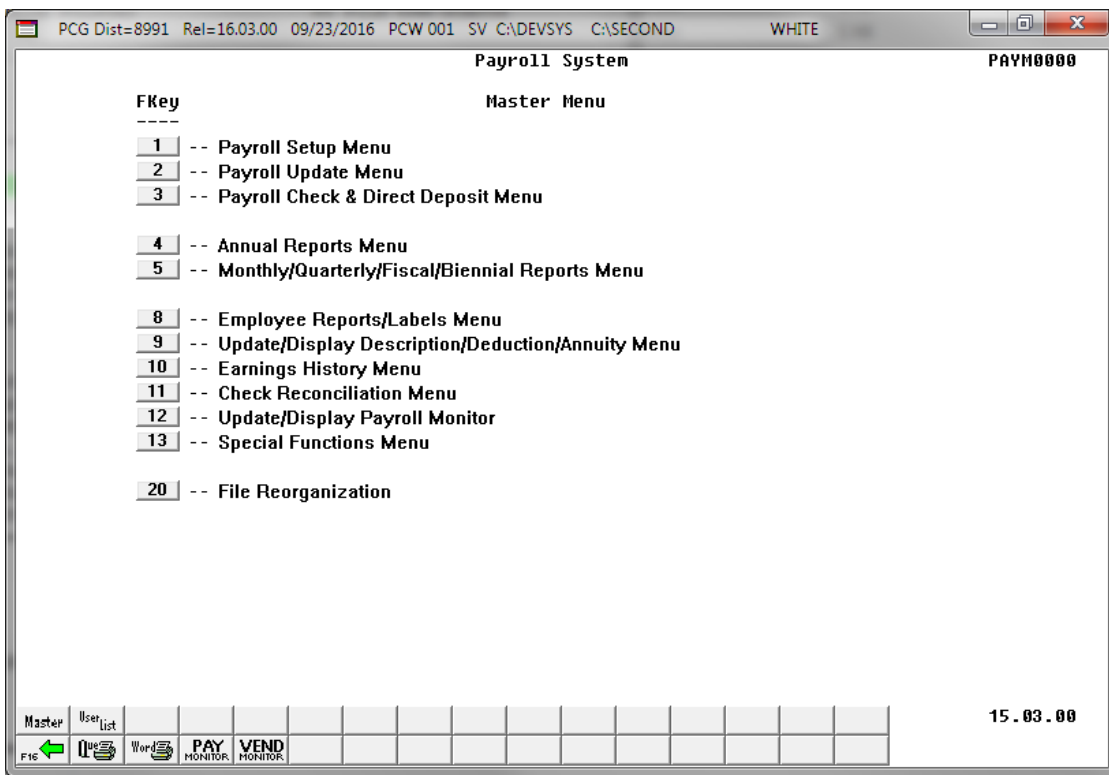
Deduction Code	Description
00	Fringe benefits <i>The fringe benefit deduction is <u>not</u> considered to be a deduction, but is instead used to increase gross amounts for W-2 tax reporting purposes.</i>
01	Used only for annuity deduction processing
02	Used only for annuity deduction processing
03	Federal income tax
04	State income tax
05	Reserved for local tax
06	Reserved for local tax
07	Non-qualified 457 Plan
08	GHI – Non-certified
09	GHI – Certified
10 - 71	Available for local school district and system assignment, including additional annuity deductions

The employee payroll data is able to store more than 20 current and year-to-date deduction amounts during a calendar year per employee. The employee deduction data is on the *PDEDUCT* file (Payroll Deduction File) which allows up to 72 current and year-to-date deductions per calendar year per employee. PCGenesis allows 72 system deductions (deduction codes 00 through 71) to be defined. So, an employee is allowed to store deduction data for each of the 72 system deduction codes.

Although an employee is allowed up to 72 current and year-to-date deductions per calendar year, the employee is still limited to 20 current deductions per pay check, not including the FICA and pension deductions. This is necessary because the *Earnings History file* has room for only 20 deductions. Please note that “current deductions” include deduction amounts, deduction adjustments, deductions where the employer flag is set to 'Y' (Yes), and annuities that calculate as a percentage of the employee’s gross salary. Also, Federal and State taxes (Deduction Codes ‘03’ and ‘04’), automatically reserve a “current deduction” slot.

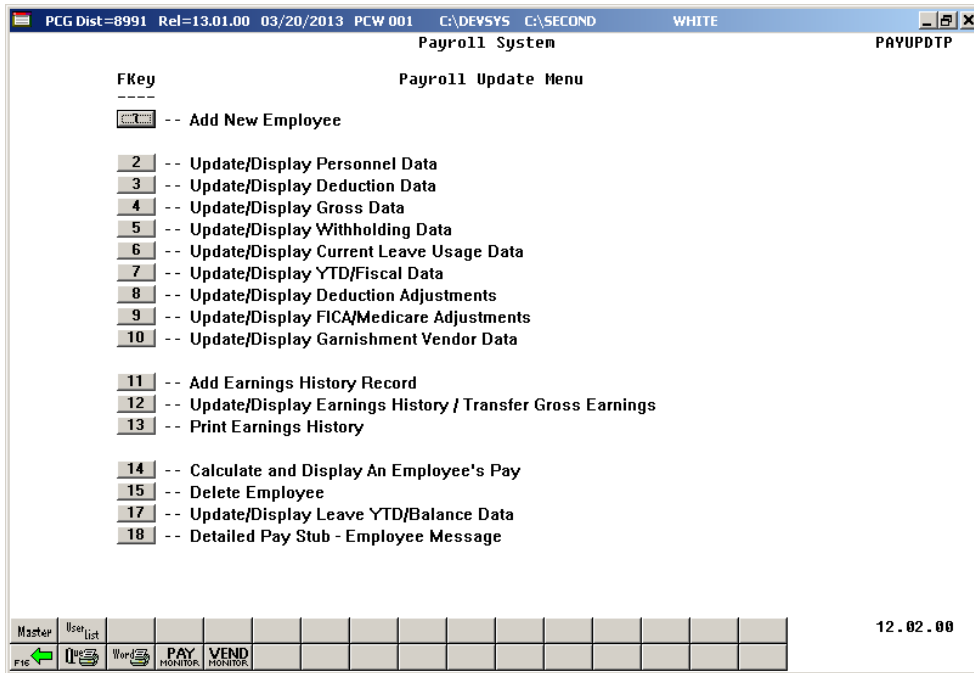
Deduction codes are defined in *Deduction Code Maintenance*. Refer to *Section F: Description/Deduction/Annuity File Processing* for instructions.

This *Overview* section describes the normal processing for setting up employee deductions. *Section B2. Processing Imputed Income* provides specific information and instructions for processing the imputed income adjustment for taxable income.



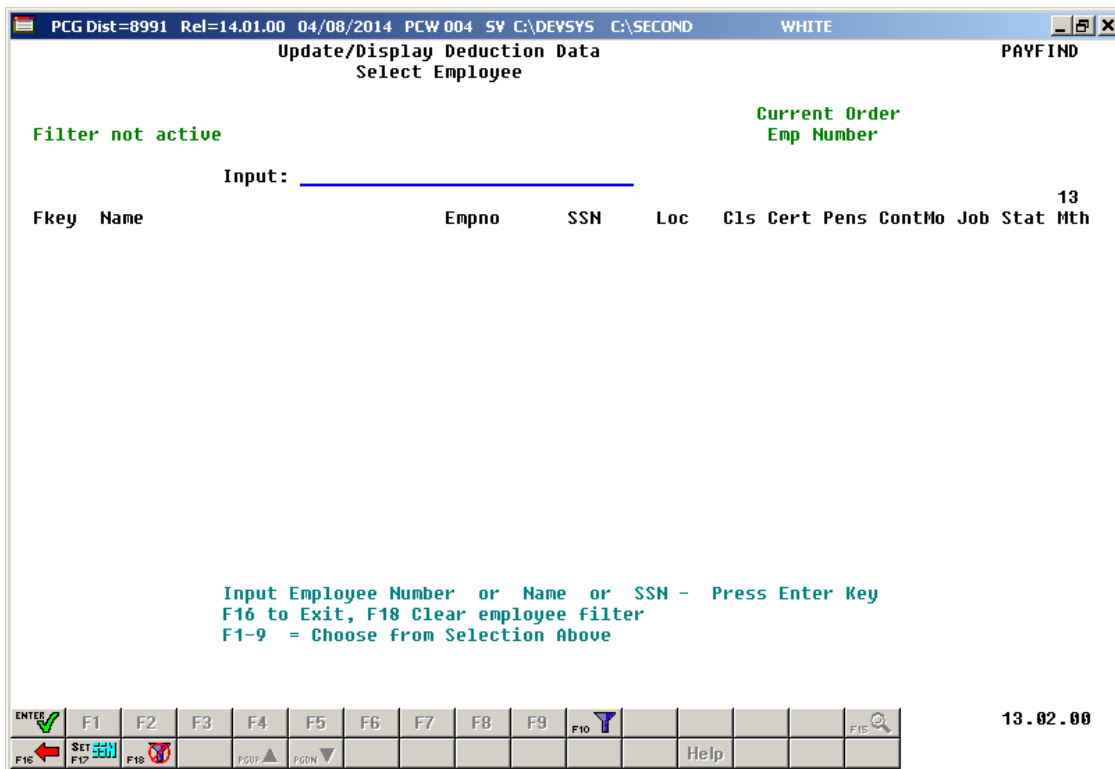
Step	Action
1	Select 2 (F2 - Payroll Update Menu).


The following screen displays:



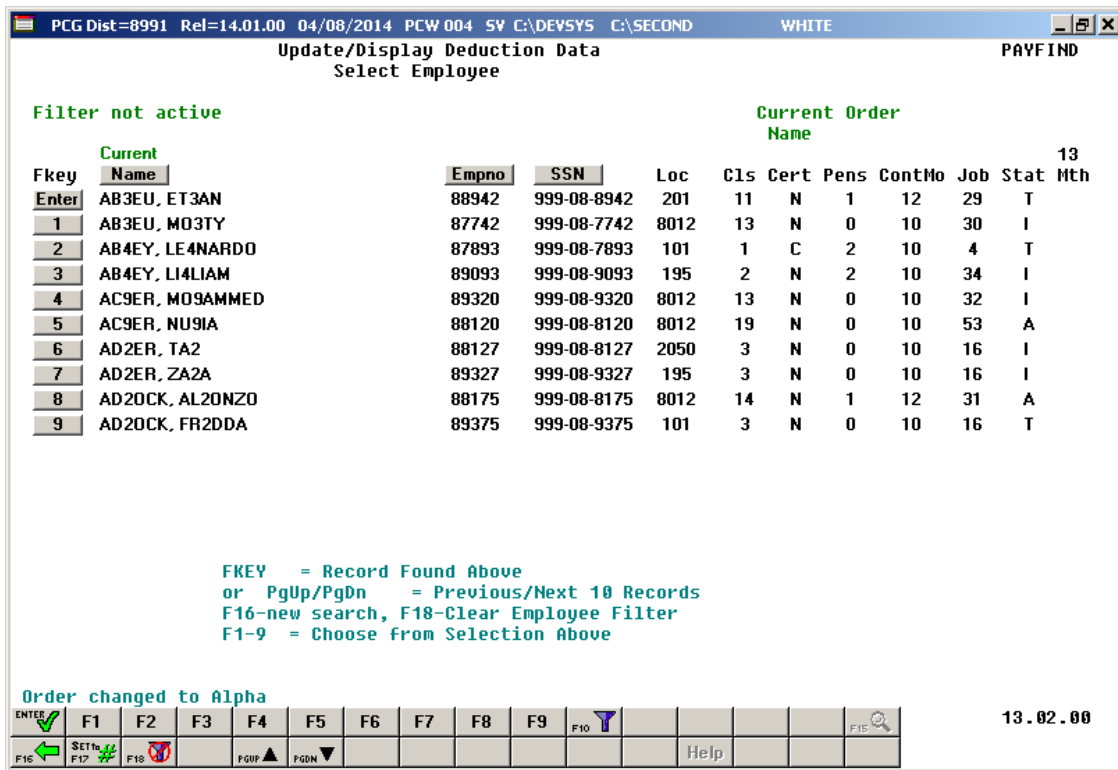
Step	Action
2	Select 3 (F3 - Update/Display Deduction Data).

The following screen displays:



Step	Action
3	<p>Enter the number in the Input field, select  (Enter - Continue), and proceed to Step 5.</p> <p><i>If the employee number is unknown, enter the employee's complete or partial name, or the Social Security Number in the "Input" field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>

The following screen displays:



Update/Display Deduction Data
Select Employee

Filter not active





Current Order Name

Fkey	Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	Mth
Enter	AB3EU, ET3AN	88942	999-08-8942	201	11	N	1	12	29	T	13
1	AB3EU, M03TY	87742	999-08-7742	8012	13	N	0	10	30	I	
2	AB4EY, LE4NARDO	87893	999-08-7893	101	1	C	2	10	4	T	
3	AB4EY, LI4LIAM	89093	999-08-9093	195	2	N	2	10	34	I	
4	AC9ER, M09AMMED	89320	999-08-9320	8012	13	N	0	10	32	I	
5	AC9ER, NU9IA	88120	999-08-8120	8012	19	N	0	10	53	A	
6	AD2ER, TA2	88127	999-08-8127	2050	3	N	0	10	16	I	
7	AD2ER, ZA2A	89327	999-08-9327	195	3	N	0	10	16	I	
8	AD2OCK, AL2ONZO	88175	999-08-8175	8012	14	N	1	12	31	A	
9	AD2OCK, FR2DDA	89375	999-08-9375	101	3	N	0	10	16	T	

FKEY = Record Found Above
or PgUp/PgDn = Previous/Next 10 Records
F16=new search, F18-Clear Employee Filter
F1-9 = Choose From Selection Above

Order changed to Alpha

13.02.00


Step	Action
4	<p>Select  (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p><i>To sort by Name: Select Name (Name).</i></p> <p><i>To sort by Employee Number: Select Empno (Empno).</i></p> <p><i>To sort by Social Security Number: Select SSN (SSN).</i></p> <p><i>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</i></p>

The following screen displays:

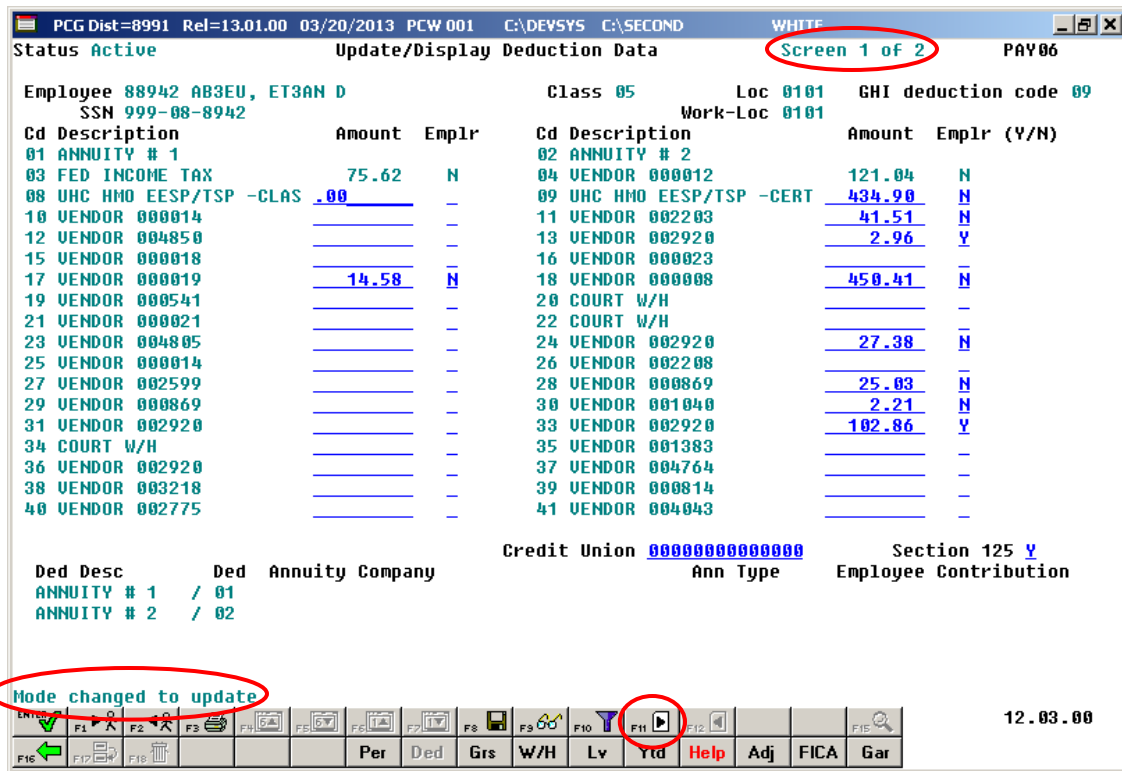
The screenshot shows a payroll system window with the following information:


- Header:** PCG Dist=8991 Rel=13.01.00 03/20/2013 PCW 001 C:\DEVSY S C:\SECOND WHITE
- Status:** Active
- Update/Display:** Deduction Data
- Screen:** 1 of 2
- PAY06**
- Employee:** 88942 AB3EU, ET3AN D
- Class:** 05
- Loc:** 0101
- GHI deduction code:** 09
- SSN:** 999-08-8942
- Work-Loc:** 0101
- Deduction Data Table:**

Cd	Description	Amount	Emplr	Cd	Description	Amount	Emplr (Y/N)
01	ANNUITY # 1			02	ANNUITY # 2		
03	FED INCOME TAX	75.62	N	04	VENDOR 000012	121.04	N
08	UHC HMO EESP/TSP -CLAS			09	UHC HMO EESP/TSP -CERT	434.90	N
10	VENDOR 000014			11	VENDOR 002203	41.51	N
12	VENDOR 004850			13	VENDOR 002920	2.96	Y
15	VENDOR 000018			16	VENDOR 000023		
17	VENDOR 000019	14.58	N	18	VENDOR 000008	450.41	N
19	VENDOR 000541			20	COURT W/H		
21	VENDOR 000021			22	COURT W/H		
23	VENDOR 004805			24	VENDOR 002920	27.38	N
25	VENDOR 000014			26	VENDOR 002208		
27	VENDOR 002599			28	VENDOR 000869	25.03	N
29	VENDOR 000869			30	VENDOR 001040	2.21	N
31	VENDOR 002920			33	VENDOR 002920	102.86	Y
34	COURT W/H			35	VENDOR 001383		
36	VENDOR 002920			37	VENDOR 004764		
38	VENDOR 003218			39	VENDOR 000814		
40	VENDOR 002775			41	VENDOR 004043		
- Credit Union:** 00000000000000
- Section:** 125 Y
- Ded Desc:** ANNUITY # 1 / 01, ANNUITY # 2 / 02
- Ann Type:** Employee Contribution
- Bottom Right:** 12.03.00
- Toolbar:** Includes F1-F16, Per, Ded, Grs, W/H, Lv, Ytd, Help, Adj, FICA, Gar.

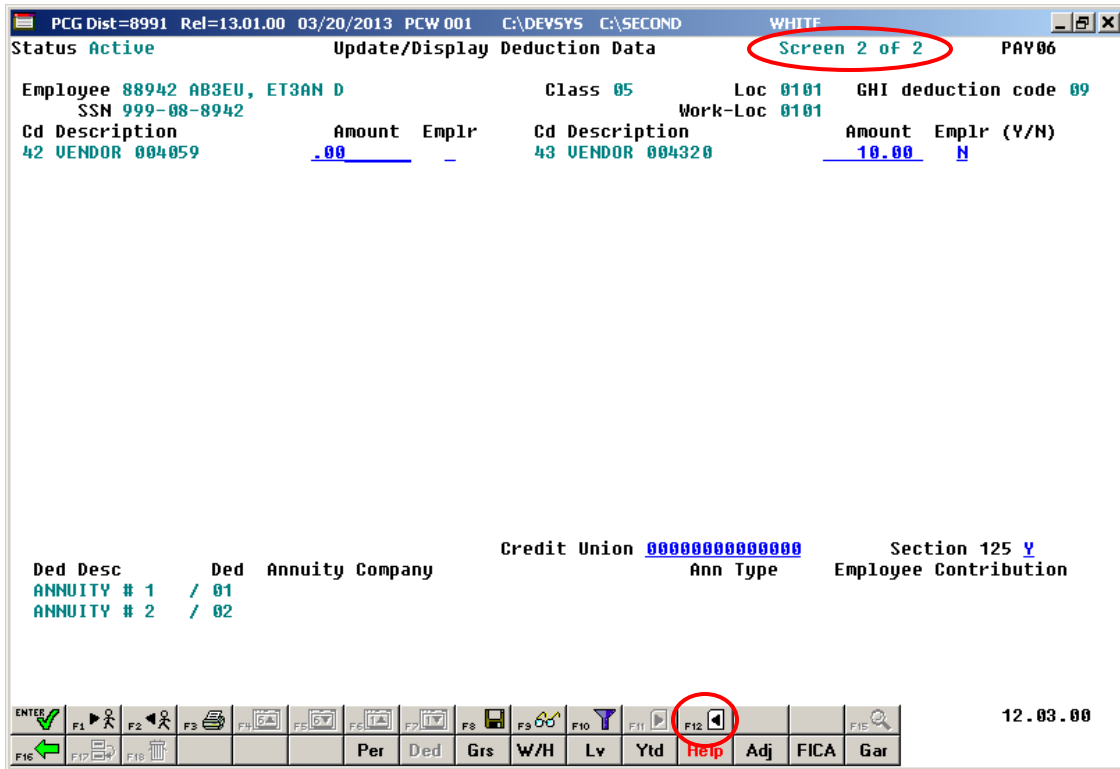
Step	Action
5	Select  (F9 – Switch to Update Mode).


The following screen displays:





Step	Action
6	<p>Verify "Mode changed to update" displays, and enter the amount within the appropriate deduction fields. Proceed to Step 7.</p> <p>Select  (F11 – Go to DED Screen 2) to display the remaining deduction data screen. Proceed to Step 7.</p>

For **Step 6-F11** selections, the following screen displays:

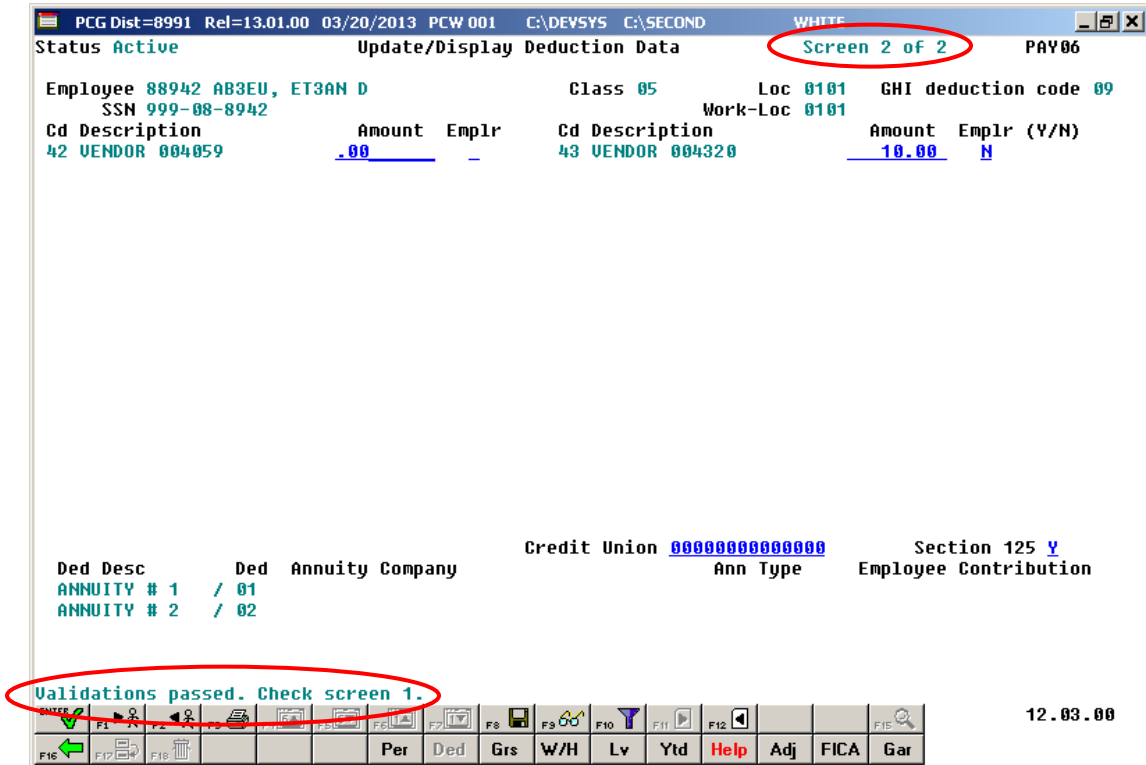


Step	Action
7	Select  (F12 - Go to Screen 2) to return to the previous deduction data screen where appropriate.
8	<p>For school district/system deduction contributions: Enter Y (Yes) in the Emplr (Employer) field to define the deduction contribution.</p> <p><i>Identify the deduction's employer contribution participation in the Deduction file. Refer to Section F: Description/Deduction/Annuity File Processing for instructions.</i></p> <p>When there are no school district/system deduction contributions: Enter N (No) in the Emplr (Employer) field to define the deduction contribution.</p>
9	For Credit Union members: Enter the employee's credit union member number, up to fourteen (14) characters, in the Credit Union field.

Step	Action
10	<p>For Non-Taxable Benefit program participants: Enter or verify the entry of Y (Yes) in the Section 125 (Section 125 – Cafeteria Plan Deduction) field.</p> <p>For new employees, the Section 125 (Cafeteria Plan) field defaults to ‘Y’ (Yes) on the employee’s <i>Deduction Data</i> screen.</p> <p>NOTE: A warning message will be printed on the <i>Payroll Exceptions Report</i> when pre-tax deductions exist for an employee, but the employee’s Section 125 flag is equal to ‘N’. The warning message will help payroll administrators identify when the Section 125 flag has been set to ‘N’ for an employee inappropriately.</p> <p>The <i>Print Paychecks and Direct Deposits</i> procedure reflects deductions properly when the Section 125 flag is equal to ‘N’. If the Section 125 flag is equal to ‘N’, pre-tax deductions will print in the <i>After-Tax Deductions</i> section of the paycheck stub to properly reflect that the deductions were <u>not</u> actually taken pre-tax. This will help inform employees that deductions which might be perceived as taken before tax are actually being taken after tax, and will alert the employees to a possible coding error on their payroll record.</p> <p><i>The non-taxable benefits amount should also be included in the Cycle Gross field.</i></p> <p>What is a cafeteria plan?</p> <p>A cafeteria plan is a separate written plan maintained by an employer for employees that meets the specific requirements of and regulations of section 125 of the Internal Revenue Code. It provides participants an opportunity to receive certain benefits on a pretax basis. Participants in a cafeteria plan must be permitted to choose among at least one taxable benefit (such as cash) and one qualified benefit.</p> <p>A qualified benefit is a benefit that does not defer compensation and is excludable from an employee’s gross income under a specific provision of the Code, without being subject to the principles of constructive receipt. Qualified benefits include the following:</p> <ul style="list-style-type: none"> • Accident and health benefits (but not Archer medical savings accounts or long-term care insurance) • GHI • Adoption assistance • Dependent care assistance • Group-term life insurance coverage • Health savings accounts, including distributions to pay long-term care services <p>The benefit program must be identified as I (Non-Taxable Insurance) in the <i>System Deduction</i> record. The written plan must specifically describe all benefits and establish rules for eligibility and elections.</p> <p>A section 125 plan is the only means by which an employer can offer employees a choice between taxable and nontaxable benefits without the choice causing the benefits to become taxable. A plan offering only a choice between taxable benefits is not a section 125 plan.</p>

Step	Action
11	<p>Select  (Enter).</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Update/Display Deduction Data</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

For *Step 6-F11* selections, the following screen displays:



For **Step 7-F12** selections, the following screen displays:

PCG Dist=8991 Rel=13.01.00 03/20/2013 PCW 001 C:\DEVSY S C:\SECOND WHITE
 Status Active Update/Display Deduction Data **Screen 1 of 2** PAY06

Employee 88942 AB3EU, ET3AN D Class 05 Loc 0101 GHI deduction code 09
 SSN 999-08-8942 Work-Loc 0101


Cd	Description	Amount	Emplr	Cd	Description	Amount	Emplr (Y/N)
01	ANNUITY # 1			02	ANNUITY # 2		
03	FED INCOME TAX	75.62	N	04	VENDOR 000012	121.04	N
08	UHC HMO EESP/TSP -CLAS	.00		09	UHC HMO EESP/TSP -CERT	434.90	N
10	VENDOR 000014			11	VENDOR 002203	41.51	N
12	VENDOR 004850			13	VENDOR 002920	2.96	Y
15	VENDOR 000018			16	VENDOR 000023		
17	VENDOR 000019	14.58	N	18	VENDOR 000008	450.41	N
19	VENDOR 000541			20	COURT W/H		
21	VENDOR 000021			22	COURT W/H		
23	VENDOR 004805			24	VENDOR 002920	27.38	N
25	VENDOR 000014			26	VENDOR 002208		
27	VENDOR 002599			28	VENDOR 000869	25.03	N
29	VENDOR 000869			30	VENDOR 001040	2.21	N
31	VENDOR 002920			33	VENDOR 002920	102.86	Y
34	COURT W/H			35	VENDOR 001383		
36	VENDOR 002920			37	VENDOR 004764		
38	VENDOR 003218			39	VENDOR 000814		
40	VENDOR 002775			41	VENDOR 004043		

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

Validations passed. Check screen 2.

12.03.00

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

Step	Action
12	Verify “Validations passed. Check screen #.” displays, and select  (F8 – Save changes).

The following screens display:

PCG Dist=8991 Rel=13.01.00 03/20/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE

Status Active Update/Display Deduction Data **Screen 2 of 2** PAY06

Employee 88942 AB3EU, ET3AN D Class 05 Loc 0101 GHI deduction code 09
 SSN 999-08-8942 Work-Loc 0101

Cd Description	Amount	Emplr	Cd Description	Amount	Emplr (Y/N)
42 VENDOR 004059	<u>.00</u>	-	43 VENDOR 004320	<u>10.00</u>	N

Ded Desc Ded Annuity Company Credit Union 0000000000000000 Section 125 Y
 ANNUITY # 1 / 01 Ann Type Employee Contribution
 ANNUITY # 2 / 02

Data saved. 12.03.00

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

PCG Dist=8991 Rel=13.01.00 03/20/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE

Status Active Update/Display Deduction Data **Screen 1 of 2** PAY06


Employee 88942 AB3EU, ET3AN D Class 05 Loc 0101 GHI deduction code 09
 SSN 999-08-8942 Work-Loc 0101

Cd Description	Amount	Emplr	Cd Description	Amount	Emplr (Y/N)
01 ANNUITY # 1			02 ANNUITY # 2		
03 FED INCOME TAX	75.62	N	04 VENDOR 000012	121.04	N
08 UHC HMO EESP/TSP -CLAS	<u>.00</u>	-	09 UHC HMO EESP/TSP -CERT	<u>434.90</u>	N
10 VENDOR 000014			11 VENDOR 002203	<u>41.51</u>	N
12 VENDOR 004850			13 VENDOR 002920	<u>2.96</u>	Y
15 VENDOR 000018			16 VENDOR 000023		
17 VENDOR 000019	<u>14.58</u>	N	18 VENDOR 000008	<u>450.41</u>	N
19 VENDOR 000541			20 COURT W/H		
21 VENDOR 000021			22 COURT W/H		
23 VENDOR 004805			24 VENDOR 002920	<u>27.38</u>	N
25 VENDOR 000014			26 VENDOR 002208		
27 VENDOR 002599			28 VENDOR 000869	<u>25.03</u>	N
29 VENDOR 000869			30 VENDOR 001040	<u>2.21</u>	N
31 VENDOR 002920			33 VENDOR 002920	<u>102.86</u>	Y
34 COURT W/H			35 VENDOR 001383		
36 VENDOR 002920			37 VENDOR 004764		
38 VENDOR 003218			39 VENDOR 000814		
40 VENDOR 002775			41 VENDOR 004043		

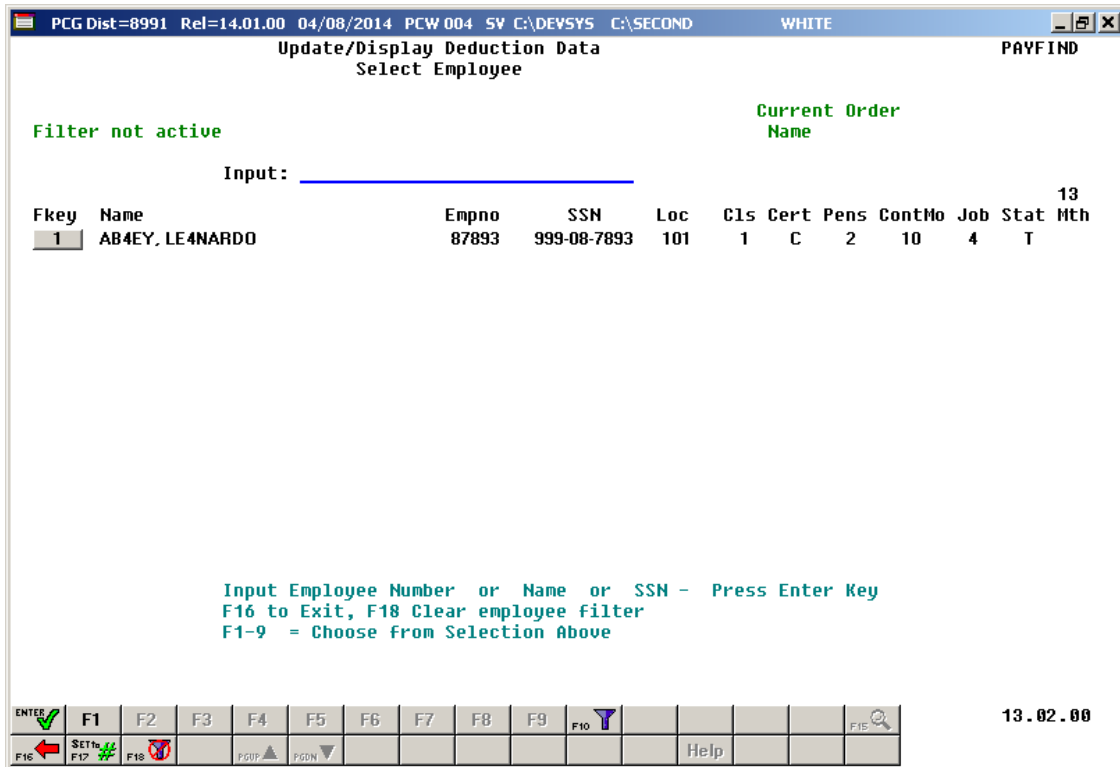
Ded Desc Ded Annuity Company Credit Union 0000000000000000 Section 125 Y
 ANNUITY # 1 / 01 Ann Type Employee Contribution
 ANNUITY # 2 / 02


Data saved. 12.03.00

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

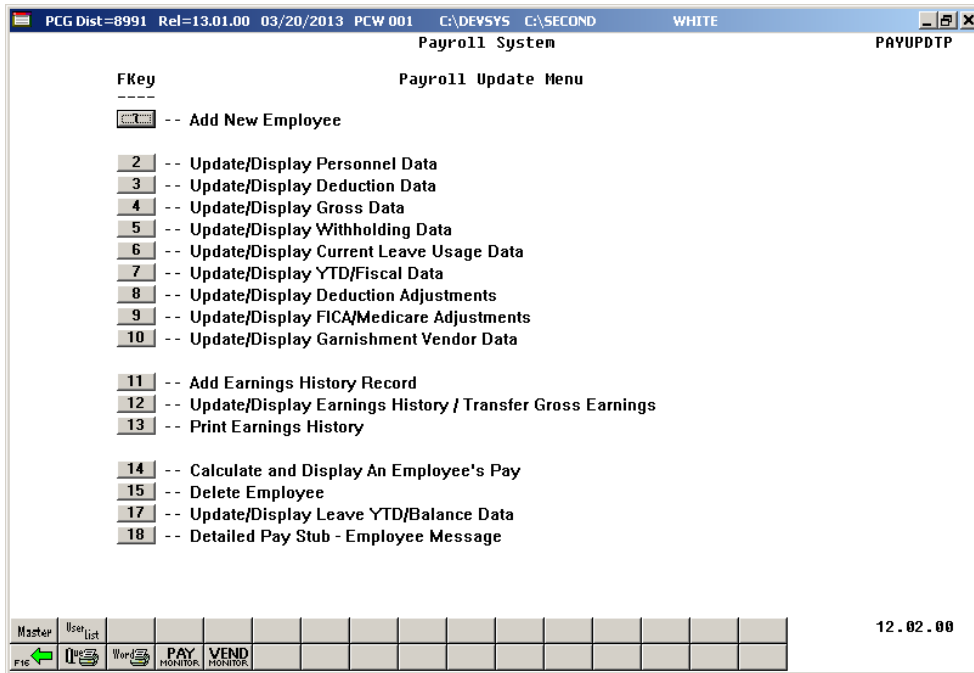
Step	Action
13	Verify “Data saved” displays, and select  (F16 – Exit) to return to the <i>Display/Update Personnel Data - Select Employee</i> screen.



The following screen displays:



Step	Action
14	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:



Step	Action
15	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

B2. Processing Imputed Income

The Internal Revenue Service (IRS) requires the payment of FICA (Social Security and Medicare) tax on imputed income. Imputed income should be included in normal payroll processing throughout the calendar year. Completing these instructions allows PCGenesis to process imputed income during normal payroll for easiest compliance with the withholding requirements. When processing imputed income on a monthly basis in payroll, PCGenesis correctly withholds the amounts, and allows annual reporting to be automatic.

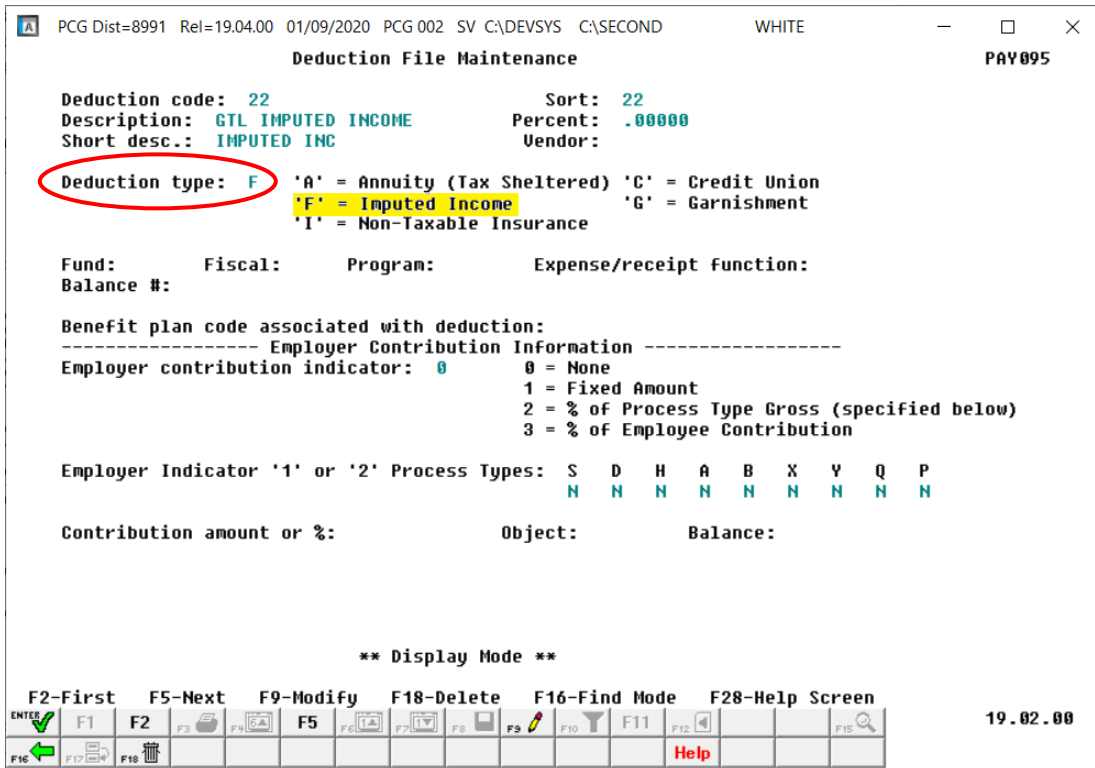
Many insurance companies provide an annual listing of imputed income amounts for calendar year end processing. Some school districts and systems process imputed income amounts during the December payroll to withhold the required social security and Medicare taxes for employee and employer amounts. The problem with this approach however is PCGenesis excludes employees with imputed income but who terminate before December payroll processing. The Internal Revenue Service (IRS) instructions for preparing W-2's require the collection of Social Security and Medicare tax for all employees.

For federal income tax and FICA (OASDI/Medicare) calculations, the Internal Revenue Service (IRS) requires the cost of employer-paid Group Term Life Insurance (GTLI) for coverage exceeding \$50,000.00 to be included in all employees' taxable wage base. Either the dollar amount provided by the insurance provider, or the amount listed by the IRS in *Publication 15-B, Employer's Tax Guide to Fringe Benefits*, within the *Group Term Life Insurance* topic must be used. For calendar year 2006 benefits, the IRS provides this publication at: <http://www.irs.gov/pub/irs-pdf/p15b.pdf>, and includes a table listing the cost per \$1,000.00 of coverage for various employee age groups. For example, if the school district or system provides \$100,000.00 of GTLI for an employee 60 years of age at the end of the tax year, the employee would have a monthly imputed income amount of fifty (50) times \$0.66, or \$33.00. In this example, the employee earns an additional taxable income of \$396.00 for the year. As these earnings are subject to FICA, the employee's and employer's Medicare and OASDI amounts if applicable are also increased. The screenshot examples provided in this procedure apply to such an employee. *B2.3. Setting the Group Term Life Insurance (GTLI) Flag to "Y" (Yes)* provides additional information when performing *Calculate and Display*. *B2.4. Calculate and Display Payroll screenshot examples* illustrate the *HI Gross* and *HI Amount* differences for the imputed income deduction.

B2.1. Identifying the Imputed Income Deduction Code

Regardless of the method used to process imputed income in PCGenesis, the imputed income deduction code must already exist. *Section F: Description/Deduction/Annuity File Processing* provides the instructions for setting up a deduction code. When following these instructions, users may assign to any available PCGenesis deduction code, as long as the information contains an “F” (*Imputed Income*) deduction type. Do not assign a vendor to this deduction code. Although PCGenesis automatically creates a *Fund/Fisc/Program/Function*, PCGenesis does not use this information when processing imputed income. Although the screenshot examples display a deduction code of “44” for imputed income, use any available deduction code for this purpose.

The following screenshot example provides an example of an imputed income deduction code definition:



B2.2. Processing Imputed Income through Regular Payroll

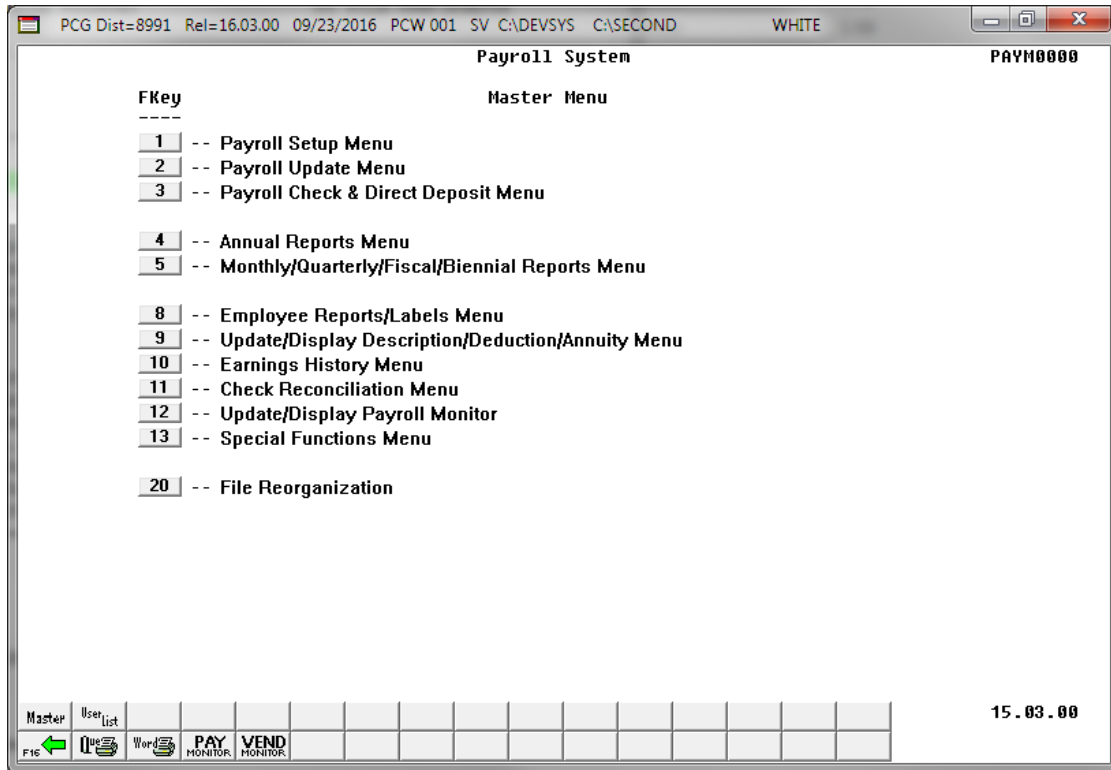
To include imputed income in normal monthly payroll in PCGenesis, a deduction code for imputed income must be set up. It is suggested the description indicate “*GTL Imp. Inc.*” or something similar as PCGenesis displays this description within the *Deductions* area on **affected** employees’ pay stubs.

When processing imputed income, PCGenesis uses a special deduction type during payroll processing, and does not withhold the imputed income amount from the employee’s pay. Instead, PCGenesis adds this amount to the Medicare and OASDI wage base if the employee is subject to FICA during payroll calculation.

When entering imputed income for the first monthly processing time frame, it would be beneficial for the school district or system to distribute a memorandum to all employees explaining that this amount will not be a gross pay deduction. PCGenesis instead adds this amount to the gross pay for the calculation of Medicare and OASDI for affected employees. Also notify new employees of the imputed income “deduction” and its purpose on payroll check stubs.

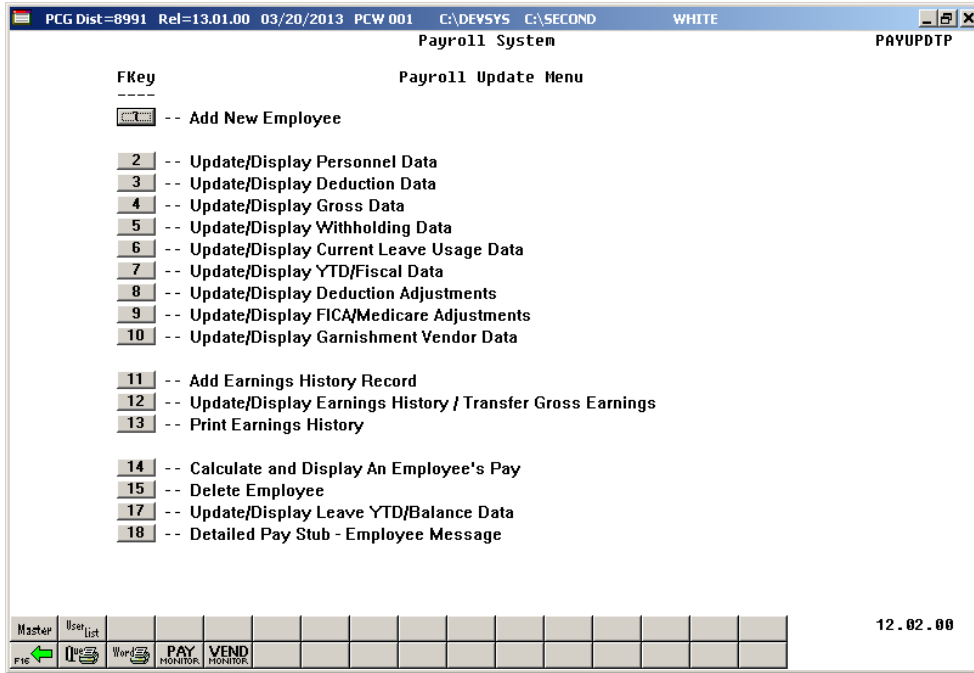
Because the IRS does not require withholding of federal income tax from the imputed income amount, PCGenesis does not add the amount to the taxable wage base during the payroll calculations, and does not withhold additional federal or state tax. However, when producing the employee’s W-2, the taxable wages in *Box 1* will include the employee’s imputed income and the employee will owe federal and state tax on the amount when filing the income tax return. For senior employees for whom the school district or system provides substantial term life insurance benefits, the imputed income could substantially increase the total amount of taxes due.

B2.2.1. Updating/Displaying the Employee's Imputed Income Deduction



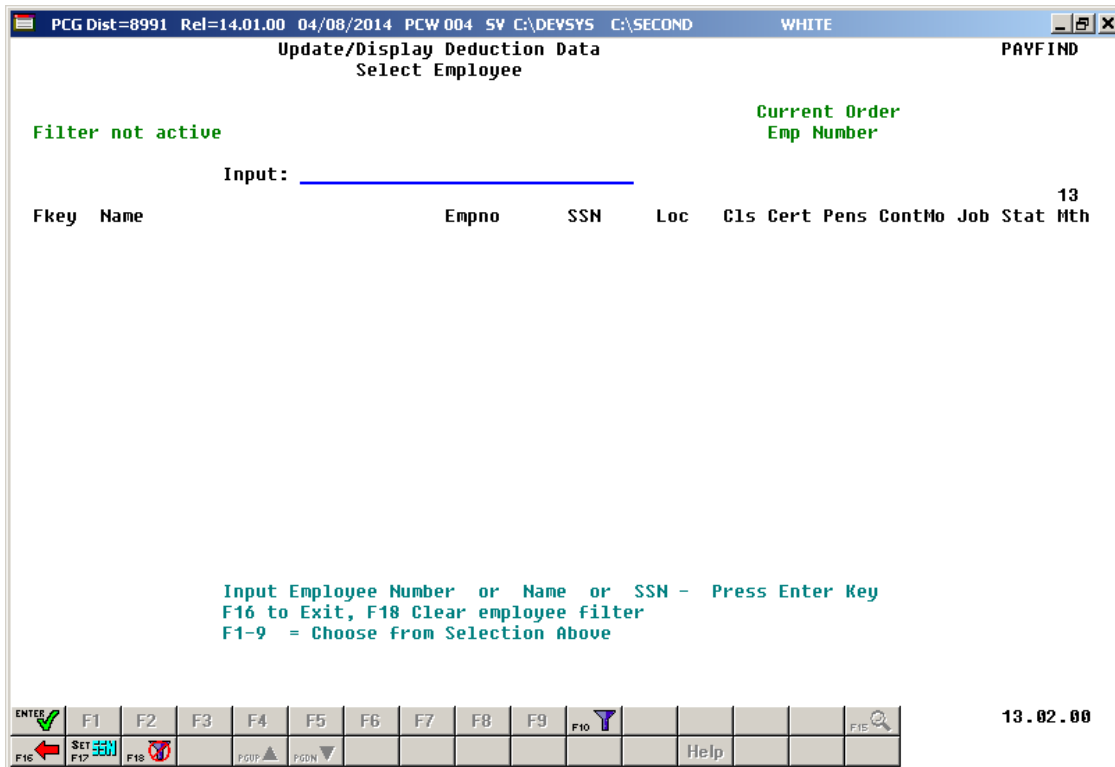
Step	Action
1	Select 2 (F2 - Payroll Update Menu).


The following screen displays:



Step	Action
2	Select 3 (F3 - Update/Display Deduction Data).

The following screen displays:



Step	Action
3	<p>Enter the number in the Input field, select  (Enter - Continue), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number is unknown, enter the employee's complete or partial name, or the Social Security Number in the "Input" field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>

The following screen displays:

PCGDist=8991 Rel=14.01.00 04/08/2014 PCW 002 SV C:\DEV5YS C:\SECOND WHITE

Update/Display Personnel Data
Select Employee

Filter set: Class, Status

Current Order Name





Fkey	Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	Mth
Enter	AD4IR, MI4HAELE	88757	999-08-8757	108	1	C	2	10	4	A	13
1	AG9ILER, JO9UE	88464	999-08-8464	108	1	C	2	10	4	A	Y
2	AM3DOR, MA3IN	88902	999-08-8902	108	1	C	2	10	8	A	
3	AR8EDONDO, KI8TIE	88729	999-08-8729	195	1	C	2	10	2	A	
4	AR9STEAD, MI9HEL	87744	999-08-7744	201	1	C	2	10	3	A	
5	AR9STEAD, TASHINA	88944	999-08-8944	108	1	C	2	10	4	A	
6	AS5CRAFT, JA5IKA	89068	999-08-9068	100	1	C	2	10	3	A	
7	BA2ES, WA2DO	88015	999-08-8015	201	1	C	2	10	8	A	
8	BA2MAN, MA2YBELLE	89423	999-08-9423	100	1	C	2	10	9	A	
9	BA9B, EM9RY	87512	999-08-7512	100	1	C	2	10	2	A	

FKEY = Record Found Above
or PgUp/PgDn = Previous/Next 10 Records
F16=new search, F18-Clear Employee Filter
F1-9 = Choose From Selection Above

Order changed to Alpha

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F16 F17 F18 PGUP PGDN Help F16

13.02.00

Step	Action
4	<p>Select  (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p><i>To sort by Name: Select Name (Name).</i></p> <p><i>To sort by Employee Number: Select Empno (Empno).</i></p> <p><i>To sort by Social Security Number: Select SSN (SSN).</i></p> <p><i>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</i></p>

The following screen displays:

PCG Dist=8991 Rel=13.01.00 03/20/2013 PCW 001 C:\DEVSY S C:\SECOND WHITE
 Status Active Update/Display Deduction Data Screen 1 of 2 PAY06

Employee 88942 AB3EU, ET3AN D Class 05 Loc 0101 GHI deduction code 09
 SSN 999-08-8942 Work-Loc 0101

Cd	Description	Amount	Emplr	Cd	Description	Amount	Emplr (Y/N)
01	ANNUITY # 1			02	ANNUITY # 2		
03	FED INCOME TAX	75.62	N	04	VENDOR 000012	121.04	N
08	UHC HMO EESP/TSP -CLAS			09	UHC HMO EESP/TSP -CERT	434.90	N
10	VENDOR 000014			11	VENDOR 002203	41.51	N
12	VENDOR 004850			13	VENDOR 002920	2.96	Y
15	VENDOR 000018			16	VENDOR 000023		
17	VENDOR 000019	14.58	N	18	VENDOR 000008	450.41	N
19	VENDOR 000541			20	COURT W/H		
21	VENDOR 000021			22	GTL IMPUTED INCOME		
23	VENDOR 004805			24	VENDOR 002920	27.38	N
25	VENDOR 000014			26	VENDOR 002208		
27	VENDOR 002599			28	VENDOR 000869	25.03	N
29	VENDOR 000869			30	VENDOR 001040	2.21	N
31	VENDOR 002920			33	VENDOR 002920	102.86	Y
34	COURT W/H			35	VENDOR 001383		
36	VENDOR 002920			37	VENDOR 004764		
38	VENDOR 003218			39	VENDOR 000814		
40	VENDOR 002775			41	VENDOR 004043		

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

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13
 F16 F17 F18 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar 12.03.00

Step	Action
5	Select  (F9 – Switch to Update Mode).

The following screen displays:

PCG Dist=8991 Rel=13.01.00 03/20/2013 PCW 001 C:\DEVSY S C:\SECOND WHITE
 Status Active Update/Display Deduction Data Screen 1 of 2 PAY06

Employee 88942 AB3EU, ET3AN D Class 05 Loc 0101 GHI deduction code 09
 SSN 999-08-8942 Work-Loc 0101

Cd Description	Amount	Emplr	Cd Description	Amount	Emplr (Y/N)
01 ANNUITY # 1			02 ANNUITY # 2		
03 FED INCOME TAX	75.62	N	04 VENDOR 000012	121.04	N
08 UHC HMO EESP/TSP -CLAS	.00		09 UHC HMO EESP/TSP -CERT	434.90	N
10 VENDOR 000014			11 VENDOR 002203	41.51	N
12 VENDOR 004850			13 VENDOR 002920	2.96	Y
15 VENDOR 000018			16 VENDOR 000023		
17 VENDOR 000019	14.58	N	18 VENDOR 000008	450.41	N
19 VENDOR 000541			20 COURT W/H		
21 VENDOR 000021			22 GTL IMPUTED INCOME		
23 VENDOR 004805			24 VENDOR 002920	27.38	N
25 VENDOR 000014			26 VENDOR 002208		
27 VENDOR 002599			28 VENDOR 000869	25.03	N
29 VENDOR 000869			30 VENDOR 001040	2.21	N
31 VENDOR 002920			33 VENDOR 002920	102.86	Y
34 COURT W/H			35 VENDOR 001383		
36 VENDOR 002920			37 VENDOR 004764		
38 VENDOR 003218			39 VENDOR 000814		
40 VENDOR 002775			41 VENDOR 004043		

Ded Desc Ded Annuity Company
 ANNUITY # 1 / 01
 ANNUITY # 2 / 02

Credit Union 00000000000000000000 Ann Type Section 125 Y Employee Contribution

Mode changed to update

12.03.00

Step	Action
6	<p>Verify "Mode changed to update" displays. For each employee, enter the imputed income amount per payroll period in the imputed income deduction code field as if it were a normal deduction. Request a listing of affected employees and the imputed income amounts from the insurance provider.</p> <p>Select (F3 – Print this data) to obtain a screen print of the <i>Update/Display Deduction Data</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p>

The following screen displays:

PCG Dist=8991 Rel=13.01.00 03/20/2013 PCW 001 C:\DEVSY S C:\SECOND WHITE
 Status Active Update/Display Deduction Data Screen 1 of 2 PAY06

Employee 88942 AB3EU, ET3AN D Class 05 Loc 0101 GHI deduction code 09
 SSN 999-08-8942 Work-Loc 0101



Cd Description	Amount	Emplr	Cd Description	Amount	Emplr (Y/N)
01 ANNUITY # 1			02 ANNUITY # 2		
03 FED INCOME TAX	75.62	N	04 VENDOR 000012	121.04	N
08 UHC HMO EESP/TSP -CLAS	.00		09 UHC HMO EESP/TSP -CERT	434.90	N
10 VENDOR 000014			11 VENDOR 002203	41.51	N
12 VENDOR 004850			13 VENDOR 002920	2.96	Y
15 VENDOR 000018			16 VENDOR 000023		
17 VENDOR 000019	14.58	N	18 VENDOR 000008	450.41	N
19 VENDOR 000541			20 COURT W/H		
21 VENDOR 000021			22 GTL IMPUTED INCOME	57.25	
23 VENDOR 004805			24 VENDOR 002020	27.00	N
25 VENDOR 000014			26 VENDOR 002208		
27 VENDOR 002599			28 VENDOR 000869	25.03	N
29 VENDOR 000869			30 VENDOR 001040	2.21	N
31 VENDOR 002920			33 VENDOR 002920	102.86	Y
34 COURT W/H			35 VENDOR 001383		
36 VENDOR 002920			37 VENDOR 004764		
38 VENDOR 003218			39 VENDOR 000814		
40 VENDOR 002775			41 VENDOR 004043		

Ded Desc Ded Annuity Company
 ANNUITY # 1 / 01
 ANNUITY # 2 / 02

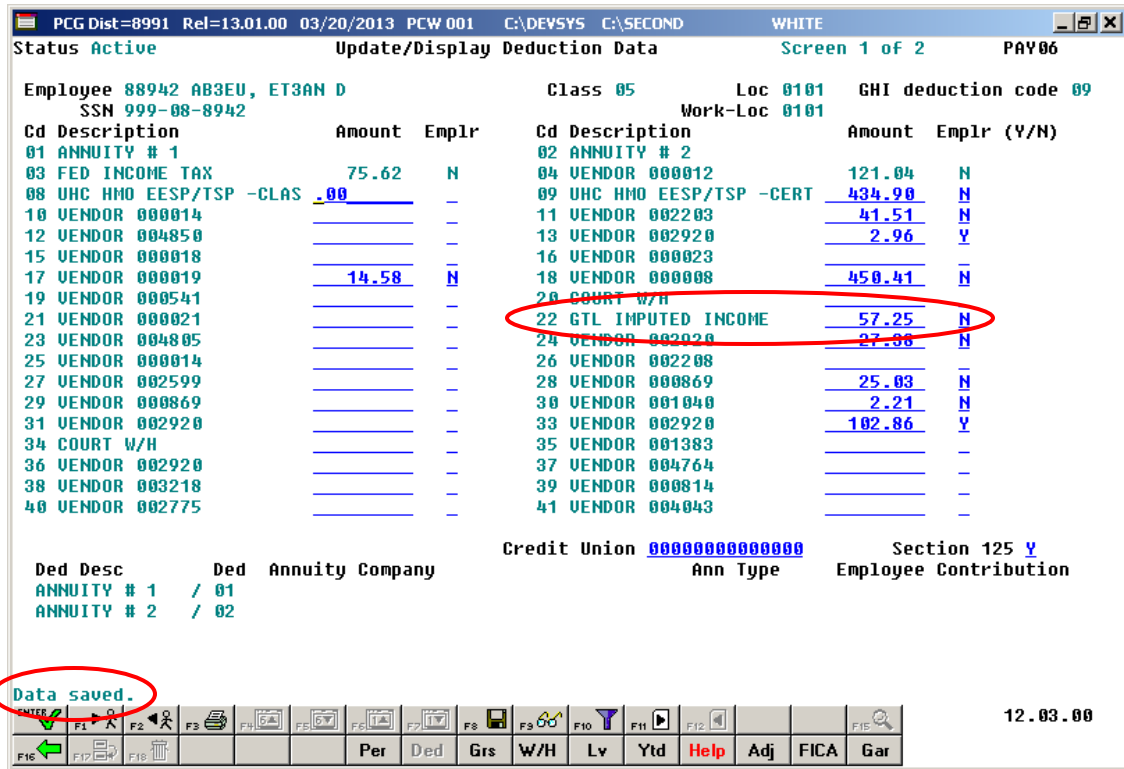
Credit Union 00000000000000000000 Ann Type Section 125 Y Employee Contribution


Validations passed. Check screen 2.

12.03.00

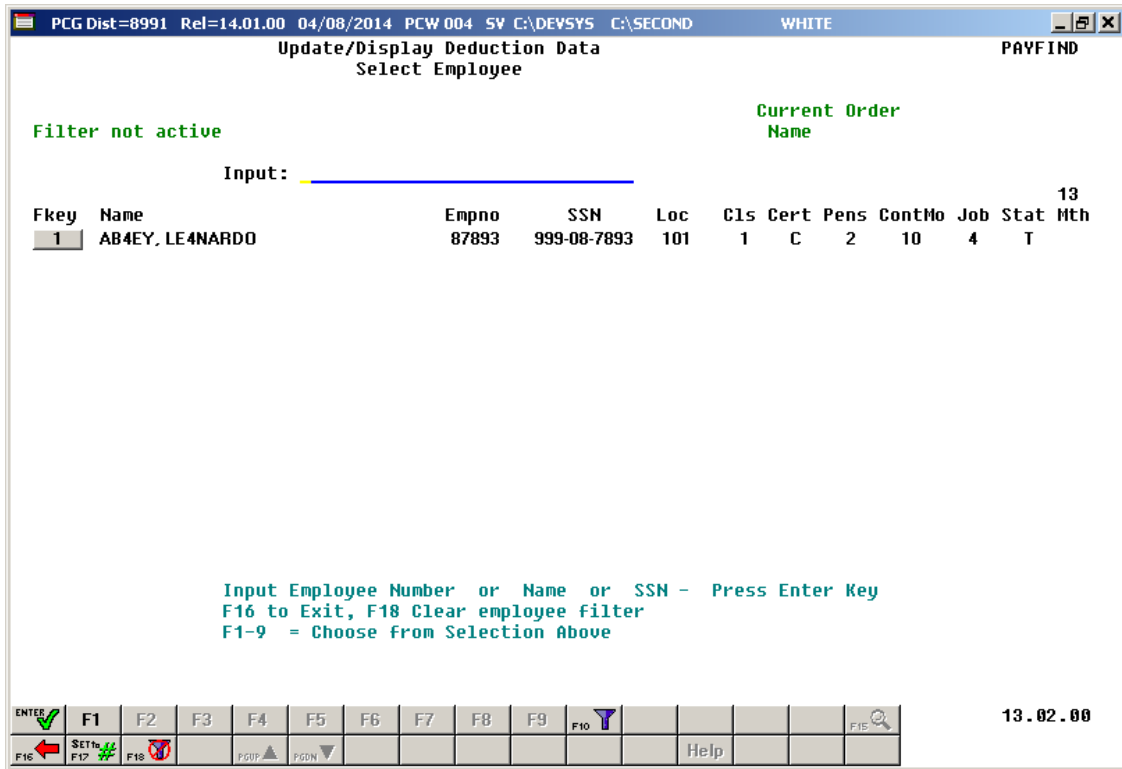
Step	Action
7	Verify "Validations passed. Save your changes." displays, and select  (F8 – Save changes). Where appropriate, select  (F11 – Go to DED Screen 2).


The following screen displays:



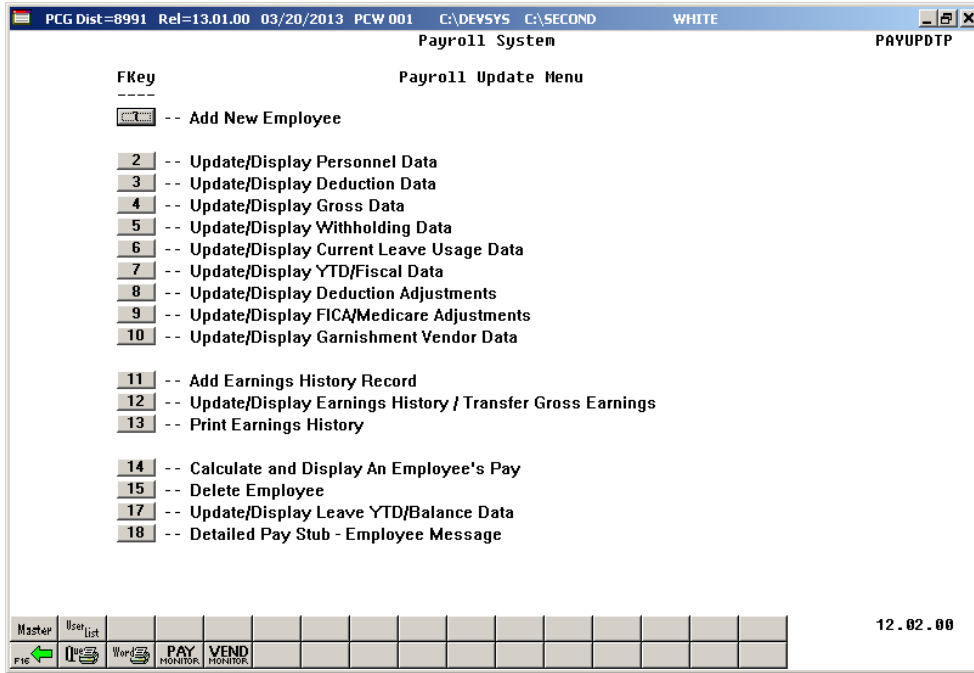
Step	Action
8	<p>Verify “Data saved” displays, and select  (F16 – Exit) to return to the <i>Update/Display Personnel Data - Select Employee</i> screen.</p> <p>Where appropriate, select an icon to access additional information for the employee, for example, <i>Deduction, Gross Data, Withholding Data, etc.</i></p>



The following screen displays:



Step	Action
9	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:



Step	Action
10	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

B2.3. Setting the Group Term Life Insurance (GTLI) Flag to “Y” (Yes)

When setting up payroll and when performing *Calculate and Display*, be sure to set the GTLI deduction flag to “Y” (Yes) when appropriate for the payroll run. For example, only apply the imputed income on a monthly basis even though there is a semi-monthly payroll. In the screenshot example, the flag on deduction code “44” below is currently set to “N” (No).

PCG Dist=8991 Rel=13.01.00 03/20/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE

Calculate and Display Pay
Deduction Control
(Enter a 'Y' if the deduction is to be taken)

01=ANNUITY # 1	Y	02=ANNUITY # 2	Y	03=FED INCOME TA	Y	04=VENDOR 000012	Y
08=GHI-NON-CERT	Y	09=GHI-CERT	Y	10=VENDOR 000014	Y	11=VENDOR 002203	Y
12=VENDOR 004850	Y	13=VENDOR 002920	Y	15=VENDOR 000018	Y	16=VENDOR 000023	N
17=VENDOR 000019	Y	18=VENDOR 000008	Y	19=VENDOR 000541	Y	20=COURT W/H	Y
21=VENDOR 000021	Y	22=IMPUTE INCOME	Y	23=VENDOR 004805	Y	24=VENDOR 002920	Y
25=VENDOR 000014	Y	26=VENDOR 002208	Y	27=VENDOR 002599	Y	28=VENDOR 000869	Y
29=VENDOR 000869	Y	30=VENDOR 001040	Y	31=VENDOR 002920	Y	33=VENDOR 002920	Y
34=COURT W/H	Y	35=VENDOR 001383	Y	36=VENDOR 002920	Y	37=VENDOR 004764	Y
38=VENDOR 003218	N	39=VENDOR 000814	N	40=VENDOR 002775	N	41=VENDOR 004043	Y
42=VENDOR 004059	Y	43=VENDOR 004320	Y				

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

13.01.00

Regarding the *941 Report*, many school districts, and systems use the *Department of Labor (DOL) Quarterly Report* as a basis for creating the *941 Report* for quarterly federal tax reporting. However, the *Department of Labor (DOL) Quarterly Report* excludes imputed income because the DOL does not consider these amounts to be wages as the IRS does. When using the *DOL Quarterly Report* as a basis to produce the *941 Report*, add the quarterly imputed income amount to the gross wages on the *DOL Quarterly Report* to accurately produce the *941 Report*.

The 4th quarter’s *941 Report* has the same January 31st deadline as W-2’s. For this reason, users use caution when producing the 4th quarter’s *941 Report* before W-2’s have been processed and distributed. Waiting until producing W-2’s may help prevent having to file a *941c*.

B2.4. Calculate and Display Payroll Screenshot Examples

B2.4.1. Calculate and Display Payroll Example of Imputed Income Amount Not Processed

PCG Dist=8991 Rel=19.04.00 01/09/2020 PCG 002 SV C:\DEVSY\ C:\SECOND WHITE

Calculate and Display Pay Screen 1 of 2 PAYCOMP

Emp#: 87572 B02ENS, XE2IA 999-08-7573 Sec 125 Y Loc 0100 Class 01

Tax Marital Status - Federal: M State: B AEIC Ind: AEIC Payment: .00

Fed: Mar M Exempt 0 2020 W-4 N W/H Cd 0 Addn Amt/% Box 2 N 3-Dep 0.00 4a-Inc 0.00

State: Mar B Allow M[1] D[00] W/H Cd 0 Addn Amt/% Fed 4b-deduct 0.00

Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS

Reg-hr Out-hr Reg-amt 3921.17 Out-amt

Proc Type	Pay Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01	S 0010	3713.00	3240.47	247.90	3713.00	222.78		1/09/2020
02	S 0011	208.17	181.67	13.89	208.17	12.49		1/09/2020
03								
04								
05								
*** Totals		3921.17	3422.14	261.79	3921.17	235.27		

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

ACCT 01 20 100 2061 1000 11000 100 1 1.0000 Ann #1 Ded 1 Co

ACCT 02 20 100 2063 1000 11000 100 1 Ann #2 Ded 2 Co

ACCT 03

ACCT 04

ACCT 05

Totals 1.0000

OASDI Gr	OASDI Amt	HI Gr	HI Amt
3422.14	212.17	3422.14	49.62

Ded 03 N Ded 04 N Ded 09 N Ded 17 N Ded 47 N Ded 48 N Ded 50 N Ded 51 N Ded 54 N Ded 56 N

230.44 109.25 286.92 14.58 119.14 .81 13.75 22.48 66.66 4.00

Ded 63 N Ded Ded Ded Ded Ded Ded Ded Ded

.50

*** Gross Pay 3921.17 *** Deductions 1386.5 Net Pay 2534.58 *** Non Tax 499.03

19.04.00

In this example, the employee does not have an imputed income deduction. Therefore, the Medicare gross and OASDI gross amounts are not increased. Note that the OASDI and Medicare gross (HI Gr) fields are both \$3422.14.

B2.4.2. Calculate and Display Payroll Example of Imputed Income Amount Processed

PCG Dist=8991 Rel=19.04.00 01/09/2020 PCG 002 SV C:\DEVSY S C:\SECOND WHITE

Calculate and Display Pay Screen 1 of 2 PAYCOMP

Emp#: 87572 B02ENS, XE21A 999-08-7573 Sec 125 Y Loc 0100 Class 01
 Tax Marital Status - Federal: M State: B AEIC Ind: AEIC Payment: .00
 Fed: Mar M Exempt 0 2020 W-4 N W/H Cd 0 Addn Amt/% Box 2 N 3-Dep 0.00 4a-Inc 0.00
 State: Mar B Allow M[1] D[00] W/H Cd 0 Addn Amt/% Fed 4b-deduct 0.00
 Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS
 Reg-hr Out-hr Reg-amt 3921.17 Out-amt

Proc	Pay Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01	S 0010	3713.00	3297.72	252.28	3713.00	222.78		1/09/2020
02	S 0011	208.17	181.67	13.89	208.17	12.49		1/09/2020
03								
04								
05								
*** Totals		3921.17	3479.39	266.17	3921.17	235.27		

ACCT 01 20 100 2061 1000 11000 100 1
 ACCT 02 20 100 2063 1000 11000 100 1
 ACCT 03
 ACCT 04
 ACCT 05

Totals	1.0000
OASDI Gr	3479.39
OASDI Amt	215.72
HI Gr	3479.39
HI Amt	50.45

Ded 03 N	Ded 04 N	Ded 09 N	Ded 17 N	Ded 22 N	Ded 47 N	Ded 48 N	Ded 50 N	Ded 51 N	Ded 54 N
230.44	109.25	286.92	14.58	57.25	119.14	21.81	13.75	22.48	66.66
Ded 56 N	Ded 63 N	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded
4.00	.50								

*** Gross Pay 3921.17 *** Deduct .97 *** Net Pay 2530.20 *** Non Tax 499.03

19.04.00

In this example, the employee earns an additional imputed taxable income of \$57.25. Because these earnings are subject to FICA, the Medicare gross and OASDI gross amounts are also increased, if applicable. Note that the OASDI gross and Medicare gross (HI Gr) fields are now \$3422.14 + \$57.25 = **\$3479.39**. Also note that the imputed income deduction amount is NOT subtracted from gross pay, since it is not actually a deduction.

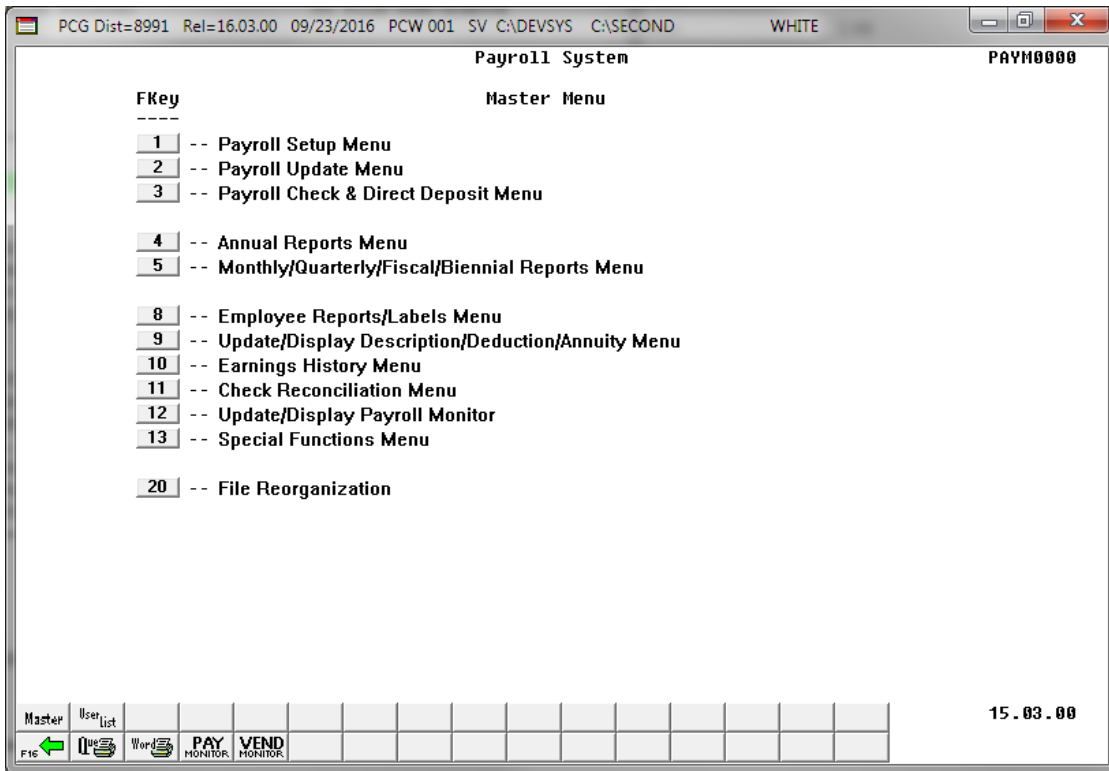
Procedure C: Updating/Displaying Gross Data

C1. Overview

To accommodate Teacher Retirement System (TRS) reporting requirements, software updates to the *Update/Display Gross Data* screen allow for the following:

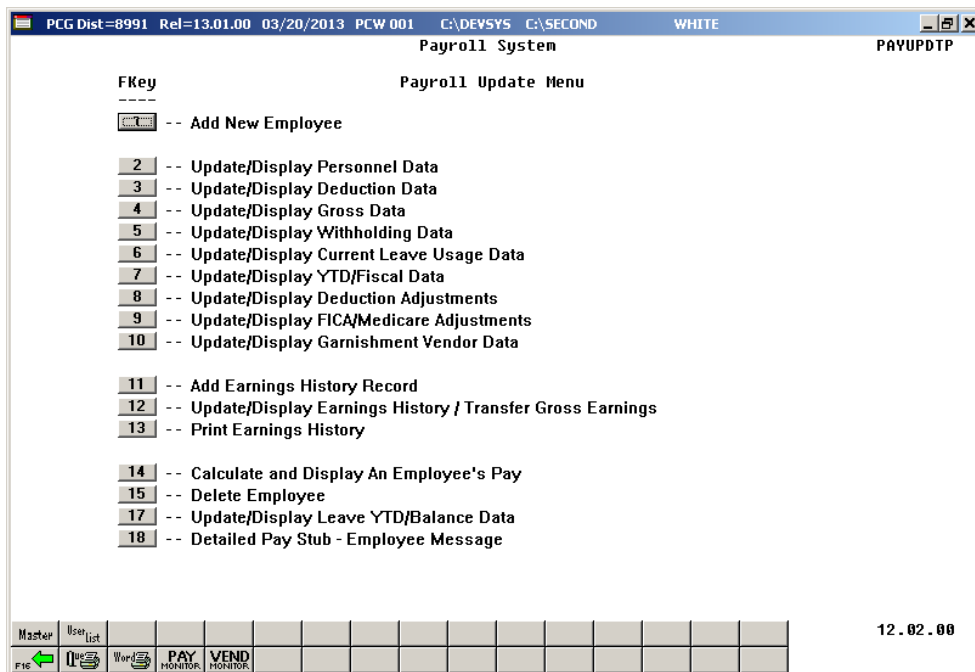
- PCGenesis users may use the *Update/Display Gross Data* screen to display all PCGenesis fields related to an employee's pay. These revisions aid in processing payroll adjustments and to make field modifications much easier. The revisions include the addition of the *Job Code*, *Certification Level*, *Years of Experience*, *Work Schedule* and *Salary Schedule*, *Pension Gross*, and *Pension Amount* fields. With the exception of the *State Years* and *Local Years* fields which are modifiable, the additional fields are informational only, and either default from the employee's personnel information, or are school-district specific. *Topic 3: Update/Display Personnel Information* provides the instructions to update this information.
- For HB210/SB 327 TRS Retirees: *HB210/SB 327* allows retirees to return to work full-time, and requires the employer to pay both the employee's percentage and the employer's matching percentage. When using *Pension Switch* code 'R' (*TRS: Employer Pays BOTH employer and employee shares – SB327*), ensure that the *Pension code* field reflects '2' (*TRS*), the *Amt/%* field reflects '0.00', and the *TRS service ind* field reflects 'I' (*In-Service*).
- Pension Adjustments: PCGenesis accommodates pension adjustments on the *Update/Display Gross Data* employee payroll screen with a *Process Type* of 'Z'. Fields are available on the *Gross Data* screen for *Pens Gross* (Pension Adjustment Gross Amount) and *Pens Amt* (Pension Adjustment Amount). For a *Process Type* of 'Z', the following data can be entered: pay type, pay reason, period end date, account, pension adjustment gross and amount. For all other *Process Type* codes, the pension adjustment fields will be protected. Entry of the *Pens Gross* (Pension Adjustment Gross Amount) field will cause the system to calculate the corresponding employer pension contribution amount during payroll calculations. PCGenesis defaults to the current pay period's date when no entry is made in the *Period End Date* field.
- The *Days Docked YTD* field's entry defaults from the employee's *Leave Data* screen. The Personnel System Operations Guide, *Section A: Leave Processing* provides the instructions to update employee leave information.

The following screen displays:




Step	Action
1	Select 2 (F2 - Payroll Update Menu).

The following screen displays:



Step	Action
2	Select F4 (F4 - Update/Display Gross Data).

The following screen displays:

Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee’s complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>

The following screen displays:




Update/Display Gross Data												
Select Employee												PAYFIND
Filter set: Status										Current Order		
										Name		
Fkey	Current Name	Empno	SSN	Loc	Cl5	Cert	Pens	ContMo	Job	Stat	Mth	
Enter	AD2ER, TA2	88127	999-08-8127	111	4	N	2	10	3	A	13	
1	AD20CK, FR2DDA	89375	999-08-9375	8014	3	N	0		4	A		
2	AD3M, SA3	89094	999-08-9094	111	14	C	2	11	18	A		
3	AD4IR, CE4ESTA	89957	999-08-9957	8014	3	N	0		4	A		
4	AD4IR, HE4MA	87557	999-08-7557	8012	21	N	0		28	A		
5	AI2EN, LA2ARO	89351	999-08-9351	3050	24	N	0		41	A		
6	AL2NZO, EF2EN	87223	999-08-7223	111	2	C	2	10	2	A		
7	AL9ARD, RI9ARDA	89128	999-08-9128	8013	42	N	0		42	A		
8	AM8YA, MA8GRETT	89417	999-08-9417	8013	42	N	0		42	A		
9	AN3EL, GA3E	89430	999-08-9430	3050	24	N	0		40	A		

FKEY = Record Found Above
 or PgUp/PgDn = Previous/Next 10 Records
 F16-new search, F18-Clear Employee Filter
 F1-9 = Choose from Selection Above

Order changed to Alpha

ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16	F17	F18	F19	F20	Help
-------	----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	------

13.02.00

Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

The following screen displays:

PCG Dist=8991 Rel=16.04.00 01/05/2017 PCW 001 SV CADEVSY5 CA5ECOND WHITE

Status Active Update/Display Gross Data PAY07

EmpNo 89955 AD4IR, CE4ESTA Class 1 CLASSROOM TEACHERS
 SSN 999-08-9955 Loc 201 Location 000201 Job cd 3 TEACHER 4-8
 Salary sched Cert level T4 Pay step L2 State yrs 14 Local yrs 14
 Work sched ID Hrs/Day 8.000 Days/Week 5 Hrs/Week 40.00 13/14 pay sw Budget pay cat
 Ann work days 180 Days worked YTD 4.00 This per 0.00 Days docked YTD 0.00 This per 0.00


Proc	Pay Type	Pay Rate	Days/Hrs	Days/Hrs	Regular Gross	Overtime Gross	GHI %	Pay Dist	Pay for Reas	Period End
01.	S 0010				3644.70		1.0000			
02.	S 0011				147.00					
03.										
04.										
05.										
06.										

Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens Amt Contract Sub Budget

ACCT 01	17	100	1081	1000	11000	201	1				Y	S
ACCT 02	17	100	1083	1000	11000	201	1					L
ACCT 03	00											
ACCT 04	00											
ACCT 05	00											
ACCT 06	00											

Total gross 3791.78 Pens code 2 TRS Pens Amt/% .0600
 Cycle gross 3791.79 Pens switch Y Pay sch. # 12
 State salary 43736.43 TRS service ind 1 TRS/ERS Pens Gross Cycle 1 Cal Yr
 Local salary 1765.00 TRS serv lock Adj Amt/% Contmo 10
 Other No pension code PY contmo 10
 Contract amt 45501.43 Pens elig date 8/01/2007

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 16.04.00

Step	Action
5	Select  (F9 – Switch to Update Mode).

The following screen displays:

PCG Dist=8991 Rel=16.04.00 01/05/2017 PCW 001 SV C:\DEVSY S C:\SECOND WHITE

Status Active Update/Display Gross Data PAY07

EmpNo 89955 AD4IR, CE4ESTA Class 1 CLASSROOM TEACHERS
 SSN 999-08-9955 Loc 201 Location 000201 Job cd 3 TEACHER 4-8
 Salary sched _____ Cert level T4 Pay step L2 State yrs 14 Local yrs 14
 Work sched ID _____ Hrs/Day 8.000 Days/Week 5 Hrs/Week 40.00 13/14 pay sw _____ Budget pay cat _____
 Ann work days 180 Days worked YTD 4.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Rate	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI % Dist	Pay Reas	Pay for Period End
01. S 0010				3644.70		1.0000		
02. S 0011				147.08				
03. -								
04. -								
05. -								
06. -								

3791.78 1.0000 Sub Budget

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Pens Gross	Pens Amt	Contract	Distrib	Flag
ACCT 01	17	100	-	1081	1000	11000	201	1					Y	S
ACCT 02	17	100	-	1083	1000	11000	201	1					-	L
ACCT 03	00												-	-
ACCT 04	00												-	-
ACCT 05	00												-	-
ACCT 06	00												-	-

Total gross 3791.78 Pens code 2 TRS Pens Amt/% .0600
 Cycle gross 3791.79 Pens switch Y Pay sch. # 12
 State salary 43736.43 TRS service ind 1 TRS/ERS Pens Gross Cycle 1 Cal Yr
 Local salary 1765.00 TRS serv lock - Adj Amt/% _____ Contno 10
 Other _____ No pension code - PY contno 10
 Contract ant 45501.43 Pens elig date 8/01/2007


Mode changed to update


ENTER [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [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] [F101] [F102] [F103] [F104] [F105] [F106] [F107] [F108] [F109] [F110] [F111] [F112] [F113] [F114] [F115] [F116] [F117] [F118] [F119] [F120] [F121] [F122] [F123] [F124] [F125] [F126] [F127] [F128] [F129] [F130] [F131] [F132] [F133] [F134] [F135] [F136] [F137] [F138] [F139] [F140] [F141] [F142] [F143] [F144] [F145] [F146] [F147] [F148] [F149] [F150] [F151] [F152] [F153] [F154] [F155] [F156] [F157] [F158] [F159] [F160] [F161] [F162] [F163] [F164] [F165] [F166] [F167] [F168] [F169] [F170] [F171] [F172] [F173] [F174] [F175] [F176] [F177] [F178] [F179] [F180] [F181] [F182] [F183] [F184] [F185] [F186] [F187] [F188] [F189] [F190] [F191] [F192] [F193] [F194] [F195] [F196] [F197] [F198] [F199] [F200] [F201] [F202] [F203] [F204] [F205] [F206] [F207] [F208] [F209] [F210] [F211] [F212] [F213] [F214] [F215] [F216] [F217] [F218] [F219] [F220] [F221] [F222] [F223] [F224] [F225] [F226] [F227] [F228] [F229] [F230] [F231] [F232] [F233] [F234] [F235] [F236] [F237] [F238] [F239] [F240] [F241] [F242] [F243] [F244] [F245] [F246] [F247] [F248] [F249] [F250] [F251] [F252] [F253] [F254] [F255] [F256] [F257] [F258] [F259] [F260] [F261] [F262] [F263] [F264] [F265] [F266] [F267] [F268] [F269] [F270] [F271] [F272] [F273] [F274] [F275] [F276] [F277] [F278] [F279] [F280] [F281] [F282] [F283] [F284] [F285] [F286] [F287] [F288] [F289] [F290] [F291] [F292] [F293] [F294] [F295] [F296] [F297] [F298] [F299] [F300] [F301] [F302] [F303] [F304] [F305] [F306] [F307] [F308] [F309] [F310] [F311] [F312] [F313] [F314] [F315] [F316] [F317] [F318] [F319] [F320] [F321] [F322] [F323] [F324] [F325] [F326] [F327] [F328] [F329] [F330] [F331] [F332] [F333] [F334] [F335] [F336] [F337] [F338] [F339] [F340] [F341] [F342] [F343] [F344] [F345] [F346] [F347] [F348] [F349] [F350] [F351] [F352] [F353] [F354] [F355] [F356] [F357] [F358] [F359] [F360] [F361] [F362] [F363] [F364] [F365] [F366] [F367] [F368] [F369] [F370] [F371] [F372] [F373] [F374] [F375] [F376] [F377] [F378] [F379] [F380] [F381] [F382] [F383] [F384] [F385] [F386] [F387] [F388] [F389] [F390] [F391] [F392] [F393] [F394] [F395] [F396] [F397] [F398] [F399] [F400] [F401] [F402] [F403] [F404] [F405] [F406] [F407] [F408] [F409] [F410] [F411] [F412] [F413] [F414] [F415] [F416] [F417] [F418] [F419] [F420] [F421] [F422] [F423] [F424] [F425] [F426] [F427] [F428] [F429] [F430] [F431] [F432] [F433] [F434] [F435] [F436] [F437] [F438] [F439] [F440] [F441] [F442] [F443] [F444] [F445] [F446] [F447] [F448] [F449] [F450] [F451] [F452] [F453] [F454] [F455] [F456] [F457] [F458] [F459] [F460] [F461] [F462] [F463] [F464] [F465] [F466] [F467] [F468] [F469] [F470] [F471] [F472] [F473] [F474] [F475] [F476] [F477] [F478] [F479] [F480] [F481] [F482] [F483] [F484] [F485] [F486] [F487] [F488] [F489] [F490] [F491] [F492] [F493] [F494] [F495] [F496] [F497] [F498] [F499] [F500] [F501] [F502] [F503] [F504] [F505] [F506] [F507] [F508] [F509] [F510] [F511] [F512] [F513] [F514] [F515] [F516] [F517] [F518] [F519] [F520] [F521] [F522] [F523] [F524] [F525] [F526] [F527] [F528] [F529] [F530] [F531] [F532] [F533] [F534] [F535] [F536] [F537] [F538] [F539] [F540] [F541] [F542] [F543] [F544] [F545] [F546] [F547] [F548] [F549] [F550] [F551] [F552] [F553] [F554] [F555] [F556] [F557] [F558] [F559] [F560] [F561] [F562] [F563] [F564] [F565] [F566] [F567] [F568] [F569] [F570] [F571] [F572] [F573] [F574] [F575] [F576] [F577] [F578] [F579] [F580] [F581] [F582] [F583] [F584] [F585] [F586] [F587] [F588] [F589] [F590] [F591] [F592] [F593] [F594] [F595] [F596] [F597] [F598] [F599] [F600] [F601] [F602] [F603] [F604] [F605] [F606] [F607] [F608] [F609] [F610] [F611] [F612] [F613] [F614] [F615] [F616] [F617] [F618] [F619] [F620] [F621] [F622] [F623] [F624] [F625] [F626] [F627] [F628] [F629] [F630] [F631] [F632] [F633] [F634] [F635] [F636] [F637] [F638] [F639] [F640] [F641] [F642] [F643] [F644] [F645] [F646] [F647] [F648] [F649] [F650] [F651] [F652] [F653] [F654] [F655] [F656] [F657] [F658] [F659] [F660] [F661] [F662] [F663] [F664] [F665] [F666] [F667] [F668] [F669] [F670] [F671] [F672] [F673] [F674] [F675] [F676] [F677] [F678] [F679] [F680] [F681] [F682] [F683] [F684] [F685] [F686] [F687] [F688] [F689] [F690] [F691] [F692] [F693] [F694] [F695] [F696] [F697] [F698] [F699] [F700] [F701] [F702] [F703] [F704] [F705] [F706] [F707] [F708] [F709] [F710] [F711] [F712] [F713] [F714] [F715] [F716] [F717] [F718] [F719] [F720] [F721] [F722] [F723] [F724] [F725] [F726] [F727] [F728] [F729] [F730] [F731] [F732] [F733] [F734] [F735] [F736] [F737] [F738] [F739] [F740] [F741] [F742] [F743] [F744] [F745] [F746] [F747] [F748] [F749] [F750] [F751] [F752] [F753] [F754] [F755] [F756] [F757] [F758] [F759] [F760] [F761] [F762] [F763] [F764] [F765] [F766] [F767] [F768] [F769] [F770] [F771] [F772] [F773] [F774] [F775] [F776] [F777] [F778] [F779] [F780] [F781] [F782] [F783] [F784] [F785] [F786] [F787] [F788] [F789] [F790] [F791] [F792] [F793] [F794] [F795] [F796] [F797] [F798] [F799] [F800] [F801] [F802] [F803] [F804] [F805] [F806] [F807] [F808] [F809] [F810] [F811] [F812] [F813] [F814] [F815] [F816] [F817] [F818] [F819] [F820] [F821] [F822] [F823] [F824] [F825] [F826] [F827] [F828] [F829] [F830] [F831] [F832] [F833] [F834] [F835] [F836] [F837] [F838] [F839] [F840] [F841] [F842] [F843] [F844] [F845] [F846] [F847] [F848] [F849] [F850] [F851] [F852] [F853] [F854] [F855] [F856] [F857] [F858] [F859] [F860] [F861] [F862] [F863] [F864] [F865] [F866] [F867] [F868] [F869] [F870] [F871] [F872] [F873] [F874] [F875] [F876] [F877] [F878] [F879] [F880] [F881] [F882] [F883] [F884] [F885] [F886] [F887] [F888] [F889] [F890] [F891] [F892] [F893] [F894] [F895] [F896] [F897] [F898] [F899] [F900] [F901] [F902] [F903] [F904] [F905] [F906] [F907] [F908] [F909] [F910] [F911] [F912] [F913] [F914] [F915] [F916] [F917] [F918] [F919] [F920] [F921] [F922] [F923] [F924] [F925] [F926] [F927] [F928] [F929] [F930] [F931] [F932] [F933] [F934] [F935] [F936] [F937] [F938] [F939] [F940] [F941] [F942] [F943] [F944] [F945] [F946] [F947] [F948] [F949] [F950] [F951] [F952] [F953] [F954] [F955] [F956] [F957] [F958] [F959] [F960] [F961] [F962] [F963] [F964] [F965] [F966] [F967] [F968] [F969] [F970] [F971] [F972] [F973] [F974] [F975] [F976] [F977] [F978] [F979] [F980] [F981] [F982] [F983] [F984] [F985] [F986] [F987] [F988] [F989] [F990] [F991] [F992] [F993] [F994] [F995] [F996] [F997] [F998] [F999] [F1000]


16.04.00


Step	Action
6	Verify "Mode changed to update" displays. Where appropriate, PCGenesis will automatically default modifiable entries based on the employee's existing payroll information.


Step	Action
7	<p>The entries in the EmpNo (Employee Number), Class, SSN (Social Security Number), Loc (Pay Location), Job Cd (Job Code), Cert Level (Certification Level), and Pay Step fields default from the employee’s personnel information and are not modifiable from the gross data screen.</p> <p><i>Refer to Topic 3: Update/Display Personnel Information to make changes to the information displayed.</i></p>
8	<p>Salary Sched: Optional</p> <p>Enter the applicable salary schedule information in the Salary Sched (Salary Schedule) field.</p> <p><i>PCGenesis provides this field to allow the entry of information identifying the state or local salary schedules assigned to the employee.</i></p>
<p>The State Yrs and Local Yrs entries default from the employee’s Certified and Classified Personnel Information (CPI) record if the employee’s payroll record contains a “Y” (Yes) in the “Include on CPI?” field located on the employee’s <i>Personnel Data</i> screen. In this instance, changes made here also affect the employee’s CPI record.</p> <p>When the employee’s <i>Personnel Data</i> screen does <u>not</u> have the “Include on CPI?” field set to “Y”, the State and Local Yrs entries are stored in the employees payroll record preventing PCGenesis from linking the information to the employee’s CPI record.</p>	
9	<p>Verify or enter the employee’s State of Georgia creditable years of service in the State Yrs (State Years) field.</p>
10	<p>Verify or enter the creditable years of service for the employee in the Local Yrs (Local Years) field.</p>
11	<p>Work Sched ID: Optional</p> <p>Enter the work schedule information in the Work Sched ID (Work Schedule ID) field.</p> <p><i>This field is provided to allow the entry of information identifying the work schedule or calendar that the employee follows, e.g. central office, faculty, school, etc.</i></p>
12	<p>Hrs/Day: Optional</p> <p>Enter the number of hours per day the employee works in the Hrs/Day (Hours per Day) field.</p> <p><i>The Hours Per Day field is necessary when the Enhanced Substitute Pay and Leave System has been enabled on the Tax/Withholding/Control Menu. This field allows the system to convert hours to days when entering time off in the Substitute Pay and Leave System</i></p>
13	<p>Days/Week: Optional</p> <p>Enter the number of days per week the employee works in the Days/Week (Days per Week) field.</p>


Step	Action
14	<p>Hrs/Week: Required for State Health Benefit Plan (SHBP)/Georgia Health Insurance (GHI) Report and Extract File Creation. For more information, refer to <i>Section D: Monthly/Quarterly/Annual/ Fiscal Report Processing, Topic 1: Processing Monthly Reports</i>.</p> <p>Enter the number of hours per week the employee works in the Hrs/Week (Hours per Week) field.</p>
15	<p>13/14 Pay Ind: Optional for New Employees</p> <p>Enter Y (Yes) in the 13/14 Pay Ind (Thirteen or Fourteen Month Payroll Indicator) field where appropriate to indicate that the employee's first year salary will be paid over thirteen (13) or fourteen (14) months.</p>
16	<p>Budget pay cat: Enter the employee's Budget Pay Category or select the drop-down selection icon  in the Budget pay cat field to select the employee's information from the <i>PCG Select Value dialog box</i>.</p> <p>The Budget Pay Category field is used in conjunction with the <i>PCGenesis Budget System</i>. A new table, required by the <i>PCGenesis Budget System</i>, has been added to the <i>Description File</i>. Table 'B' defines budget pay categories, typically needed for budgeting classified employees, but also needed for budgeting certified employees. The Budget Pay Category field on the employees' <i>Gross Data Screen</i> will determine which user-defined salary schedule to access for budget processing.</p> <p>Refer to the <i>Budget System Operations Guide, Section A: Create Budget SANDBOX</i> for additional instructions.</p>
17	<p>Ann Work Days: Required for CPI processing.</p> <p>Enter the number of days the employee works per year in the Ann Work Days (Annual Work Days) field. The Annual Work Days field cannot be greater than 260 days.</p>
18	<p>The entry in the Days Worked YTD (Days Worked Year-to-Date) field automatically updates as entries are saved to the <i>Days Worked (This Per)</i> field.</p>
19	<p>Enter the number of days the employee has worked this payroll period in the (Days Worked) This Per (Days Worked This Period) field.</p> <p><i>Entries within this field updates the Days Worked YTD field and is cleared when Payroll Setup is run.</i></p>
20	<p>The entry in the Days Docked YTD (Days Docked Year-to-Date) is automatically updated as entries are made in the <i>Days Docked (This Per)</i> field or as entries are made on the employee's <i>Leave Data</i> screen.</p>

Step	Action
<p>21</p>	<p>(Days Docked) This Per: Optional for Leave Tracking</p> <p>Enter the number of days the employee’s pay has been docked in the (Days Docked) This Per (Days Docked This Period) field.</p> <p><i>Entries within this field updates the Days Docked YTD field. This field is the same as the LWOP (Leave With Out Pay) field on the Leave Data screen, and allows for the same types of modifications. PCGenesis clears this field when payroll is set up.</i></p>
<p align="center">Steps 22 – 39 describe the steps for entering a normal or adjustment pay amount for an employee.</p>	
<p>22</p>	<p>For Proc Type: Enter the processing line type or select the drop-down selection icon  in the Proc Type (Processing Type) field to identify the processing type.</p> <p>For Pension Adjustments: Enter or select Z (Pension Adjustment Only), and proceed to <i>Step 30</i>.</p> <p>Valid values: <u>Regular Gross Types:</u></p> <ul style="list-style-type: none"> S – Regular salary with pension and taxes D – Regular daily with pension and taxes H – Regular hourly with pension and taxes <p><u>Special Gross Types:</u></p> <ul style="list-style-type: none"> A –Daily/Hourly adjustment NO pension calculation B –Salary adjustment NO pension calculation X – Daily/Hourly, with FICA, NO pension/annuities or tax calculation Y – Salary, with FICA, NO pension/annuities or tax calculation Q –Salary adjustment with taxes and pension calculation P – Daily/Hourly adjustment with taxes and pension calculation Z – Pension adjustment only <p><i>The field’s entry determines how payroll pension and taxes are calculated and/or if PCGenesis clears the entry during payroll setup. “No pension” means that annuities will not be calculated either.</i></p> <p><i>When entering an account number within the Acct# Yr Fnd F Prgm Fnct Objct Fcty B Addt’l field(s), make an entry in this field.</i></p> <p><i>When entering D (Daily) or H (Hourly) in the field, entries are also required in the Pay Rate Hrly/Daly and Days/Hrs Regular field.</i></p>

Step	Action
Complete Steps 23 - 39 for each Proc Type entered in Step 22.	
23	<p>Pay Type: Optional. Used only for the new detailed pay stub.</p> <p>Enter the pay type or select the drop-down selection icon  in the Pay Type field to define the employee's pay type.</p> <p>The new detailed check stub contains a new section of data entitled <i>Current Hours and Earnings</i>. The current earnings will print based upon the Pay Type entered for the gross data line. The <i>Current Hours and Earnings</i> section on the detailed check stub will list the pay type descriptions, along with the pay rates, regular and overtime hours, regular and overtime pay, and contract amounts.</p> <p>In order to get a proper breakdown of the earnings, users will need to categorize their employees' Gross Data earnings by Pay Type before utilizing the new detailed pay check statement. All gross data lines with the same Pay Type and Pay Rate will be summarized (and accumulated) on ONE earning line on the check stub.</p> <p>The pay types are user-defined. Detailed instructions for setting up Pay Type codes are in the Payroll System Operations Guide, Section F. – Description/Deduction/Annuity File Processing.</p> <p>NOTE: The names <i>Pay Type</i> and <i>Compensation Type</i> are used interchangeably. The codes used to define Pay Type on the <i>Update/Display Gross Data</i> screen are called Compensation Type (code 'P') on the <i>Maintain Description Records</i> screen. The Pay Type table is defined in the <i>Description File</i> under 'P – Compensation Type'.</p> <p><i>The defaulting entry '0000' prints as 'Regular Pay' on the detailed check stub.</i></p>
24	<p>For Days/Hours entries: Enter the hourly or daily rate of pay in the Pay Rate Hrly/Daily (Pay Rate Hourly/Daily) field.</p>
25	<p>For Regular Days/Hours entries: Enter the number of regular work hours in the Days/Hrs Regular (Days/Hours Regular).</p> <p><i>To reduce the employee's current pay, enter a negative (-) number in the field. Enter minutes in the quarter-hour decimal format. For example, enter 30 minutes as '0.50'.</i></p>
26	<p>For Overtime Days/Hours entries: Enter the number of regular work hours in the Days/Hrs Overtime (Days/Hours Overtime) field.</p> <p><i>When entering 'D', 'H', 'A', 'X', or 'P' within the Proc Type field, PCGenesis allows entries in this field. Enter minutes in the quarter-hour decimal format. For example, enter 30 minutes as '0.50'.</i></p>
27	<p>Reg Gross: Enter the employee's gross salary amount or the total number of days or hours <u>multiplied</u> by the employee's pay rate in the Reg Gross (Regular Gross) field.</p> <p><i>If 'S', 'B', 'Y', or 'Q' was entered in the Proc Type field, an entry is required in the field. PCGenesis will calculate the entry in the Reg Gr fields for the remaining pay classes.</i></p>


Step	Action
28	<p>If Overtime Days/Hours will be entered: Enter the employee's overtime gross salary amount or the total number of overtime days or hours, <i>multiplied</i> by the employee's overtime pay in the in the Overtime Gross field.</p> <p><i>PCGenesis does not calculate pensions on overtime pay.</i></p>
29	<p>GHI Dist: Enter the GHI distribution percentage for the corresponding General Ledger account number. The GHI distribution percentage indicates the percentage of the employer GHI contribution to distribute to this GL account line. The GHI distribution percentage is valid only with Process Types 'H', 'D', or 'S'.</p> <p><i>All GL accounts must add to 100%. (1.0000 equals 100%, 0.2500 equals 25%)</i></p> <p><i>The GHI distribution percentage must be zero if the GHI Participation Switch is 'N', and the GHI Option field is NC (No Coverage) or NE (Not Eligible). An employer contribution will NOT be billed for employees with a GHI Option field of NC (No Coverage) or NE (Not Eligible), and therefore, the GHI Dist field must be zero.</i></p> <p><i>Distribute the employer GHI contribution across multiple account lines when charging GHI to multiple state programs.</i></p>
30	<p>Pay Reas: Enter the pay reason code or select the drop-down selection icon  in the Pay Reas (Pay Reason) field to set a reason code for payroll adjustments and changes to payroll records.</p> <p><i>For example, if an employee receives a certificate upgrade and receives a retroactive pay increase, a reason code of '01' is entered on the employees adjusted new salary line, as well as any one time retroactive salary adjustment lines entered for the employee. PCGenesis clears the pay reason code during payroll setup.</i></p> <p><i>The Pay Reas field identifies the reason for a change in an employee's regular pay and is required for TRS reporting. Proper use of this field will eliminate manual follow-up reporting with TRS for pay variances.</i></p>
31	<p>For TRS Payroll Adjustments: Enter the date (MM/DD/CCYY) in the Pay for Period End (Pay for Period Ending) field to define the employee's credit for retirement purposes.</p> <p><i>This field is not used with normal salary 'S', 'D' and 'H' lines. When entering salary adjustment records for a prior payroll period, enter the affected payroll period date. PCGenesis does not allow the entry of future payroll period dates. Along with the clearing the payroll adjustment lines during payroll setup, PCGenesis also clears the Pay for Period End date field's entry.</i></p> <p><i>Proper use of this field will eliminate manual follow-up reporting with TRS for pay variances.</i></p>
32	<p>Select the Tab key to the (Acct #) Yr Fund F Prgm Fnct Object B Addt'l field.</p>

Step	Action
33	<p>Enter the account information or select the drop-down selection icon  in the (Acct #) Yr Fund F Prgm Fnct Objet B Addt'l field to select the employee's payroll gross distribution account information.</p> <p>For Pension Adjustments: Enter or select the pension adjustment's distribution account information in the field, and proceed to <i>Step 34</i>.</p> <p><i>For each account entered, make the appropriate entries within the Proc Type, Pay Rate, Reg Hours, Ovt Hrs, Reg Gr, Ovt Gr and Contract fields. If the employee has a FICA/Medicare or pension adjustment, there must be a distribution account, fund and fiscal year identified on the employee's Update/Display Gross Data screen. When entering a distribution account for a previous payroll run, enter the distribution account information and the dollar amount as 0.00.</i></p> <p><i>If there are more than 930 account line entries, the "*** Too many items to display – Set a filter ***" message indicating the Chart of Accounts has more entries than can be displayed and a suggestion for the user to utilize the "Set Filter" feature" will be displayed.</i></p>
34	<p>For Pension Adjustments: Enter the salary amount in the Pens Gross (Pension Gross) field to which the pension adjustment applies.</p>
35	<p>For Pension Adjustments: Enter the pension adjustment's amount in the Pens Amt (Pension Amount) field.</p>
36	<p>Contract: Optional for pay tracking.</p> <p>Enter the employee's gross salary amount that going toward the employee's annual contract salary in the Contract field.</p> <p>Use this field to track an employee's pay to help prevent over payments. The system is checking each pay cycle to see if the Current Contract Amount (entered here for each individual account line), plus the contents of the correct field on the <i>Update/Display YTD/Fiscal Data</i> screen have exceeded the Contract Amount input at the bottom of the <i>Gross Data</i> screen in <i>Step 44</i>. In order to determine the contract period, PCGenesis uses the Cycle field (<i>Step 54</i>) on the employee record. If Cycle is 1, the system uses the YTD Contract Amount on the <i>Update/Display YTD/Fiscal Data</i> screen to determine contract over payments; if this field is 2, the system uses the School Contract Amount and if the field is 3, the system uses the Fiscal Contract Amount.</p>
37	<p>Sub Distrib (Substitute Distribution): The Substitute Distribution field is used with the <i>Enhanced Substitute Pay and Employee Leave System</i>. This field indicates whether or not a substitute's pay is distributed to this account line. Typically, the substitute's pay is distributed to some or all of the employee's salary (S) account lines.</p> <p>Valid values: Y = Distribute substitute pay to this account line N = Do NOT distribute substitute pay to this account line</p> <p><i>The Substitute Distribution field is used when the Enhanced Substitute Pay and Employee Leave System is enabled on the Tax/Withholding/Control Menu.</i></p>



Step	Action
38	<p>The Budget Flag field on each account line determines what formulas are applied to generate new salary amounts in the budget SANDBOX directory. The Budget Flag field is used with the <i>PCGenesis Budget System</i>.</p> <p>Enter the employee's Budget Flag or select the drop-down selection icon  in the Budget Flag field to select the account line information from the <i>PCG Select Value dialog box</i>.</p> <p>Valid values for the Budget Flag are as follows:</p> <p>A = Move the account number over to the budget, but do NOT bring over any amounts.</p> <p>L = Budget as a local supplement/extra salary. Apply either an annual amount or percent increase or decrease to the account line salary or the account line rate.</p> <p>M = Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.</p> <p>N = Budget as salary, but do <u>not</u> apply a salary schedule. Apply either an annual amount or percent increase or decrease to the account line salary or the account line rate. (Usually used for classified employees)</p> <p>S = Budget as state salary using the state CPI salary schedule. (Certified employees only. Valid only for account lines with a Process Type of 'S'.)</p> <p>T = Budget as local supplement using a <u>local</u> CPI salary schedule. (Certified employees only. Valid only for account lines with a Process Type of 'S'.)</p> <p>U = Budget using a user-defined salary schedule for salary gross data lines. This option may be used for both certified and classified employees. The Budget Pay Category field and the Annual Work Days fields on the <i>Gross Data</i> screen are required when account lines are flagged with 'U'. <u>Certified employees</u>: PCGenesis will use the State Years of Experience for determining the pay step into the user-defined salary schedule. <u>Classified employees</u>: PCGenesis will use the Local Years of Experience for determining the pay step into the user-defined salary schedule. (Certified and classified employees.)</p> <p>X = Do not bring the account line over to the budget process. (Generally used for substitute pay, one-time stipends, etc.)</p> <p>spaces = Do not bring the account line over to the budget process.</p> <p>Refer to the <i>Budget System Operations Guide, Section A: Create Budget SANDBOX</i> for additional instructions.</p>

Step	Action
39	If there are additional Proc Types: Select the Tab key to access the next Proc Type field and repeat this procedure at <i>Step 22</i> .
40	Enter the employee's salary in the Cycle Gross field. <i>For Certified employees, an entry is required in the field.</i>
41	Enter the employee's State of Georgia-funded annual salary in the State Salary field.
42	Enter the employee's locally funded supplement in the Local Salary field.
43	Enter the employee's annual salary the employee receives in addition to State of Georgia and local supplements in the Other (Salary) field.
44	Enter the employee's annual contract amount in the Contract Amt (Contract Amount) field. Use this field to track an employee's pay to help prevent over payments. The system is checking each pay cycle to see if the Current Contract Amount (entered for each individual account line in <i>Step 36</i>), plus the contents of the correct field on the <i>Update/Display YTD/Fiscal Data</i> screen have exceeded the Contract Amount input here. In order to determine the contract period, PCGenesis uses the Cycle field (<i>Step 54</i>) on the employee record. If Cycle is 1 , the system uses the YTD Contract Amount on the <i>Update/Display YTD/Fiscal Data</i> screen to determine contract over payments; if this field is 2 , the system uses the School Contract Amount and if the field is 3 , the system uses the Fiscal Contract Amount .
45	Enter the appropriate code in the Pension Code field. Valid Values: 0 = No Pension 1 = Old PSERS Participation 2 = TRS Pension Participation 3 = Old ERS Participation 4 = New ERS Participation 5 = New PSERS Participation 6 = GSEPS Participation

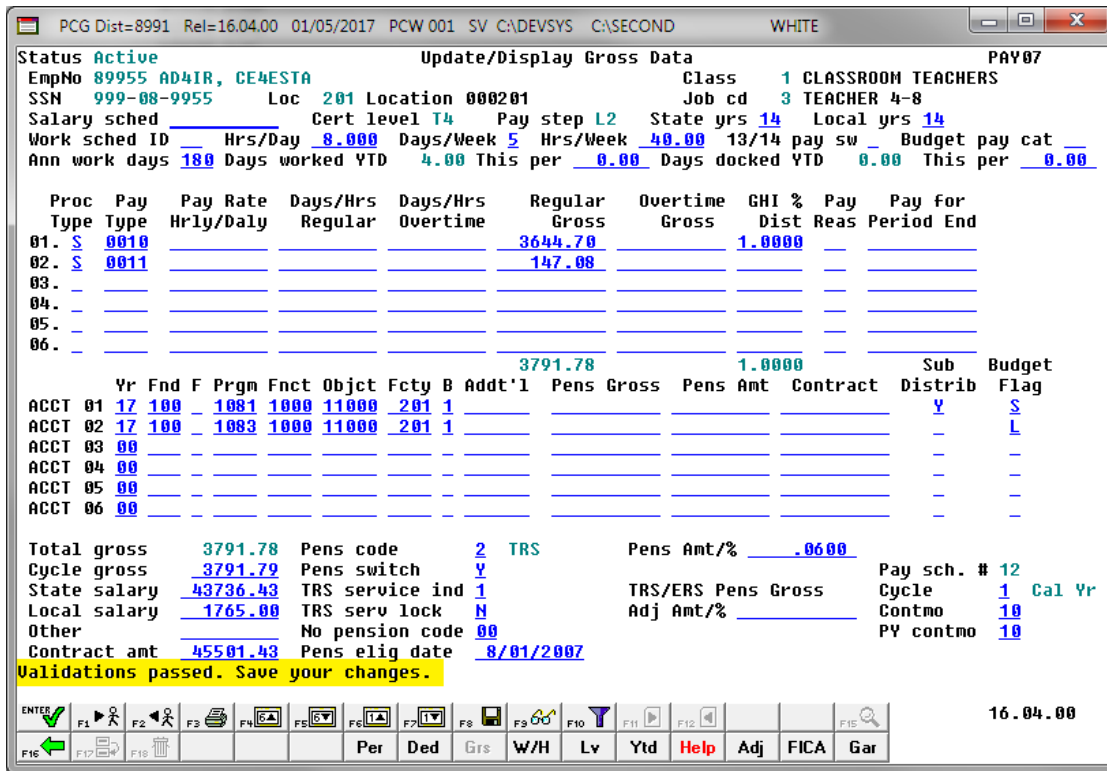
Step	Action
<p>46</p>	<p>Enter the appropriate code in the Pension Switch field.</p> <p>Valid values: Y = Calculate pension N = Do NOT calculate pension R = TRS Retiree – Do NOT calculate an employee percentage</p> <p><i>This entry determines the handling of the employee’s pension calculation and the additional TRS/ERS calculation, and overrides the entry in the Pension Code field.</i></p> <p><i>When entering ‘N’ in the Pension Switch, PCGenesis suspends the pension calculation <u>for this employee for the current Payroll Run</u>. This entry neither affects other employees’ pension calculations, nor requires the employee’s pension code to be changed.</i></p> <p><i>When entering ‘Y’ (Yes) in the Pension Switch field, and ‘0’ in the Pension Code field, PCGenesis does not calculate a pension deduction for the employee.</i></p> <p><i><u>For HB210/SB 327 TRS Retirees:</u> Use Pension Switch ‘R’ for rehired TRS retirees. HB210/SB 327 allows retirees to return to work full-time, and requires the employer to pay both the employee’s percentage and the employer’s percentage contribution. When using the code, ensure that the Pension Code field reflects ‘2’ (TRS), the Amt/% field reflects ‘0.00’, and the TRS service ind field reflects ‘1’ (In-Service).</i></p>
<p>47</p>	<p>Enter the appropriate code in the TRS Service Ind (TRS Service Indicator) field to define the employee’s Teacher Retirement System (TRS) service credit.</p> <p>Valid values: 0 = No service credit 1 = Service credit earned for the month</p>






Step	Action
48	<p>Enter the appropriate code in the TRS Serv Lock (TRS Service Lock) field to “lock” an employee’s TRS Service Indicator field value.</p> <p>Valid values: 0 = Lock an employee’s TRS Service Indicator field value 1 = Do not lock an employee’s TRS Service Indicator field value</p> <p>The TRS Service Lock field is available to facilitate TRS reporting. The TRS Service Lock field allows the payroll administrator to “lock” an employee’s TRS Service Indicator field value, so that TRS service credit is not changed during <u>any mass change</u> payroll process.</p> <p>If the TRS Service Lock field is set to ‘Y’ for an employee, the employee’s TRS Service Indicator field will <u>not</u> be changed during the <i>Payroll Setup</i> procedure, even if a Mass Update flag is set to ‘Y’ on the <i>Select TRS Mass Change Option</i> screen in <i>Payroll Setup</i>. Refer to the <i>Payroll System Operations Guide, Section A: Payroll Setup</i> for more information.</p> <p>Likewise, if the TRS Service Lock field is set to ‘Y’ for an employee, the employee’s TRS Service Indicator field will <u>not</u> be changed during the <i>Mass Update Selected Employees’ Fields</i> procedure, even if a Service Time Update flag is set to ‘Y’ on the data entry screen. Refer to the <i>Payroll System Operations Guide, Section I: Special Functions, Topic 6: Payroll Mass Update Employee Information Processing, Procedure E: Mass Update Selected Employees’ Fields</i> for more information.</p> <p>For example, any employee not working 50% or more of the scheduled working days in a month does not earn service credit and therefore, should not <u>automatically</u> have their TRS Service Indicator reset to ‘1’ in August to earn TRS credits. The TRS Service Lock field would allow those employees to have their TRS Service Indicator to stay locked with a ‘0’ value so that TRS credits are NOT earned.</p>
49	<p>Enter the code or select the drop-down selection icon  in the No pension code field to choose the reason for no public pension.</p> <p>The No pension code field has been added to support the new <i>Pension Reporting Compliance File</i> required by ERSGA. A valid value must be entered in the No Pension Code field when the employee’s Pension Code is set to ‘0’, no pension. If the employee is enrolled in a public pension (Pension Code values of ‘1’ thru ‘6’), then the No Pension Code value must be ‘00’.</p>
50	<p>TRS/ERS Reporting - Required: Enter the date (MM/DD/CCYY) in the Pens Elig Date (Pension Eligibility Date) to identify when the employee becomes eligible to participate in the TRS or ERS pension plan.</p> <p><i>TRS uses the pension eligibility date to precisely identify when an employee became eligible for their current pension. This is most important for TRS reporting in the case that a PSERS or Substitute employee changes job functions and becomes eligible to enroll in TRS. In this instance, the employee would retain their original hire date, but have a pension eligibility date tied to the date of the change of their job role.</i></p>

Step	Action
51	<p>Enter the TRS/PSERS pension calculation amount <u>or</u> percentage (enter an amount less than 1 for a percentage) in the Pens Amt/% (Pension Amount/Percentage) field.</p> <p><u>For Pension code ‘1’ (PSERS Participation) entries:</u> An entry greater than 0.99 <u>must be</u> entered to identify a total dollar amount.</p> <p><u>For Pension code ‘2’ (TRS Participation) entries:</u> An entry less than 1 <u>must be</u> entered to identify the entry as a percentage.</p> <p><u>If the employee will not pay a share of the pension:</u> Enter 0.00 in the field.</p>
52	<p>Enter the dollar amount <u>or</u> percentage in the TRS / ERS Pens Gross Adj Amt/% (Teacher Retirement System Pension Gross Adjustment Amount/Percentage) field where appropriate. When entering a percentage, the amount must be less than 1.</p> <p>The TRS / ERS Pens Gross Adj Amt/% field is needed by some districts who do not participate in Social Security for many classes of employees. In certain cases, the district’s board of education can vote to contribute a certain percentage (for example, 4%) on all classes of employees to a reputable 403(b) in lieu of Social Security. Therefore, the salary reported to TRS can be increased by this percentage as a supplement type for employees. For example: Employee ‘A’ has a gross salary of \$4,000 per month, but is reported to TRS as \$4,160 (which includes the 4%). The TRS / ERS Pens Gross Adj Amt/% field allows PCGenesis to increase the TRS/ERS reported wages by the 4%. According to the <i>TRS Employer’s Reference Guide</i>, a tax sheltered annuity plan is listed as other earnable compensation.</p> <p><i>This amount will <u>replace</u> the normal TRS pension calculation for salary types ‘A’ (Adjustable Daily, Hourly NO Pension Calculation) and ‘B’ (Adjustable Salary NO Pension), where appropriate.</i></p> <p><u>For HB210/SB 327 TRS Retirees:</u> Enter ‘0.00’ in the field.</p>
53	<p>PCGenesis automatically defaults an entry in the Pay Sch. # (Payroll Schedule Number) field based on the employee’s payroll class code.</p>

Step	Action
<p>54</p>	<p>Enter the appropriate code in the Cycle field to define the manner in which year-to-date (YTD) contract amounts will accrue on the employee’s pay stub.</p> <p>Valid Values: 1 = Calendar year 2 = School year 3 = Fiscal year</p> <p>Use this field to track an employee’s pay to help prevent over payments. The system is checking each pay cycle to see if the Current Contract Amount (entered for each individual account line in <i>Step 36</i>), plus the contents of the correct field on the <i>Update/Display YTD/Fiscal Data</i> screen have exceeded the Contract Amount input at the bottom of the <i>Gross Data</i> screen in <i>Step 44</i>. In order to determine the contract period, PCGenesis uses the Cycle field on the employee record. If Cycle is 1, the system uses the YTD Contract Amount on the <i>Update/Display YTD/Fiscal Data</i> screen to determine contract over payments; if this field is 2, the system uses the School Contract Amount and if the field is 3, the system uses the Fiscal Contract Amount. For example, in order to compare the contract amounts based on a Fiscal Year, the Cycle field should be set to ‘3’ for all employees.</p>
<p>55</p>	<p>Enter the total number of contract months the employee <i>works</i> in the Contmo (Contract Months) field, where appropriate.</p> <p>Valid values: 9 - 12 = Number of contract months</p>
<p>56</p>	<p>Enter the employee's contract month setting for the prior year in the PY Contmo (Prior Year Contract Months) field.</p> <p>Valid values: 9 - 12 = Number of prior year contract months</p> <p><i>PCGenesis automatically rolls this information from the current year contract months setting once a year by the "Update Job Code for CPI/Payroll/CS1" procedure. PCGenesis uses this field during accrual processing to preserve the prior year’s setting for accrual amount calculation. PCGenesis also uses the field to report changes made to the current year’s setting for position changes effective for the new fiscal year.</i></p>
<p>57</p>	<p>Select  (Enter).</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Update/Display Gross Data</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

The following screen displays:



Step	Action
58	<p>Verify “Validations passed. Save your changes.” displays, and select  (F8 – Save your changes).</p> <p><i>For HB210/SB 327 TRS Retirees:</i> When the “Verify Change to Employee Pension Status” dialog box displays, select <input type="button" value="OK"/> (OK) in response to the “NOTE: TRS Retiree does not pay employee part of pension!” prompt.</p> <p>To scroll up and down on the screen, select the appropriate icon    .</p>

The following screen displays:

PCG Dist=8991 Rel=16.04.00 01/05/2017 PCW 001 SV CADEVSY5 CA5ECOND WHITE

Status Active Update/Display Gross Data PAY07

EmpNo 89955 AD41R, CE4ESTA Class 1 CLASSROOM TEACHERS
 SSN 999-08-9955 Loc 201 Location 000201 Job cd 3 TEACHER 4-8
 Salary sched _____ Cert level T4 Pay step L2 State yrs 14 Local yrs 14
 Work sched ID _____ Hrs/Day 8.000 Days/Week 5 Hrs/Week 40.00 13/14 pay sw _____ Budget pay cat _____
 Ann work days 180 Days worked YTD 4.00 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	Pay for
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross	Dist	Reas	Period End
01.	S	0010			3644.70		1.0000		
02.	S	0011			147.08				
03.									
04.									
05.									
06.									


3791.78 1.0000 Sub Budget

Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add't'l	Pens	Gross	Pens	Ant	Contract	Distrib	Flag
ACCT 01	17	100	1081	1000	11000	201	1							Y	S
ACCT 02	17	100	1083	1000	11000	201	1								L
ACCT 03	00														
ACCT 04	00														
ACCT 05	00														
ACCT 06	00														

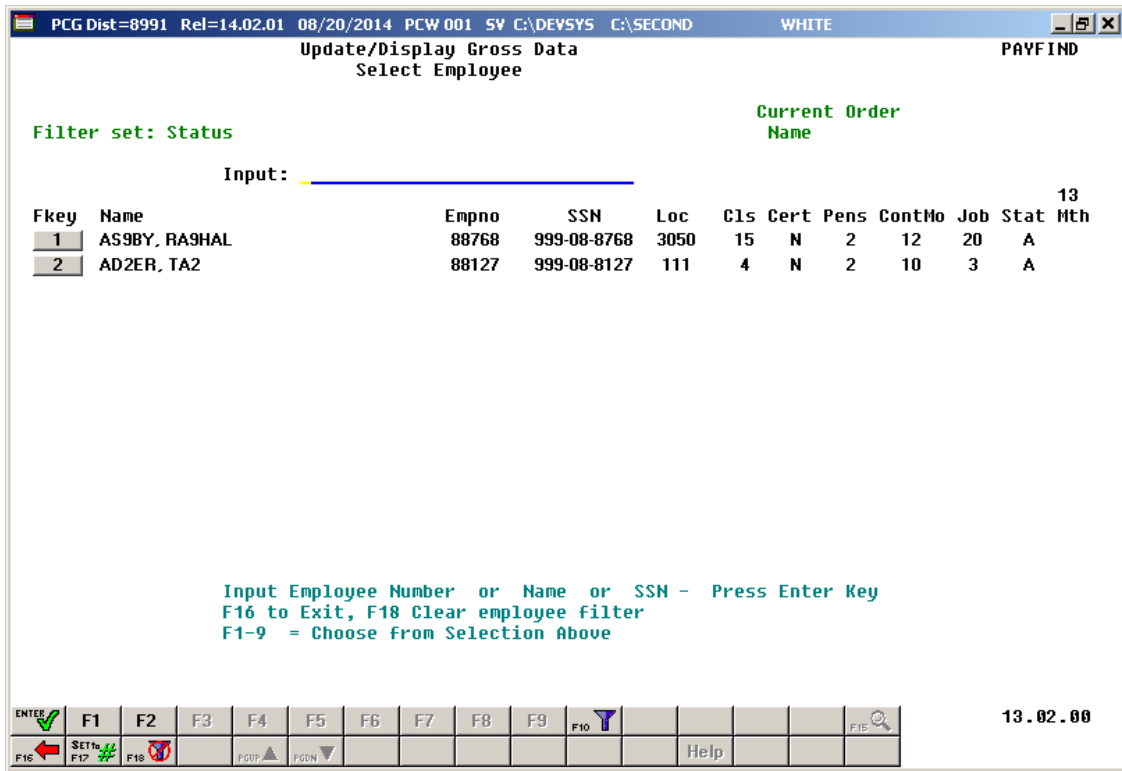
Total gross 3791.78 Pens code 2 TRS Pens Amt/% .0600
 Cycle gross 3791.79 Pens switch Y Pay sch. # 12
 State salary 43736.43 TRS service ind 1 TRS/ERS Pens Gross Cycle 1 Cal Yr
 Local salary 1765.00 TRS serv lock N Adj Amt/% _____ Contmo 10
 Other _____ No pension code 00 PY contmo 10
 Contract amt 45501.43 Pens elig date 8/01/2007


Data saved

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 16.04.00

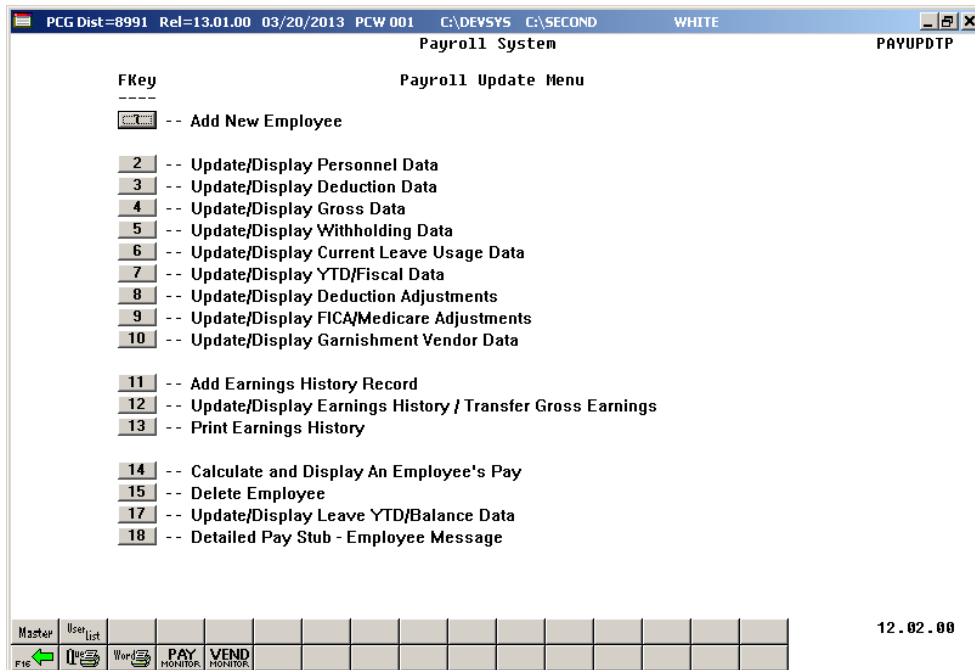
Step	Action
59	Verify "Data saved" displays, and select  (F16 – Exit) to return to the Update/Display Gross Data – Select Employee screen.



The following screen displays:



Step	Action
60	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:



Step	Action
61	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure D: Updating/Displaying Withholding Data

D1. Overview

Based on the *Update/Display Payroll Withholding/Direct Deposit Data* screen's entries, PCGenesis creates additional information for the employee within other PCGenesis components, where appropriate. For example, Automated Clearinghouse (ACH) processing results for a single bank, and multiple banks and bank account entries are reflected within the following PCGenesis features:

- *Payroll Update Menu - Update - Calculate and Display an Employee's Pay*
- *Payroll Update Menu - Update/Display Earnings History/Transfer Gross Earnings*
- *Payroll Check and Direct Deposit Menu - Calculate Payroll & Print Exceptions*
- *Payroll Check and Direct Deposit Menu – Print Paychecks and Direct Deposits*
- *Payroll Master Menu – Check Reconciliation - Display/Update Checks/Direct Deposits*

Although these processes are performed separately from updating employee withholding information, the screenshot examples provided later in this document illustrate the effect the entries have on these other PCGenesis features.

Federal Tax Calculation

The 2020 Form W-4 has been redesigned to reduce the form's complexity and to increase transparency and accuracy in the withholding system. Beginning with the 2020 Form W-4, employees will no longer be able to request adjustments to their withholding using withholding allowances. Instead, using the new Form W-4, employees will provide employers with amounts to increase or reduce taxes, and amounts to increase or decrease the amount of wage income subject to income tax withholding.

The 2020 Form W-4 contains 5 steps. Every W-4 form employers receive from an employee should show a completed *Step 1* (name, address, social security number, and filing status) and a dated signature on *Step 5*. Employees will complete *Steps 2, 3, and/or 4* only if relevant to their personal situations. *Steps 2, 3, and 4* show adjustments that will affect withholding calculations.

For employees who don't complete any steps other than *Step 1* and *Step 5*, employers will withhold the amount based on the filing status, wage amounts, and payroll period.

PCGenesis supports the Federal income tax calculation per IRS *Publication 15-T, Federal Income Tax Withholding Methods*. Please review *Appendix A: PCGenesis Federal Tax Calculation Method* for a comprehensive description of the Federal tax withholding calculation method employed by PCGenesis.

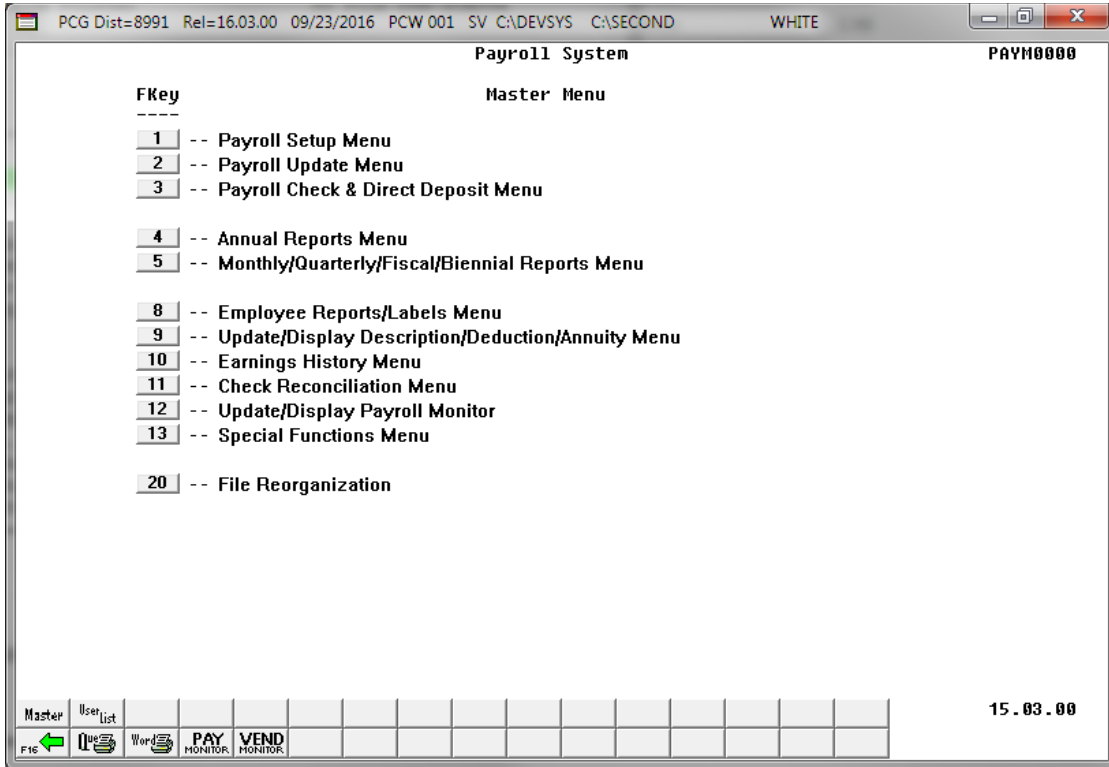
Annuity Record Maintenance

Considerable flexibility is allowed within PCGenesis when defining annuities on the employee record. PCGenesis allows for a total of five (5) different annuities per employee to be defined. Because a school system may offer many, many different annuity companies and plans, PCGenesis allows a single annuity deduction, (defined with a **Deduction Type** of *A (Annuity)* on the deduction record), to represent many different annuity companies. This one-to-many relationship between a single system deduction code and multiple annuity company codes allows a single deduction to represent many different annuity calculations.

Step 1: Annuity Deduction Control Record Maintenance: System **Deduction Code 01** and **Deduction Code 02** are automatically defined by the system as annuities. PCGenesis allows the definition of up to 3 more annuities in addition to deduction code 01 and deduction code 02. Additional annuity deductions must first be defined on the *Annuity Deduction Control Record*. An annuity system deduction code is designated on this screen before the deduction can be defined on the *Maintain Deduction Records* screen. PCGenesis requires the entry of annuity deduction *Control* records for all **Deduction Type 'A' (Annuity)** deduction records. Information about adding annuity deduction *Control* records can be found by following the steps provided in *Section F: Description/Deduction/Annuity File Processing; Procedure 4A. Maintaining the Annuity Deduction Control Record*.

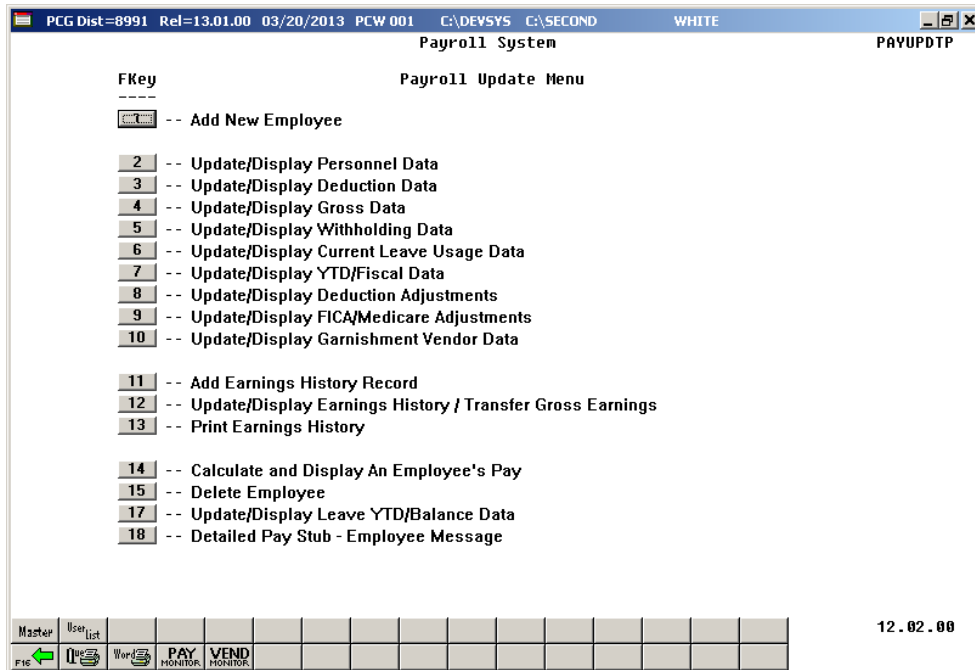
Step 2: Maintain Deduction Records: System **Deduction Code 01** and **Deduction Code 02** must be defined as annuities (**Deduction Type = 'A' (Annuity)**). If any additional annuities have been defined in the *Annuity Deduction Control Record*, then the corresponding deduction code can be set up in *Maintain Deduction Records*. For example, if the *Annuity Deduction Control Record* has defined Annuity deduction #3 to be **Deduction Code 50**, then deduction code 50 can now be added in the *Maintain Deduction Records* screen as an annuity deduction. Annuity deductions must be defined with a **Deduction Type 'A' (Annuity)**. Information about adding deduction codes can be found by following the steps provided in *Section F: Description/Deduction/Annuity File Processing; Procedure 3A. Maintaining Deduction Records*.

Step 3: Maintain Annuity Company Records: Annuity company codes range from 01 – 99 and contain the FAR application's vendor number and vendor name. **Annuity Type Codes** include **D (401(K))**, **E (403(B))**, **F (408(K)(6))**, **G (457)**, and **H (501 (C)(18)(D))**. The employer contribution parameters for the annuity are defined on the *Annuity Company Record*. Information about adding annuity company records can be found by following the steps provided in *Section F: Description/Deduction/Annuity File Processing; Procedure 5B. Maintaining Annuity Records*.




Step	Action
1	Select 2 (F2 - Payroll Update Menu).

The following screen displays:



Step	Action
2	Select 5 (F5 - Update/Display Withholding Data).

The following screen displays:

Step	Action
3	<p>Enter the number in the Input field, select  (Enter - Continue), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number is unknown, enter the employee’s complete or partial name, or the Social Security Number in the “Input” field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>

The following screen displays:

PCG Dist=8991 Rel=14.02.01 08/20/2014 PCW 001 SV C:\DEVSY5 C:\SECOND WHITE

Update/Display Payroll Withholding/Direct Deposit Data PAYFIND
Select Employee

Filter set: Status




Fkey	Current Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	Mth
Enter	AD2ER, TA2	88127	999-08-8127	111	4	N	2	10	3	A	13
1	AD2OCK, FR2DDA	89375	999-08-9375	8014	3	N	0		4	A	
2	AD3M, SA3	89094	999-08-9094	111	14	C	2	11	18	A	
3	AD4IR, CE4ESTA	89957	999-08-9957	8014	3	N	0		4	A	
4	AD4IR, HE4MA	87557	999-08-7557	8012	21	N	0		28	A	
5	AI2EN, LA2ARD	89351	999-08-9351	3050	24	N	0		41	A	
6	AL2NZO, EF2EN	87223	999-08-7223	111	2	C	2	10	2	A	
7	AL9ARD, RI9ARDA	89128	999-08-9128	8013	42	N	0		42	A	
8	AM8YA, MA8GRETT	89417	999-08-9417	8013	42	N	0		42	A	
9	AN3EL, GA3E	89430	999-08-9430	3050	24	N	0		40	A	

FKEY = Record Found Above
or PgUp/PgDn = Previous/Next 10 Records
F16=new search, F18-Clear Employee Filter
F1-9 = Choose from Selection Above

Order changed to Alpha

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

13.02.00

Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee’s record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer’s keyboard or select either  (Page Up) or  (Page Down).</p>

The following screen displays:

PCG Dist=8991 Rel=19.04.00 12/19/2019 PCG 002 SV CA\DEVSYS CA\SECOND WHITE

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

Employee number **88423** Name **ALBARO, ANSERA** Loc **201**
 Social security **999 08 8423**

State: Mar Stat **D** Allowance Mar **1** Dep **3** Withholding Code **0** Amt/% **.00**
 Federal: Mar Stat **S** 2020 W-4? **N** (Y or N) Withholding Code **0** Amt/% **.00**

W-4 Prior to 2020: Exempt **0**
 New 2020 W-4: Box 2 Two jobs flag **N** Box 4a Other income **.00**
 Box 3 Dependent amt **.00** Box 4b Deduction amt **.00**

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

Enable Direct Deposit Yes No

Bank	Name	Account	Type	Method	Amt/%	Prenote
DD #1	92 PINNACLE BANK	11 1111 111428	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:
EMP ANNUITY	/ 01			N	0.0000
EMP ANNUITY	/ 02			N	0.0000
Annuity # 3	/ 00			N	0.0000
Annuity # 4	/ 00			N	0.0000
Annuity # 5	/ 00			N	0.0000

19.04.00

ENTER **Per Ded Grs W/H Lv Ytd Help Adj FICA Gar**

Step	Action
5	Verify the Employee number , Name , Loc (Pay Location), and Social security field entries are correct. <i>These entries have defaulted from the employee's personnel information record. Refer to the Overview for instructions.</i>
6	For employee withholding and direct deposit modifications: Select (F9 – Switch to Update mode).

The following screen displays:

PCG Dist=8991 Rel=19.04.00 12/19/2019 PCG 002 SV C:\DEVSY\ C:\SECOND WHITE

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

Employee number **88423** Name **ALBARO, ANSERA** Loc **201**
 Social security **999 08 8423**

State: Mar Stat **D** Allowance Mar **1** Dep **3** Withholding Code **0** Amt/% **0.00**
 Federal: Mar Stat **S** 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 **Y** (Y=Yes N=No M=Medicare) AEIC **_**

Enable Direct Deposit Yes No

Bank	Name	Account	Type	Method	Amt/%	Prenote
DD #1	92 PINNACLE BANK	11 1111 111428	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:
EMP ANNUITY / 01				N	0.0000
EMP ANNUITY / 02				N	0.0000
Annuity # 3 / 00				N	0.0000
Annuity # 4 / 00				N	0.0000
Annuity # 5 / 00				N	0.0000

Mode changed to update


19.04.00


ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar


Step	Action
7	Verify "Mode changed to update" displays and make the appropriate changes to the field(s).
8	<p>Verify or enter the employee's state income tax marital status code in the State: Mar Stat (State: Marital Status) field.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> A = Single B = Married Filing Separate, or Married Filing Joint, both spouses working C = Married Filing Joint, one spouse working D = Head of Household 8 = Exempt – Servicemembers Civil Relief Act <p>A marital status of '8' will cause all wages to be exempt from reporting for Georgia state wages, and will cause zero Georgia tax to be withheld from the employee's paycheck. The <i>Department of Labor Quarterly Payroll Report and Wages Data File</i>, and the W-2 forms will both treat any wages on the Earnings History records with a Georgia marital status of '8' as Georgia exempt wages, and these wages will not be included in these tax reports.</p>



Step	Action
9	<p>Verify or enter the total number of marital allowances from Line 5 of the G-4 form in the State: Allowance Mar (State: Marital Allowance) field.</p> <p>Verify or enter the number of dependent allowances (Line 4 of the G-4 form) in State: Allowance Dep (State: Dependent Allowance) field.</p> <p>NOTE: As of 2024, the Georgia withholding formula does <u>not</u> use a Marital Allowance. Even though this field is still available on the employees' <i>Update/Display Withholding Data</i> screen, the Marital Allowance value will be ignored.</p> <p><i>When the number of State of Georgia income tax exemptions exceeds fourteen (14), submit the employee's G-4 form to the Georgia Department of Revenue. Refer to Line 4 and Line 5 of the G-4 form for State: Allowance information.</i></p>
10	<p>Verify or enter the state income tax withholding code in the State: Withholding Code field.</p> <p>Valid Values: 0 = Normal state tax from tax table 1 = Normal state tax from tax table + flat amount 2 = Flat amount only 3 = Flat percentage only</p>
11	<p>The State: Amt/% field is used in conjunction with the State Withholding Code. If the State: Amt/% value is a whole number, it will be treated as a flat amount (codes 1 & 2). If the value is less than 1, it will be treated as a percentage (code 3). Verify or enter the additional state income tax amount <u>or</u> the total percentage in the State: Amt/% (State: Amount/Percentage) field is correct, where appropriate.</p> <p><i>Required for Step 10 (1, 2, or 3 entries). Values less than 1.00 are regarded as percentages (%).</i></p>
<p>NOTE: The employee's federal income tax parameters are entered in <i>Steps 12 thru 20</i> based on how the employee filled out their W-4 Form. Please review <i>Appendix A: PCGenesis Federal Tax Calculation Method</i> for a comprehensive description of the Federal tax withholding calculation method employed by PCGenesis.</p>	
12	<p>Verify or enter the employee's federal income tax marital status code in the Federal: Mar Stat (Federal: Marital Status) field.</p> <p>Valid Values: M = Married S = Single H = Head of Household (valid for 2020 W-4 or later)</p>
13	<p>Enter the appropriate response in the 2020 W-4? field.</p> <p>Valid Values: Y = Employee's W-4 form is from 2020 or later N = Employee's W-4 form is from prior to 2020</p>



Step	Action
14	<p>Verify or enter the employee's federal income tax withholding code in the Federal: Withholding Code field.</p> <p>Valid Values: 0 = Normal Federal tax from tax table 1 = Normal Federal tax from tax table + flat amount 2 = Flat amount only 3 = Flat percentage only</p>
15	<p>The Federal: Amt/% field is used in conjunction with the Federal Withholding Code. If the Federal: Amt/% value is a whole number, it will be treated as a flat amount (codes 1 & 2). If the value is less than 1, it will be treated as a percentage (code 3). Verify or enter the employee's additional federal income tax amount <u>or</u> the tax percentage in the Federal: Amt/% (Federal: Amount/Percentage) field, where appropriate.</p> <p><i>Required for Step 14 (1, 2, or 3 entries). Values less than 1.00 are regarded as percentages (%).</i></p>
16	<p>W-4 Prior to 2020: If the 2020 W-4? field value is 'N', verify or enter the number of federal income tax exemptions in the Exempt (Federal Exemptions) field.</p> <p><i>When the number of federal income tax exemptions exceeds ten (10), submit the employee's W-4 form to the Internal Revenue Service. Refer to Line 5 of the W-4 form for the Federal: Exempt field's information.</i></p>
17	<p>New 2020 W-4: Box 2 Two jobs flag. If the 2020 W-4? field value is 'Y', enter 'Y' if the employee has checked the <i>Step 2</i> checkbox on the 2020 W-4 form to indicate that there are a total of two jobs in the household.</p> <p>Valid Values: Y = <i>Step 2</i> checkbox is checked on the 2020 W-4 N = <i>Step 2</i> checkbox is <u>not</u> checked on the 2020 W-4</p>
18	<p>New 2020 W-4: Box 3 Dependent amt (amount). If the 2020 W-4? field value is 'Y', enter the amount from <i>Step 3</i> of the 2020 W-4 form as the amount claimed for dependents.</p>
19	<p>New 2020 W-4: Box 4a Other income. If the 2020 W-4? field value is 'Y', enter the amount from <i>Step 4a</i> of the 2020 W-4 form as the amount claimed for other income.</p>
20	<p>New 2020 W-4: Box 4b Deduction amt. If the 2020 W-4? field value is 'Y', enter the amount from <i>Step 4b</i> of the 2020 W-4 form as the amount claimed for deductions.</p>
21	<p>Verify or enter the federal and state income tax switch codes in the Switches: Fed (Federal) and State fields.</p> <p>Valid Values: Y = Compute withholding N = Do NOT compute withholding</p>

Step	Action
22	<p>Verify or enter the FICA tax switch code in the Switches: FICA (Federal Insurance Contributions Act) field.</p> <p>Valid Values: Y = Compute OASDI/Medicare N = Do NOT compute OASDI/Medicare M = Compute Medicare only</p> <p><i>FICA regulations do not allow contributions for OASDI without Medicare (HI). Changes to an employee’s FICA switch generates the “FICA switch changed!” dialog box. In this instance, review the information displayed, and select “OK” to save the changes, or select “Cancel” to reverse the entry.</i></p>
23	<p>Enter the Advanced Earned Income Credit (AEIC) code in the Switches: AEIC field or leave the field blank, where appropriate.</p> <p>Valid Values: BLANK = Do NOT compute AEIC</p> <p><i>According to IRS Publication 15 (Circular E), Employer's Tax Guide 2011, the option of receiving advance payroll payments of Earned Income Credit (EIC) expired on December 31, 2010. Therefore, entry of an AEIC switch on the employee record is no longer allowed and <u>must be blank</u>.</i></p>
<p><i>Steps 24 thru 27 apply to the direct deposit distribution of the employee’s payroll to a single bank and bank account, or to multiple banks and bank accounts.</i></p> <p><i>Making changes to these fields, and to employees’ direct deposit bank, bank account information, or account type, automatically generates a prenote file. Employees’ information may also be “forced” to appear in this file by changing the Prenote flag to Yes (Y). This flag is only reset by the Prenote processing procedure. Refer to the <i>Payroll System Operations Guide, Section A: Payroll Setup, Topic 6: National Automated Clearing House Association (NACHA) Prenote File Processing</i> for the instructions.</i></p>	
24	<p>Select the radio button  to the right of the desired Enable Direct Deposit option to identify whether or not to enable direct deposit for the employee.</p> <p><u>To turn off direct deposit processing for the employee:</u> Enter No.</p> <p><u>To turn on direct deposit processing for the employee:</u> Enter Yes. If direct deposit is enabled, at least one direct deposit account must be defined for the employee.</p> <p><i>PCGenesis uses this field to turn off direct deposit processing for the employee <u>without</u> deleting individual employee bank account information. This allows the PCG administrator to retain the employee’s bank account information even though direct deposit is suppressed for the employee. In this instance, PCGenesis issues the employee’s pay as a payroll check instead of as a direct deposit.</i></p>

Step	Action
25	<p>For a Single Bank/Bank Account Distribution:</p> <ul style="list-style-type: none"> • Select the drop-down selection icon  within the DD #1 – Bank field to choose the bank’s information. <p><i>PCGenesis defaults the bank’s name in the “Name” field after this field’s selection.</i></p> <ul style="list-style-type: none"> • Enter the bank account information, up to eighteen (18) alphanumeric characters, in the DD #1 - Account field. • Enter C (Checking) or S (Savings) in the DD #1 - Type field to identify the account in which the funds will be deposited. • Enter P (Percentage) in the DD #1 - Method field. • Enter 1.0000 ($1.0000 * 100 = 1.0000$) in the DD #1 - Amt/% (Amount/Percentage) field. • Enter Y (Include in Prenote File) or P (Employee was included in Last FINAL Prenote File) in the DD #1 - Prenote. <p><i>Proceed to Step 28.</i></p>

Step	Action
26	<p data-bbox="313 237 1273 273">For Multiple Bank/Bank Account Distributions – Flat Dollar Amount:</p> <p data-bbox="313 289 1516 361"><i>PCGenesis requires entries in the DD# - Bank, Account, Type, Method, and Amt/% fields for each Direct Deposit # line entered.</i></p> <ul data-bbox="313 380 1516 735" style="list-style-type: none"> <li data-bbox="313 380 1516 451">• Select the drop-down selection icon  within the DD #1 – Bank field to choose the bank’s information. <i>PCGenesis defaults the bank’s name in the “Name” field after this field’s selection.</i> <li data-bbox="313 520 1516 592">• Enter the bank account information, up to eighteen (18) alphanumeric characters, in the DD #1 – Account field. <li data-bbox="313 611 1516 646">• Enter C (Checking) or S (Savings) in the DD #1 – Type field. <li data-bbox="313 665 1516 737">• Enter D (Flat Dollar Amount) or R (Remainder – Primary Account) in the DD #1 – Method field, where appropriate. <p data-bbox="362 753 1516 1150"><i>Reserve one Direct Deposit # line for the ‘R’ (Remainder – Primary Account). When selecting ‘D’, there must be an ‘R’ - Direct Deposit # line entered. Note that the ‘R’ (Remainder – Primary Account) is the employee’s <u>primary</u> account. For ‘D’ entries, PCGenesis determines if the employee has adequate pay to cover the total distribution amount. When there is not enough pay to cover the requested dollar distribution amount, the distribution for the account specified will be skipped, and the funds applied to the R’ (Remainder – Primary Account). PCGenesis users should verify these entries via the Calculate and Display an Employee’s Pay feature from the Payroll System – Payroll Update Menu, and the Calculate Payroll and Print Exceptions feature from the Payroll System – Check and Direct Deposit Menu to ensure the employee will have pay deposited into the accounts specified.</i></p> <ul data-bbox="313 1169 1516 1440" style="list-style-type: none"> <li data-bbox="313 1169 1516 1297">• Enter the dollar amount in the Amt/% (Amount/Percentage) field. <i>For ‘D’ (Flat Dollar Amount) entries, the entry must be greater than 1.0000. For ‘R’ (Remainder – Primary Account) entries, the entry must equal 0.0000.</i> <li data-bbox="313 1316 1516 1352">• Enter Y (Include in Prenote File) or P (Employee was included in last FINAL Prenote File). <li data-bbox="313 1371 1516 1442">• <u>Repeat the instructions for the DD # – Bank, Account, Type, and Method field entries for successive Direct Deposit # line entries, where appropriate.</u> <p data-bbox="313 1461 565 1497"><i>Proceed to Step 28.</i></p>

Step	Action
<p>27</p>	<p>For Multiple Bank/Bank Account Distributions – Percentage of Net Pay:</p> <p><i>PCGenesis requires entries in the DD# - Bank, Account, Type, Method, and Amt/% fields for each Direct Deposit # line entered.</i></p> <ul style="list-style-type: none"> • Select the drop-down selection icon  within the DD #1 – Bank field to choose the bank’s information. <i>PCGenesis defaults the bank’s name in the “Name” field after this field’s selection.</i> • Enter the bank account information, up to eighteen (18) alphanumeric characters, in the DD #1 – Account field. • Enter C (Checking) or S (Savings) in the DD #1 – Type field. • Enter P (Percentage of Net Pay) in the DD #1 – Method field. <i>When selecting ‘P’, all subsequent “Method” field entries must contain a ‘P’ as well, and the Amt/% must add up to 100.0%.</i> • Enter the percentage in the Amt/% (Amount/Percentage) field. <i>For example, $0.5000 * 100 = 50\%$.</i> • Enter Y (Include in Prenote File) or P (Employee was included in last FINAL Prenote File) • <u>Repeat the instructions for the DD # – Bank, Account, Type, and Method field entries for successive <i>Direct Deposit # line</i> entries, where appropriate.</u>
<p>28</p>	<p>To remove an employee from Direct Deposit: Remove the information from the respective DD# - Bank Code, Account, Type, Method, and the Amt/% fields. <i>When selecting “Enter”, PCGenesis removes the Prenote flag as a result.</i></p>
<p>29</p>	<p>For annuity participants: Enter the code, or select the drop-down selection icon  within the Annuity Co # fields to choose the information.</p>

Step	Action
<p>30</p>	<p>If the annuity amount will be calculated on a percentage (%) basis: Enter Y (Yes) in the Use Percentage field. (Annuity Gross = Total Gross – Process types A, B, X, Y and Ovt Gr).</p> <p>If the deduction is a flat dollar amount: Enter N (No). Enter the total dollar amount via the <i>Updating/Displaying Deduction Data</i> procedure.</p> <p><i>When entering annuity company codes within the Annuity Co # fields, enter the appropriate response in this field.</i></p> <p><i>Based on the ANNUITY file’s “Employer contribution indicator”, PCGenesis defaults the annuity company employer flag information to this employee’s PCGenesis-Deduction Data record. The modifications on this screen do not affect the ANNUITY file’s record information.</i></p> <p><i>Entering Y (Yes) in the field disallows dollar amount entries on the employee’s PCGenesis Deduction Data screen.</i></p>
<p>31</p>	<p>If Y was entered in the Use Percentage field: Enter the employee’s annual gross salary annuity percentage (###) in the Percentage of Annuity Gross field, where appropriate.</p> <p><i>PCGenesis calculates the deduction based on the percentage of annuity gross for deduction codes 1 or 2. This percentage cannot be greater than 1.0.</i></p>
<p>32</p>	<p>Select  (Enter).</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Update/Display Payroll Withholding/Direct Deposit Data</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

For a **Single Bank/Bank Account Distribution**, the following screen displays:

PCG Dist=8991 Rel=19.04.00 12/19/2019 PCG 002 SV C:\DEVSY S C:\SECOND WHITE

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

Employee number **88423** Name **ALBARO, ANBERA** Loc **201**
 Social security **999 08 8423**

State: Mar Stat **D** Allowance Mar **1** Dep **3** Withholding Code **0** Amt/% **0.00**
 Federal: Mar Stat **S** 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 **Y** (Y=Yes N=No M=Medicare) AEIC **_**

Enable Direct Deposit Yes
 No

Direct Deposit Accounts						
DD #	Bank	Name	Account	Type	Method	Amt/%
DD #1	92	PINNACLE BANK	11 1111 111428	C	P	1.0000
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:
EMP ANNUITY	/ 01			N	0.0000
EMP ANNUITY	/ 02			N	0.0000
Annuity # 3	/ 00			N	0.0000
Annuity # 4	/ 00			N	0.0000
Annuity # 5	/ 00			N	0.0000

Validations passed. Save your changes.

ENTER **19.04.00**

Per **Ded** **Grs** **W/H** **Lv** **Ytd** **Help** **Adj** **FICA** **Gar**

Step	Action
33	Verify <i>Validations passed. Save your changes.</i> displays, and select (F8 – Save). For annuity code changes: When the “Note: Changing an annuity company ...” dialog box displays, review the dialog box’s information, and select (OK).

For a **Single Bank/Bank Account Distribution**, the following screen displays:

PCG Dist=8991 Rel=19.04.00 12/19/2019 PCG 002 SV C:\DEVSY S C:\SECOND WHITE

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

Employee number **88423** Name **ALBARO, ANBERA** Loc **201**
 Social security **999 08 8423**

State: Mar Stat **D** Allowance Mar **1** Dep **3** Withholding Code **0** Amt/% **.00**
 Federal: Mar Stat **S** 2020 W-4? **N** (Y or N) Withholding Code **0** Amt/% **.00**

W-4 Prior to 2020: Exempt **0**
 New 2020 W-4: Box 2 Two jobs flag **N** Box 4a Other income **.00**
 Box 3 Dependent amt **.00** Box 4b Deduction amt **.00**

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

Enable Direct Deposit Yes
 No

Bank	Name	Account	Type	Method	Amt/%	Prenote
DD #1	92 PINNACLE BANK	11 1111 111428	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:
EMP ANNUITY / 01				N	0.0000
EMP ANNUITY / 02				N	0.0000
Annuity # 3 / 00				N	0.0000
Annuity # 4 / 00				N	0.0000
Annuity # 5 / 00				N	0.0000

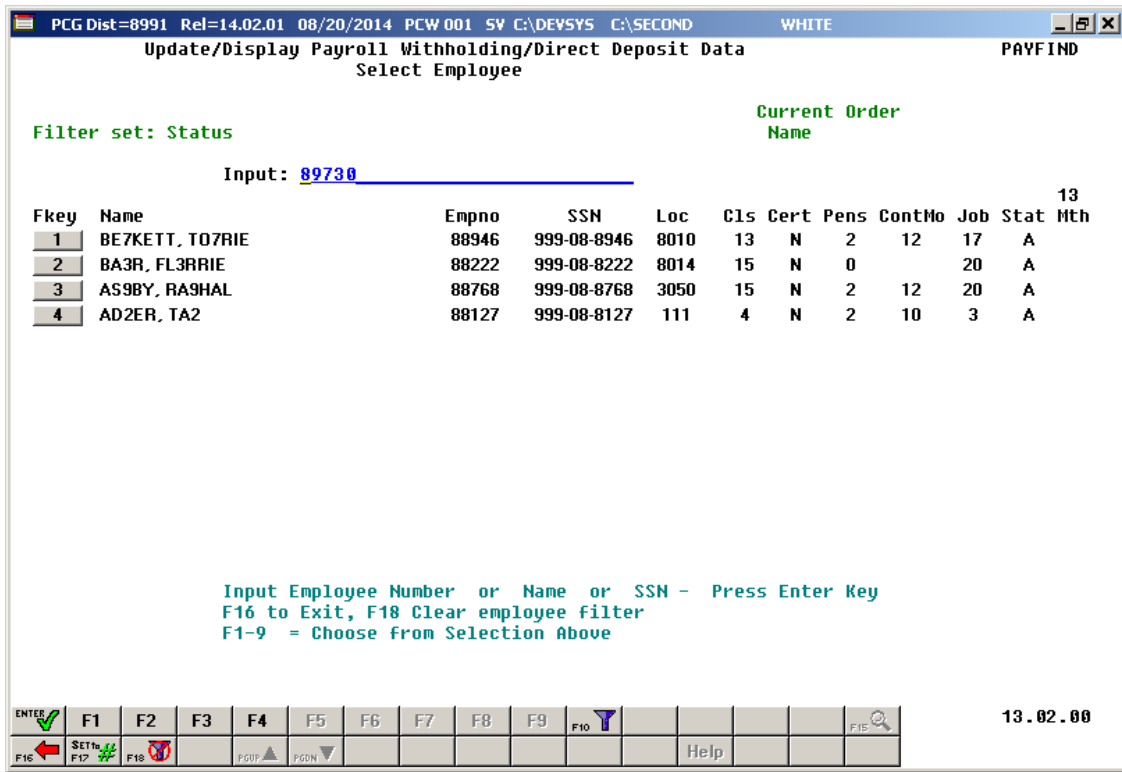
Data saved


ENTER **19.04.00**

Per **Ded** **Grs** **W/H** **Lv** **Ytd** **Help** **Adj** **FICA** **Gar**

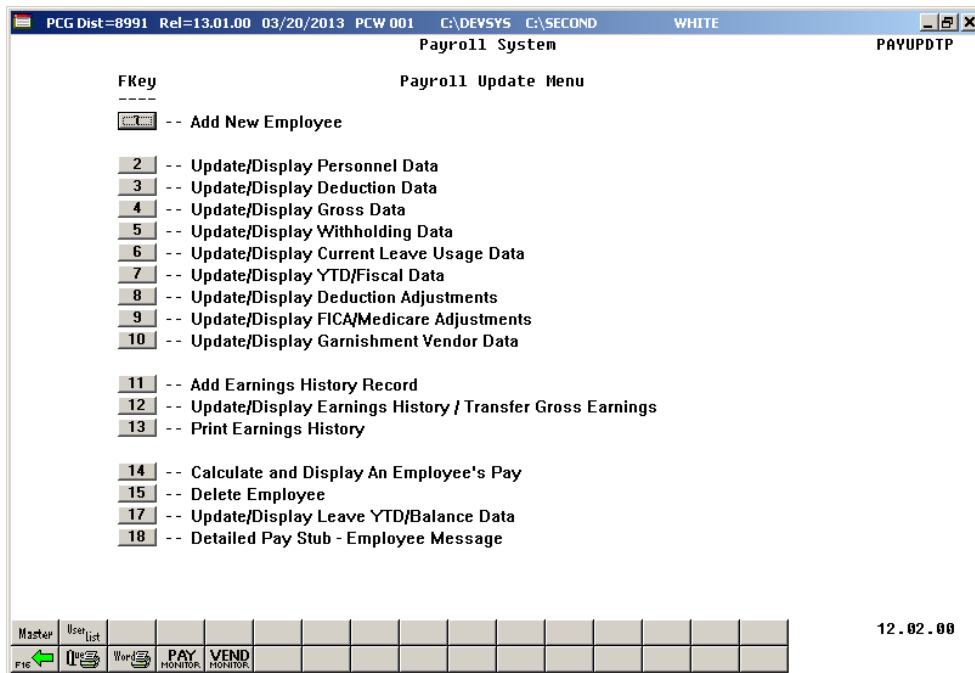
Step	Action
34	Verify "Data saved" displays, and select (F16 – Exit) to return to the <i>Payroll Withholding/Direct Deposit Data - Select Employee</i> screen.



The following screen displays:



Step	Action
35	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:



Step	Action
36	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

D1.1 Calculate and Display Pay (Screen 2 of 2) – Adequate Net Pay – Example

The Update/Display Payroll Withholding/Direct Deposit Data screen:

PCG Dist=8991 Rel=19.04.00 01/09/2020 PCG 002 SV CADEVSY S CASECOND WHITE

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

Employee number **87572** Name **B02ENS, XE2IA** Loc **100**
 Social security **999 08 7573**

State: Mar Stat **B** Allowance Mar **1** Dep **0** Withholding Code **0** Amt/% **0.00**
 Federal: Mar Stat **H** 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 **Y** (Y=Yes N=No M=Medicare) AEIC **_**

Enable Direct Deposit Yes No

Direct Deposit Accounts							
Bank	Name	Account	Type	Method	Amt/%	Prenote	
DD #1	10	BRANCH BANKING AND TRUST	11 1111 111607	C	R	0.0000	N
DD #2	03	MAIN STREET BANK	22 2222 222608	S	D	500.0000	Y
DD #3	07	BANK OF AMERICA	33 3333 333609	S	D	900.0000	Y
DD #4						0.0000	
DD #5						0.0000	

Ded Desc	Ded	Annuity Company	Type	Use Percentage:	Percentage of Annuity Gross:
EMP ANNUITY	/ 01			N	0.0000
EMP ANNUITY	/ 02			N	0.0000
Annuity # 3	/ 00			N	0.0000
Annuity # 4	/ 00			N	0.0000
Annuity # 5	/ 00			N	0.0000

Data saved

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

Per Ded Gr Ytd Help Adj FICA Gar 19.04.00

If there is enough net pay, \$500.00 will be deposited into DD #2, \$900.00 will be deposited into DD #3, and the remainder of net pay will be deposited into DD #1.

The *Calculate and Display Pay* screen 2, when there is enough net pay to deposit into all direct deposit accounts:

PCG Dist=8991 Rel=19.04.00 01/09/2020 PCG 002 SV C:\DEVSY S C:\SECOND WHITE - [X]

Calculate and Display Pay Screen 2 of 2 PAYCOMP

Emp#: 87572 B02ENS, XE2IA 999-08-7573 Sec 125 Y Loc 0100 Class 01

Tax Marital Status - Federal: M State: B AEIC Ind: AEIC Payment: .00

Fed: Mar M Exempt 0 2020 W-4 N W/H Cd 0 Addn Amt/% Box 2 N 3-Dep 0.00 4a-Inc 0.00

State: Mar B Allow M[1] D[00] W/H Cd 0 Addn Amt/% Fed 4b-deduct 0.00

Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS

Reg-hr Out-hr Reg-ant 3921.17 Out-ant

Ded Short				Employee Emplr Employer				Ded Short				Employee Emplr Employer			
Cd	Description	Amount	Flag	Amount	Flag	Amount	Flag	Cd	Description	Amount	Flag	Amount	Flag	Amount	Flag
	TRS	235.27	Y	828.94					GHI - EMPLR	n/a	Y	945.00			
	FICA	266.17	Y	266.17											
03	FED W/H TAX	230.44	N					56	I-UNDR 005950	4.00	N				
04	GA INCOME TAX	109.25	N					63	I-UNDR 006077	.50	N				
09	ANTH BRNZE FA	286.92	N												
17	VENDOR 000016	14.58	N												
22	IMPUTED INC	57.25	N												
47	I-UNDR 005946	119.14	N												
48	I-UNDR 005947	21.81	N												
50	VENDOR 005949	13.75	N												
51	VENDOR 005949	22.48	N												
54	I-UNDR 000110	66.66	N												

	Bank	Account		Net Pay			Annuities
}	DD #1	10	11 1111 111607	1130.20			Ann #1 Ded 1 Co
	DD #2	03	22 2222 222608	500.00			Ann #2 Ded 2 Co
	DD #3	07	33 3333 333609	900.00			

*** Gross Pay 3921.17 *** Deductions 1390.97 *** Net Pay 2530.20 *** Non Tax 499.03

19.04.00

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

D1.2. Calculate and Display Pay (Screen 2 of 2) – Inadequate Net Pay for All Direct Deposit Accounts – Example

The Update/Display Payroll Withholding/Direct Deposit Data screen:

PCG Dist=8991 Rel=19.04.00 01/09/2020 PCG 002 SV CADEVSY5 CA5ECOND WHITE

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

Employee number **87572** Name **B02ENS, XE2IA** Loc **100**
 Social security **999 08 7573**

State: Mar Stat **B** Allowance Mar **1** Dep **0** Withholding Code **0** Amt/% **0.00**
 Federal: Mar Stat **H** 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 **Y** (Y=Yes N=No M=Medicare) AEIC **_**

Enable Direct Deposit Yes No

Direct Deposit Accounts						
Bank	Name	Account	Type	Method	Amt/%	Prenote
DD #1	10 BRANCH BANKING AND TRUST	11 1111 111607	C	R	0.0000	N
DD #2	03 MAIN STREET BANK	22 2222 222608	S	D	500.0000	Y
DD #3	07 BANK OF AMERICA	33 3333 333609	S	D	900.0000	Y
DD #4					0.0000	
DD #5					0.0000	

Ded Desc	Ded	Annuity Company	Type	Use Percentage:	Percentage of Annuity Gross:
EMP ANNUITY	/ 01			N	0.0000
EMP ANNUITY	/ 02			N	0.0000
Annuity # 3	/ 00			N	0.0000
Annuity # 4	/ 00			N	0.0000
Annuity # 5	/ 00			N	0.0000

Data saved

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

Per Ded Gr Ytd Help Adj FICA Gar 19.04.00

If there is enough net pay, \$500.00 will be deposited into DD #2, \$900.00 will be deposited into DD #3, and the remainder of net pay will be deposited into DD #1.

The *Calculate and Display Pay* screen 2, when there is not enough net pay to deposit into all direct deposit accounts:

PCG Dist=8991 Rel=19.04.00 01/09/2020 PCG 002 SV C:\DEVSY S C:\SECOND WHITE

Calculate and Display Pay Screen 2 of 2 PAYCOMP

Emp#: 87572 B02ENS, XE2IA 999-08-7573 Sec 125 Y Loc 0100 Class 01

Tax Marital Status - Federal: M State: B AEIC Ind: AEIC Payment: .00

Fed: Mar M Exempt 0 2020 W-4 N W/H Cd 0 Addn Amt/% Box 2 N 3-Dep 0.00 4a-Inc 0.00

State: Mar B Allow M[1] D[00] W/H Cd 0 Addn Amt/% Fed 4b-deduct 0.00

Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS

Reg-hr Out-hr Reg-ant 2108.17 Out-ant

Ded Short Cd	Description	Amount	Emplr Flag	Employer Amount	Ded Short Cd	Description	Amount	Emplr Flag	Employer Amount
	TRS	126.49	Y	445.67		GHI - EMPLR	n/a	Y	945.00
	FICA	127.47	Y	127.48					
03	FED W/H TAX	49.07	N		56	I-UNDR 005950	4.00	N	
04	GA INCOME TAX	11.64	N		63	I-UNDR 006077	.50	N	
09	ANTH BRNZE FA	286.92	N						
17	VENDOR 000016	14.58	N						
22	IMPUTED INC	57.25	N						
47	I-UNDR 005946	119.14	N						
48	I-UNDR 005947	21.81	N						
50	VENDOR 005949	13.75	N						
51	VENDOR 005949	22.48	N						
54	I-UNDR 000110	66.66	N						

Bank	Account	Net Pay	Ann #1 Ded	1 Co	Ann #2 Ded	2 Co
DD #1 10	11 1111 111607	743.66				
DD #2 03	22 2222 222608	500.00				
DD #3 07	33 3333 333609					

*** Gross Pay 2108.17 *** Deduct 864.51 *** Net Pay 1243.66 *** Non Tax 499.03

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

PCGenesis first deposits \$500.00 into DD #2 since, at this point, there is enough net pay. When the system tries to deposit \$900.00 into DD #3, there is NOT enough net pay, so this deposit is skipped (\$1243.66 – \$500.00 = \$743.66 which is not enough net pay). At this point, the remainder of net pay is deposited into the account specified as ‘R’ which is DD #1.

D1.3. Update/Display Earnings History Screenshot- Example

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

Earnings Record For: 88525 - BA7NHART, LAZENDRA Qtr 17-4 Pay Prd 15 EARNINGS

** Issued Check ** 999-08-8525 Loc 0108 Class 01 Cert C Instruc I Type F Pen 2 TRS

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

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

Chk Dt 11/30/2017 Chk Bank BK01 Chk No 359 Pay Sched 12 Chk Type C GHI Y

Trans Dt 00/00/0000 AEIC Ind AEIC Paymt Retr svc credit 1 SEC 125 Y

Reg Hr Out Hr HI Gr 5481.30 OASDI Gr 5481.30 GHI OPT/TIER B3/10

Reg Amt 5578.87 Out Amt HI Amt 79.49 OASDI Amt 339.85 Contract

LTyp	PType	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Gr	GHI Dist	Reas	Period End
001	S 0010	4904.16	4818.39	368.61	4904.16	294.25		.9200		11/30/2017
002	S 0010	426.45	419.00	32.06	426.45	25.59		.0800		11/30/2017
003	S 0011	190.06	186.73	14.29	190.06	11.40				11/30/2017
004	S 0011	16.53	16.24	1.25	16.53	.99				11/30/2017
005	S 0313	41.67	40.94	3.13	41.67	2.50				11/30/2017
Totals		5578.87	5481.30	419.34	5578.87	334.73		1.0000		

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	Bank	DD Account	Net Pay	Annuities
001	18	100		1041	1000	11000	108	1		#1 07	11 1111 111394	2590.87	Ded 1 Co 1
002	18	100		1041	1000	11800	108	1		#2 05	22 2222 222395	740.25	Ded 2 Co
003	18	100		1043	1000	11000	108	1		#3 03	33 3333 333455	370.12	Ded 70 Co
004	18	100		1043	1000	11800	108	1					
005	18	100		9990	2100	19100	108	1					

Ded 01 N Ded 03 N Ded 04 N Ded 09 N Ded 47 N Ded 48 N Ded Ded Ded Ded

150.00 617.03 258.96 68.96 22.71 5.90

Ded Ded Ded Ded Ded Ded Ded Ded Ded Ded

Employer paid deductions: GHI 945.00 Pension 937.81 Medicare 79.48 OASDI 339.84

Ded Ded Ded Ded Ded Ded Ded Ded Ded Ded

*** Gross Pay 5578.87 *** Deductions 1877.63 *** Net Pay 3701.24 *** NON TAX 97.57

18.01.00

The earnings history record (check record) provides the distribution of net pay to the direct deposit banks and bank accounts based on the employee's Gross Data screen entries. If the payment was by check rather than by direct deposit, no distribution will be shown. If the payment was from direct deposit, up to five accounts display along with the corresponding portion of net pay which was deposited into each account.

D1.4. Payroll Check Reconciliation - Display/Update Checks/Direct Deposits – Example

PCG Dist=8991 Rel=18.01.00 04/02/2018 PCW 001 SV C:\DEVSY\ CASECOND WHITE

Display/Update Checks/Direct Deposits PAY1330
 Enter Type, Bank, and Number of Check/Direct Deposit to be Displayed/Updated:

Type: **D** (C = Check, D = Direct Deposit)
 Bank: BK01
 Check/Direct Deposit #: 359
 Amount: 3701.24
 Issue Date: 11/30/2017
 Void Date: Cancel Date:
 Payee: BA7NHART, LA7ENDRA
 Status: I C = Cancelled
 I = Issued by Computer (Open)
 M = Manually issued (Open)
 U = Voided

Employee No: 88525
 Year: 17
 Quarter: 4
 Pay period: 15

Direct Deposit Accounts			
DD #	Bank	Account	Net Pay
DD #1	07	11 1111 111394	2590.87
DD #2	05	22 2222 222395	740.25
DD #3	03	33 3333 333455	370.12

ENTER=Update, F5=Next check
 F16 to Exit 12.03.00

D1.5. Payroll Exceptions Register – Example

-----Page Break-----

REPORT DATE	05/13/2009	PAYEXCEP	CALC EXCEPTIONS REGISTER FOR PAY	01/30/09	PAGE	1
LOC	EMP #	CL	NAME			
0103	25728	06	GADDE, TEST EMPLOYEE 2	090200	C 39	DIRECT DEPOSIT NOT ENOUGH NET PAY FOR D ACCOUNT
					C 30	PRENOTE NOT YET RUN FOR EMPLOYEE
0103	36872	09	GADDE, TEST EMPLOYEE	090200	C 30	PRENOTE NOT YET RUN FOR EMPLOYEE
0296	86941	12	UE2NON, BR2NDEN		C 13	GHI GROSS NOT EQUAL TO STATE CYCLE GROSS
0188	86984	18	GAGE, TR6NTON		C 14	GHI GROSS IS GREATER THAN REGULAR GROSS
0107	86993	12	BE6AUIDES, LA6E		C 13	GHI GROSS NOT EQUAL TO STATE CYCLE GROSS
2050	87015	06	SH6LDON, DI6K		C 13	GHI GROSS NOT EQUAL TO STATE CYCLE GROSS

D1.6. Direct Deposit Statement – Example

Employee Information				Company Information							
Employee ID	88942	AB3EU, ET3AN D		SMITH CITY BOARD OF EDUCATION	8991						
SSN	999-08-8942	2072 MAIN STREET		102 MAIN STREET							
Telephone	999-555-1058	S23		SMITH, GA 33333							
Loc/Class	0101 / 05	SMITH, GA 33333		(404)444-4444							
General Information		Tax Data		Net Pay Distribution							
Check No	050287	Marital Allowances Add Pct Add Amt	Fed	GA	Account Type	Account Number	Amount				
Check Date	09/28/2012		Married	Joint Both	Checking	*****	1,973.86				
			04	M[0] D[01]	Checking	*****	200.00				
					Checking	*****	150.00				
				Checking	*****	50.00					
Contract Fiscal-To-Date			27,587.35		Check No	050287	Total Net Pay	2,373.86			
REMINDER - THERE IS A MANDATORY DISTRICT WIDE MEETING AT 4:30 PM ON FRIDAY											
Paycheck Summary											
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes	Total Deds	Tot Net Pay		
Current		4413.82			3538.57	4413.82	656.51	2039.96	2373.86		
YTD	5.00	28601.15			27587.35	28601.15	3227.90	13493.81	15107.34		
Current Hours and Earnings											
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt					
State Salary			3,614.67			3,614.67					
Furlough			-76.10			-76.10					
Driver Training			550.00								
Coaching Supplement			325.25								
Total			4,413.82			3,538.57					
Paid Time Off				Employer Paid Benefits							
Lv Type 1	Cur 1	YTD 1	Bal 1	Lv Type 2	Cur 2	YTD 2	Bal 2	Description	Current	YTD	
SICK LEAVE		2.00	26.25	PD SICK IY		2.00	13.50	STATE HEALTH	937.34	5643.49	
PERSONAL	1.00	1.00						TRS	512.30	3493.57	
VACATION				VACATION II	1.00	5.00		FICA	360.81	2151.35	
LWOP				LWOP II				IMPUTED INC	57.25	57.25	
OTHER		2.50		OTHER II				DENTAL INS.-C	16.69	150.21	
PROF.	2.00	2.00		STAFF DEVII	2.00			GUARDIAN LIFE	5.75	51.75	
									1890.14	11547.62	
Taxes/Pension			Before-Tax Deductions				After-Tax Deductions				
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD			
SOC. SEC.	262.16	1123.04	U HMO ESP/TSP	434.90	3212.92	MASS MUTUAL	450.41	3603.28			
MEDICARE	56.63	353.84	DENTAL INS.-C	102.86	822.88	UNUM STD INS.	41.51	332.08			
FEDERAL TAX	163.79	716.05	VISION INS.	27.38	219.04	UNUM LTD INS.	25.03	197.36			
GA. STATE TAX	173.93	1034.97				PAGE DUES	14.58	102.08			
TRS	269.40	1652.70				CC ED FOUN	10.00	80.00			
						UNUM LIFE	4.42	19.89			
						GUARDIAN LIFE	2.96	23.68			
Total	925.91	4880.60	Total	565.14	4254.84	Total	548.91	4358.37			

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

SMITH CITY BOARD OF EDUCATION 102 MAIN STREET SMITH, GA 33333 (404)444-4444	Date 09/28/2012	No. 050287	PAYROLL DIRECT DEPOSIT Amount \$ ****2,373.86
---	--------------------	-------------------	---

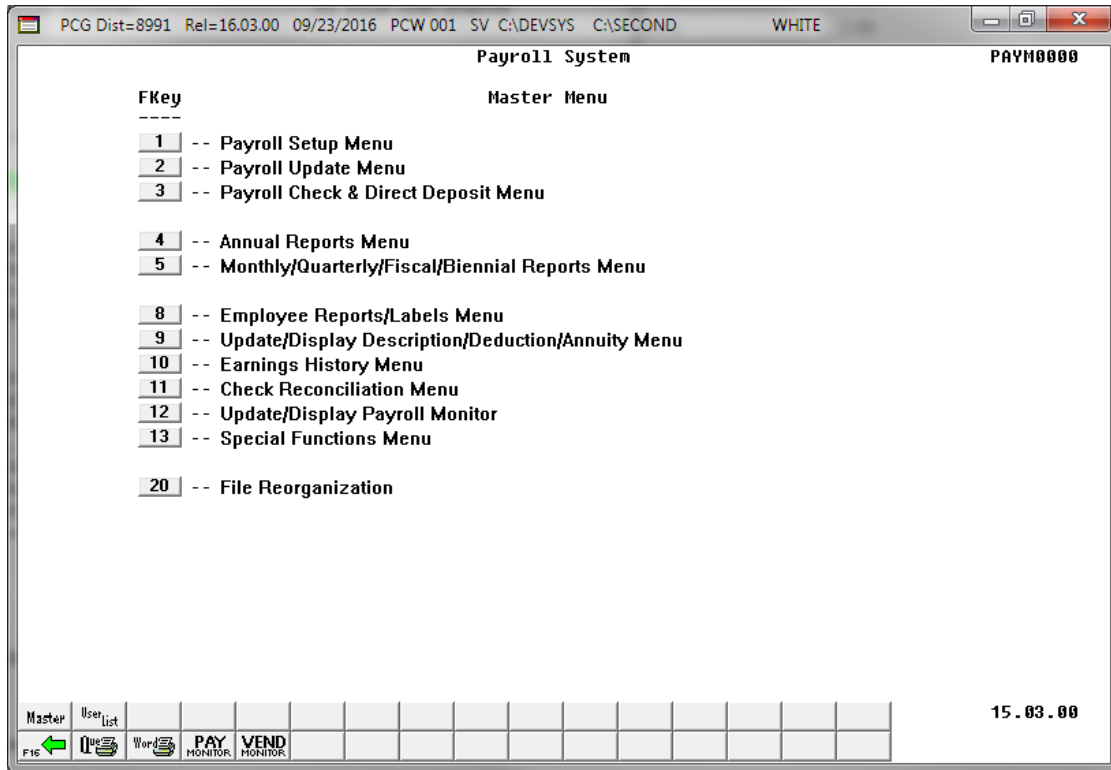
TWO THOUSAND THREE HUNDRED SEVENTY THREE AND 86/100

THIS IS NOT A CHECK - DO NOT CASH

Deposit To The Account Of	AB3EU, ET3AN D 2072 MAIN STREET S23 SMITH, GA 33333
---------------------------	--

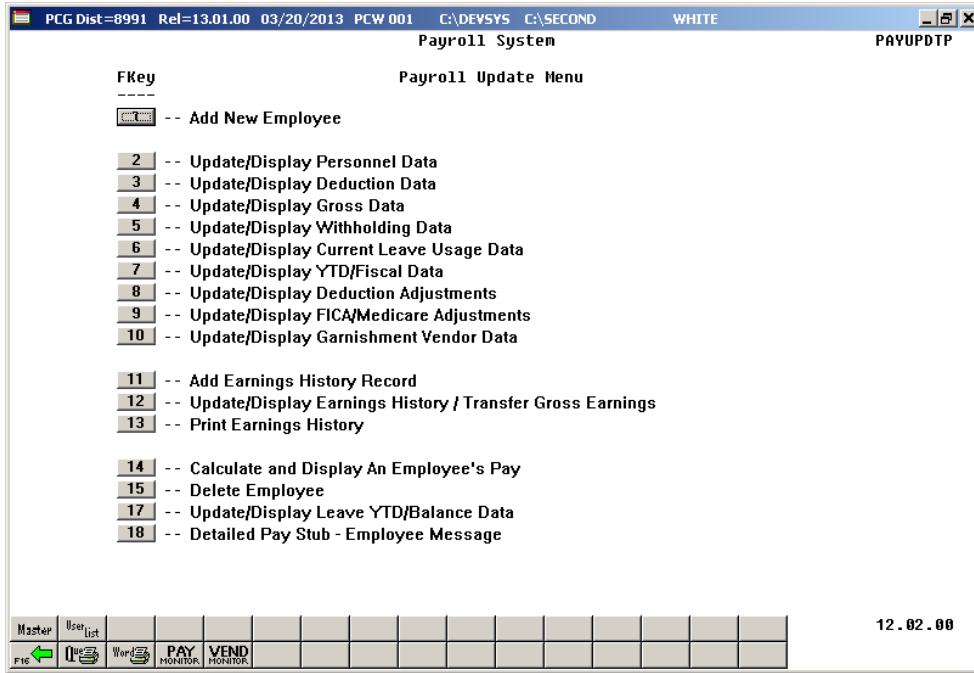
SECURITY FEATURES INCLUDED. DETAILS ON BACK.

Procedure E: Updating/Displaying Leave Data



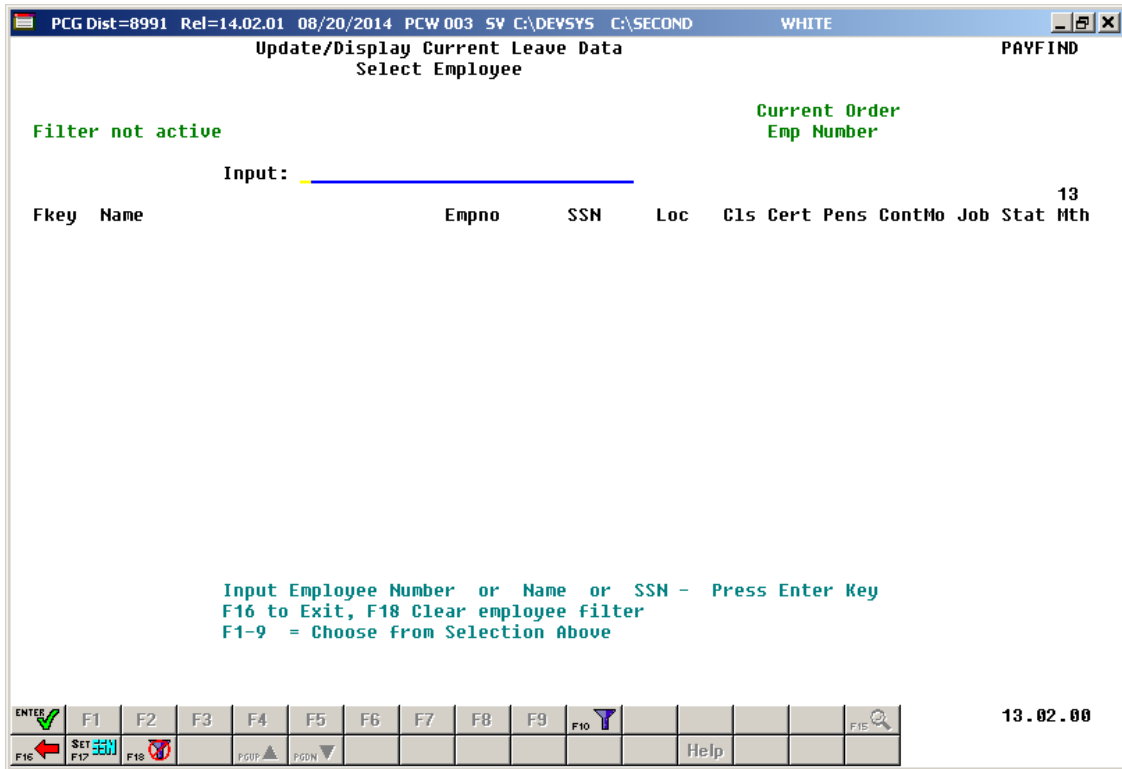
Step	Action
1	Select 2 (F2 - Payroll Update Menu).

The following screen displays:




Step	Action
2	Select 6 (F6 -Update/Display Leave Usage Data) or 17 (F17 - (Update/Display Leave YTD/Balance Data).

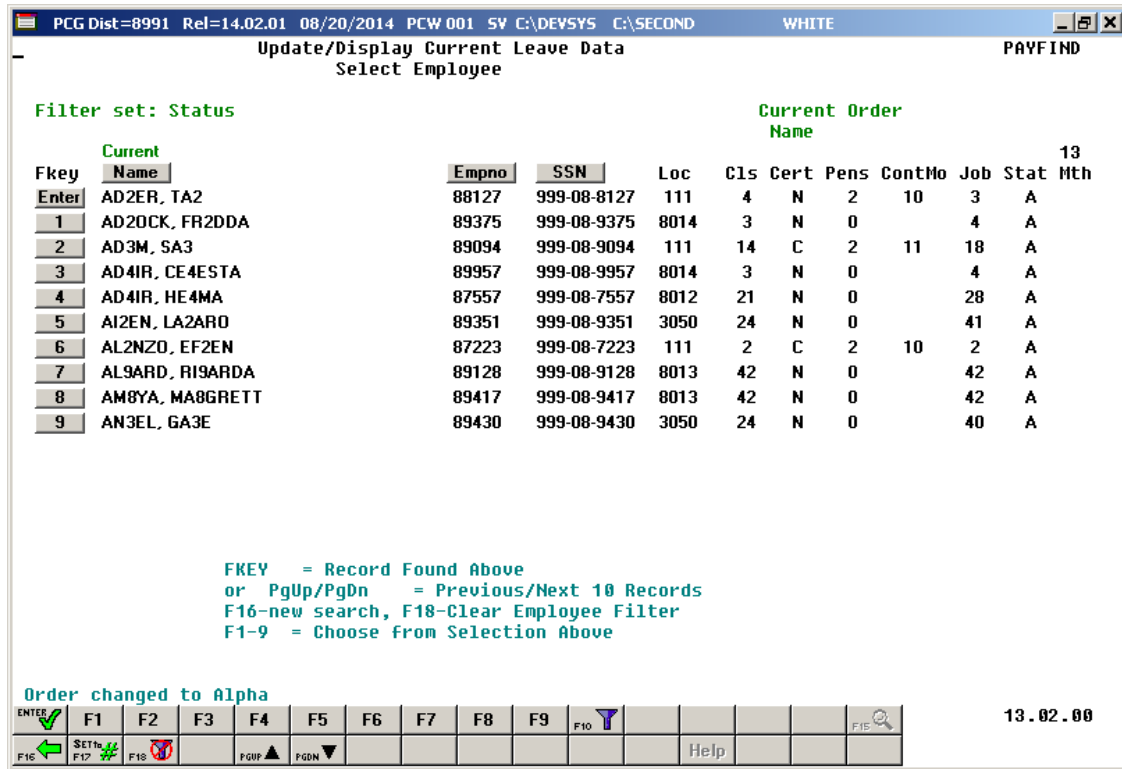
For **Step 2-F6** selections, the following screen displays:






For **Step 2-F17** selections, “Update/Display Current Leave Data” is the screen’s title.

Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee’s complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>

The following screen displays:



The results will depend upon the selection in Step 2. For F17 selections, the screen will instead be entitled "Update/Display Balance and YTD Leave Data – Select Employee".


Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

For Step 2-F6 selections, the following screen displays:

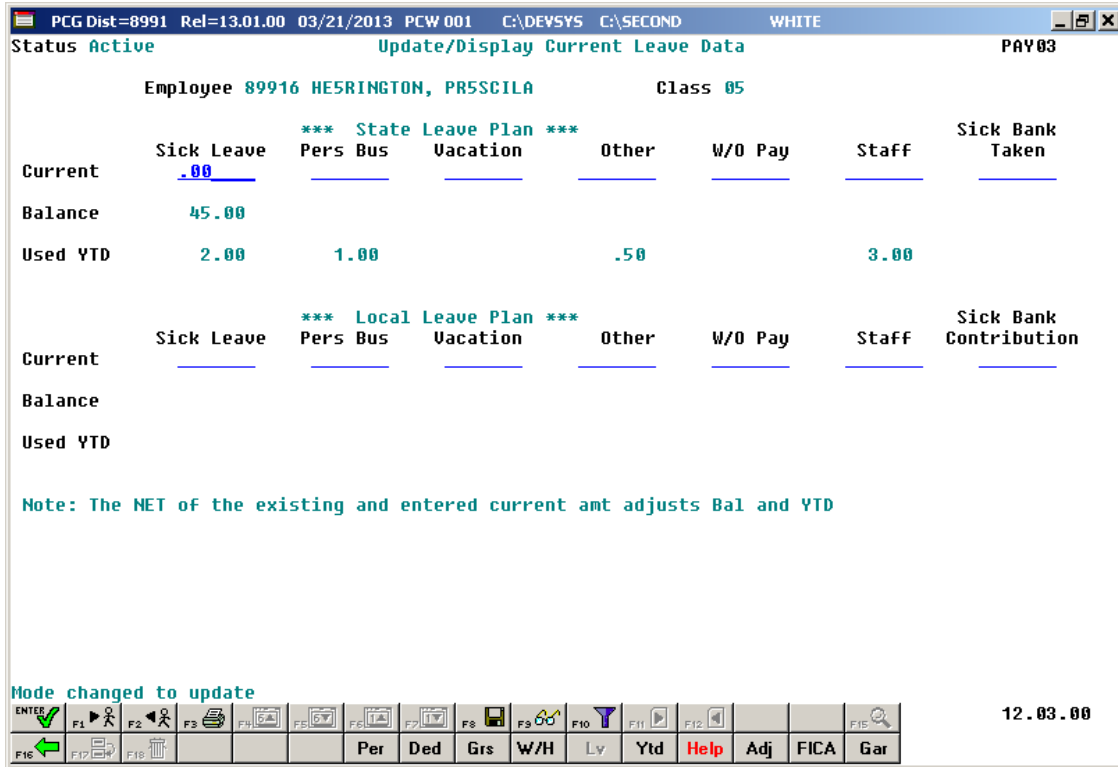
PCG Dist=8991 Rel=13.01.00 03/21/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE									
Status	Update/Display Current Leave Data							PAY03	
Employee 89916 HE5RINGTON, PR5SCILA Class 05									
*** State Leave Plan ***									
Current	Sick Leave	Pers	Bus	Vacation	Other	W/0 Pay	Staff	Sick Bank Taken	
Balance	45.00								
Used YTD	2.00	1.00			.50		3.00		
*** Local Leave Plan ***									
Current	Sick Leave	Pers	Bus	Vacation	Other	W/0 Pay	Staff	Sick Bank Contribution	
Balance									
Used YTD									
Note: The NET of the existing and entered current amt adjusts Bal and YTD									
									12.03.00
ENTER [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [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]									

For Step 2-F17 selections, the following screen displays:

PCG Dist=8991 Rel=13.01.00 03/21/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE									
Status	Update/Display Balance and YTD Leave Data							PAY03	
Employee 89916 HE5RINGTON, PR5SCILA Class 05									
*** State Leave Plan ***									
Current	Sick Leave	Pers	Bus	Vacation	Other	W/0 Pay	Staff	Sick Bank Taken	
Balance	45.00								
Used YTD	2.00	1.00			.50		3.00		
*** Local Leave Plan ***									
Current	Sick Leave	Pers	Bus	Vacation	Other	W/0 Pay	Staff	Sick Bank Contribution	
Balance									
Used YTD									
									12.03.00
ENTER [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [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]									

Step	Action
5	Select  (F9 – Update).

For Step 2-F6 selections, the following screen displays:



PCG Dist=8991 Rel=13.01.00 03/21/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE

Status Active Update/Display Current Leave Data PAY03

Employee 89916 HE5RINGTON, PR5SCILA Class 05

	Sick Leave	*** State Leave Plan ***		Other	W/O Pay	Staff	Sick Bank Taken
		Pers	Bus	Vacation			
Current	.00						
Balance	45.00						
Used YTD	2.00	1.00		.50		3.00	

	Sick Leave	*** Local Leave Plan ***		Other	W/O Pay	Staff	Sick Bank Contribution
		Pers	Bus	Vacation			
Current							
Balance							
Used YTD							



Note: The NET of the existing and entered current amt adjusts Bal and YTD

Mode changed to update

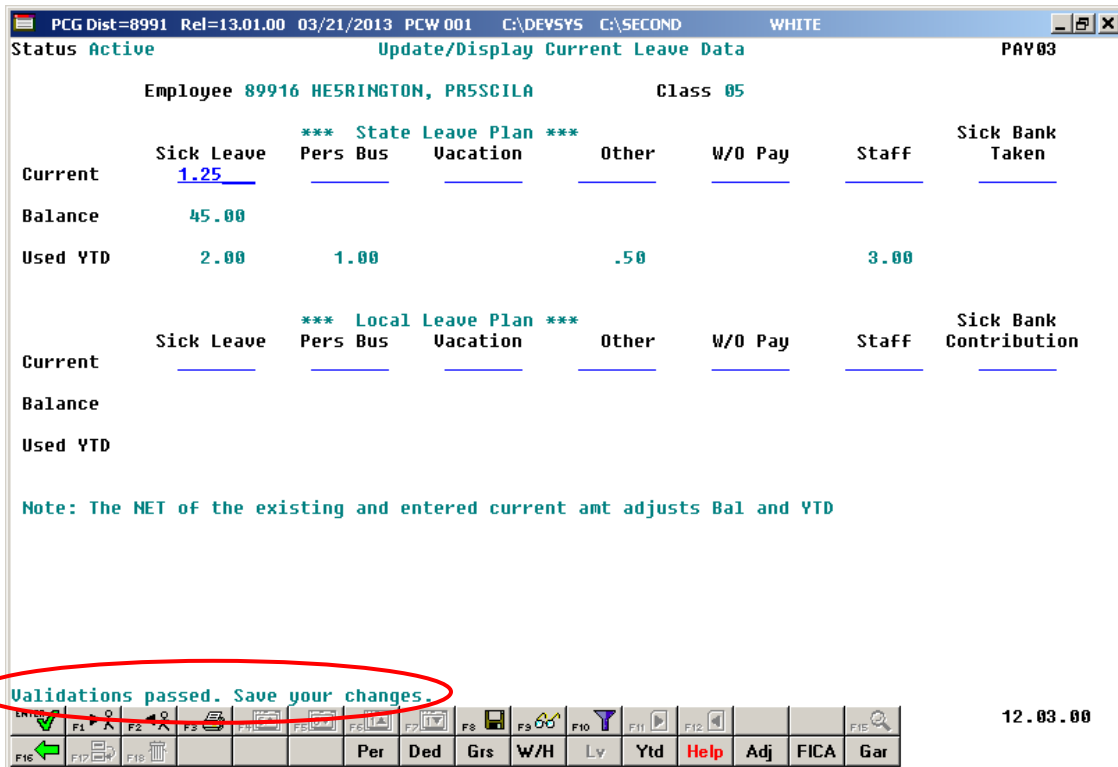
12.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

Step	Action
6	<p>Verify “Mode changed to update” displays, and:</p> <p>To update Current leave totals: Enter the number of leave hours (###) the employee has used during this payroll cycle in the appropriate fields.</p> <p><i>PCGenesis automatically updates the Balance and Used YTD fields when making entries in the “Current” fields.</i></p> <p>To update leave Balances: Enter the number of leave hours (###) to which the employee is entitled in the appropriate fields.</p> <p>To update leave YTD Used totals: Enter the number of leave hours (###) the employee has used year-to-date in the appropriate fields.</p>

Step	Action
7	<p>Select  (Enter).</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Update/Display Current Leave Data</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> <p>For Step 2-F17 selections: To adjust an employee’s leave balances <u>after</u> updates have been made to the employee’s <i>Current</i> leave, repeat this procedure beginning at <i>Step 2</i>.</p>

For Step 2-F6 selections, the following screen displays:



PCG Dist=8991 Rel=13.01.00 03/21/2013 PCW 001 C:\DEV5YS C:\SECOND WHITE

Status Active Update/Display Current Leave Data PAY03

Employee 89916 HE5RINGTON, PR5SCILA Class 05

	Sick Leave	*** State Leave Plan ***			Other	W/O Pay	Staff	Sick Bank Taken
		Pers	Bus	Vacation				
Current	1.25							
Balance	45.00							
Used YTD	2.00	1.00			.50		3.00	


	Sick Leave	*** Local Leave Plan ***			Other	W/O Pay	Staff	Sick Bank Contribution
		Pers	Bus	Vacation				
Current								
Balance								
Used YTD								

Note: The NET of the existing and entered current amt adjusts Bal and YTD

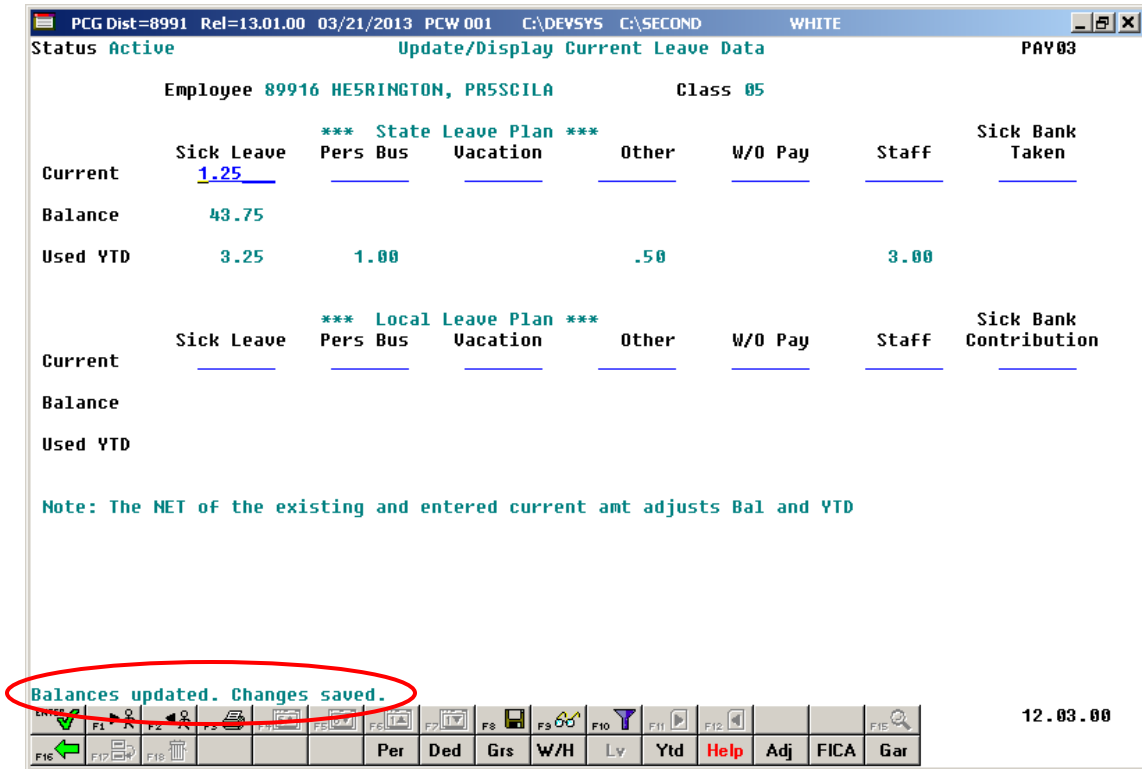
Validations passed. Save your changes.

12.03.00


The results will depend on the selection in Step 2. For F17 selections, the screen will instead be entitled “Update/Display Balance and YTD Leave Data”.

Step	Action
8	Verify “Validations passed. Save your changes.” displays, and select  (F8 – Save).

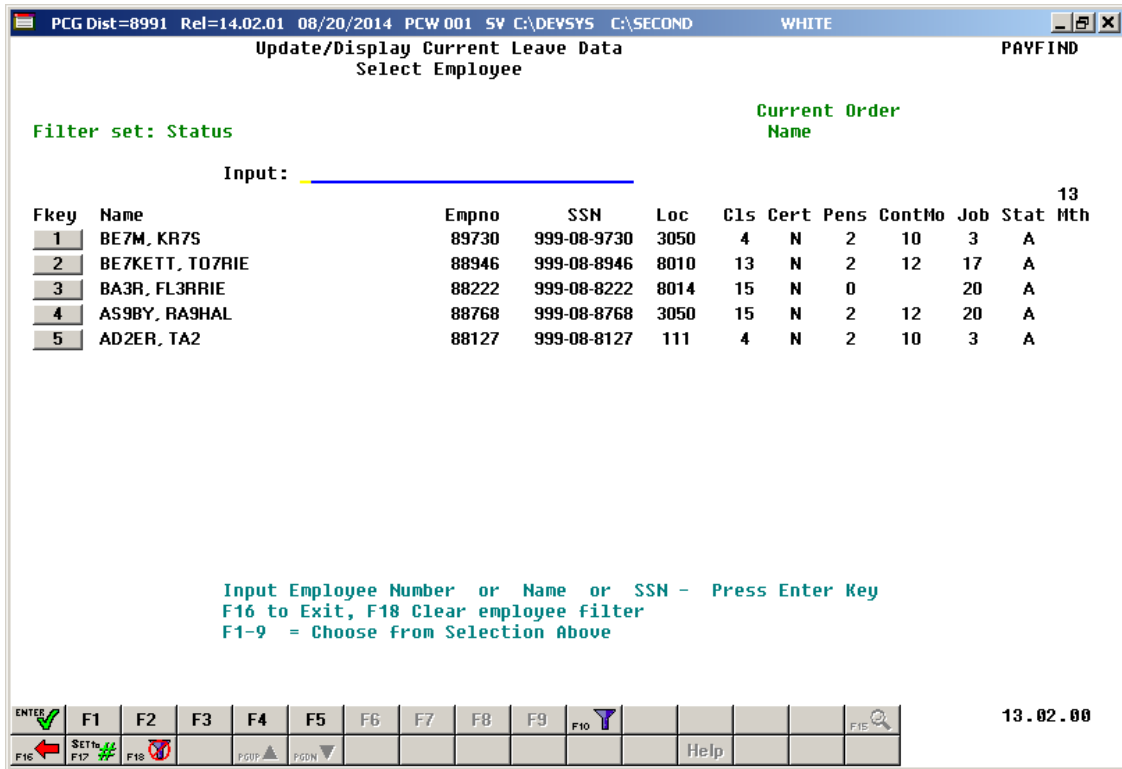
For **Step 2-F6** selections, the following screen displays:




The results will depend on the selection in Step 2. For F17 selections, the screen will instead be entitled “Update/Display Balance and YTD Leave Data”.

Step	Action
9	<p>Verify “Balances updated. Changes saved.” displays, and select  (F16 – Exit) to return to the Update/Display Current Leave (or Balance YTD) Data – Select Employee screen.</p> <p>Where appropriate, select an icon to access additional information for the employee, for example, Personnel, Deduction, Gross Data, Withholding Data, etc.</p>

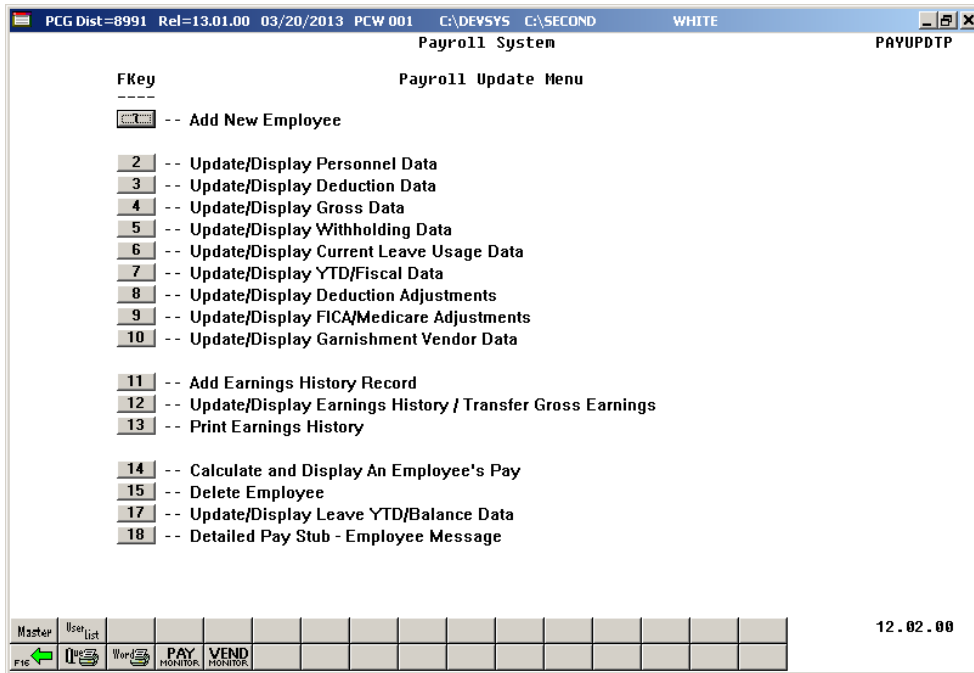
For **Step 2-F6** selections the following screen displays:





Screen results depend upon Step 2 selections. For F17 selections, the screen will instead be entitled “Update/Display Balance and YTD Leave Data – Select Employee”.

Step	Action
10	Select  (F16 – Exit) to return to the Payroll System - Payroll Update Menu.

The following screen displays:

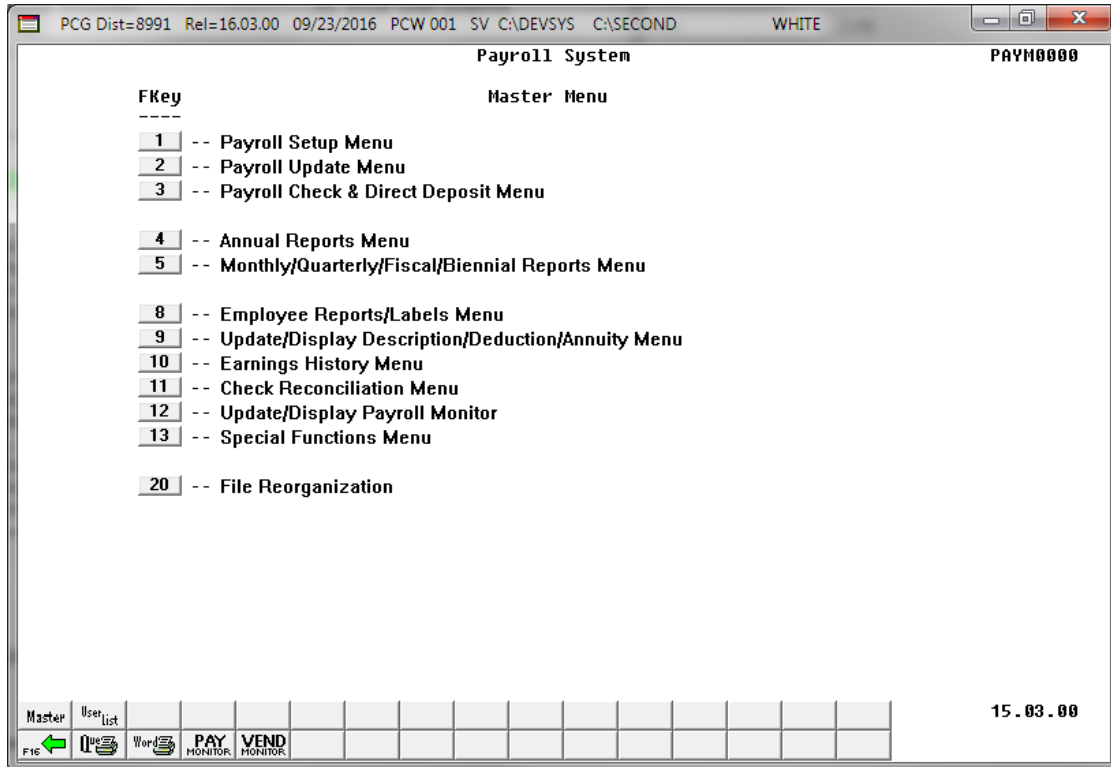


Step	Action
11	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure F: Updating/Displaying YTD/Fiscal Data

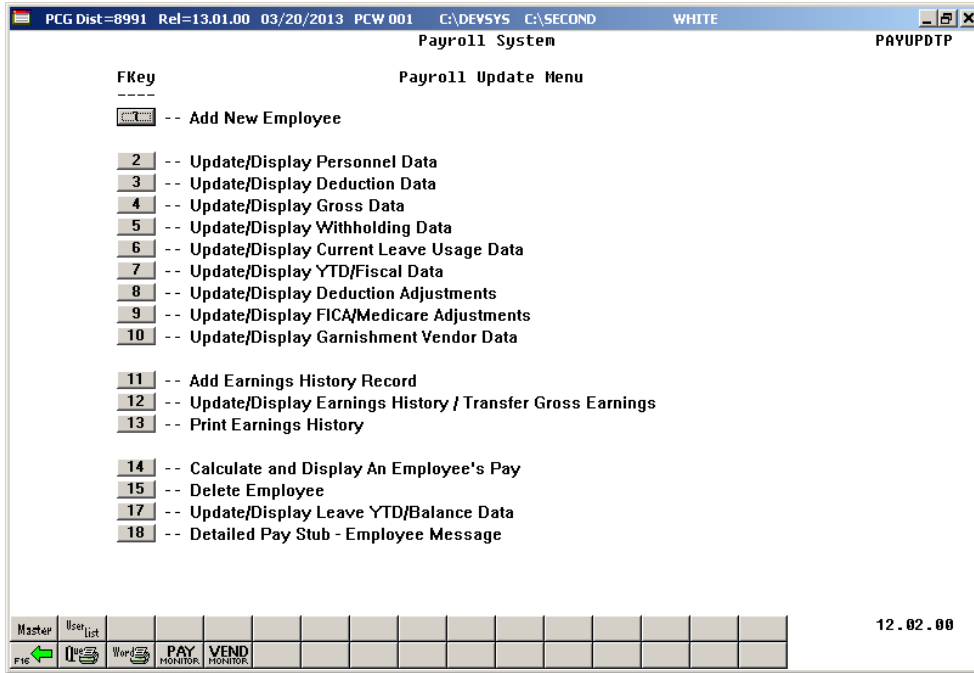
The employee payroll data is able to store up to 72 current and year-to-date deductions per calendar year per employee. PCGenesis allows 72 system deductions (deduction codes 00 through 71) to be defined. So, an employee is allowed to store deduction data for each of the 72 system deduction codes.

Although an employee is allowed up to 72 current and year-to-date deductions per calendar year, the *Update/Display YTD/Fiscal Data* screen allows only 40 year-to-date deduction amounts to be displayed or updated at any one time. This is sufficient for most employees.



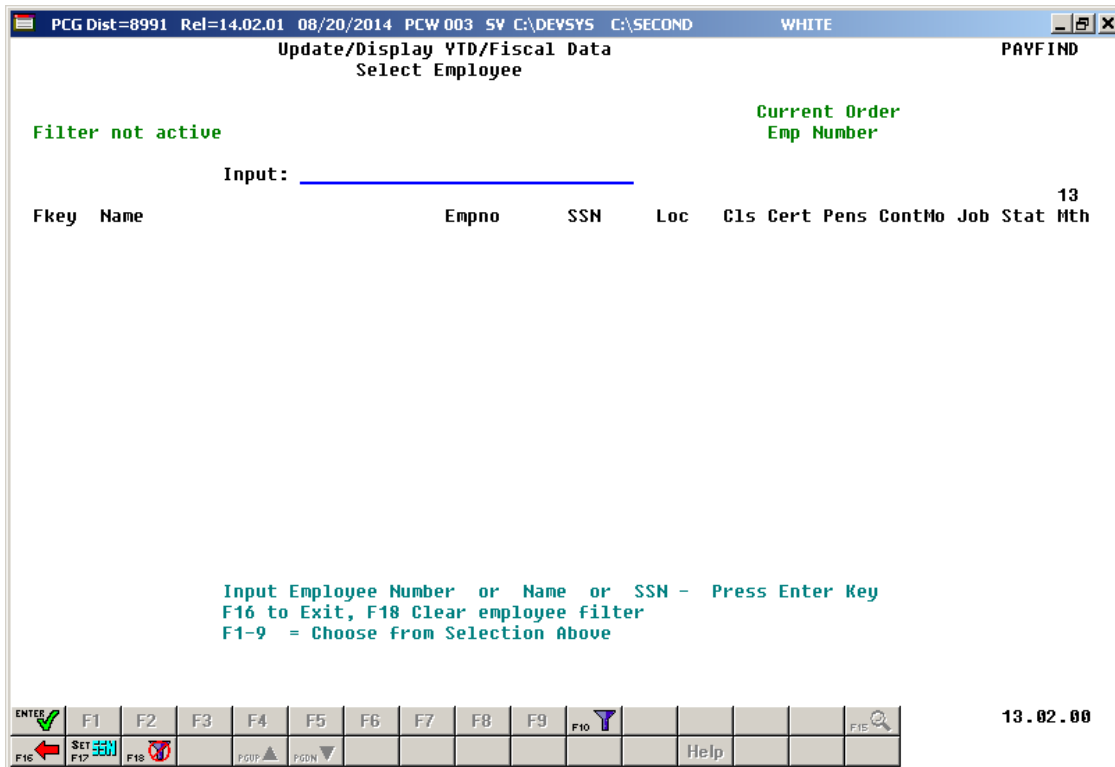
Step	Action
1	Select 2 (F2 - Payroll Update Menu).


The following screen displays:



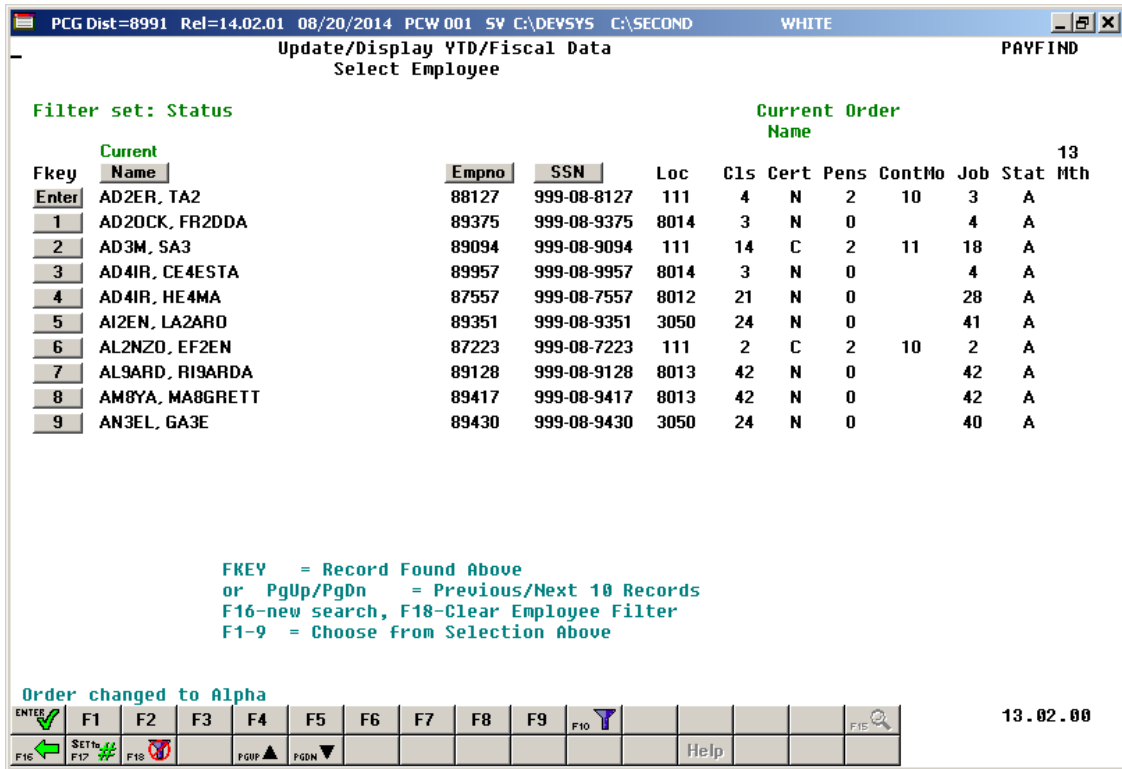
Step	Action
2	Select 7 (F7 - Update/Display YTD/Fiscal Data).

The following screen displays:



Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to Step 5.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>

The following screen displays:



PCGDist=8991 Rel=14.02.01 08/20/2014 PCW 001 SV C:\DEV5YS C:\SECOND WHITE PAYFIND

Update/Display YTD/Fiscal Data
Select Employee

Filter set: Status





Current Order Name

Fkey	Current Name	Empno	SSN	Loc	C1s	Cert	Pens	ContMo	Job	Stat	Mth
Enter	AD2ER, TA2	88127	999-08-8127	111	4	N	2	10	3	A	13
1	AD2OCK, FR2DDA	89375	999-08-9375	8014	3	N	0		4	A	
2	AD3M, SA3	89094	999-08-9094	111	14	C	2	11	18	A	
3	AD4IR, CE4ESTA	89957	999-08-9957	8014	3	N	0		4	A	
4	AD4IR, HE4MA	87557	999-08-7557	8012	21	N	0		28	A	
5	AI2EN, LA2ARD	89351	999-08-9351	3050	24	N	0		41	A	
6	AL2NZO, EF2EN	87223	999-08-7223	111	2	C	2	10	2	A	
7	AL9ARD, RI9ARDA	89128	999-08-9128	8013	42	N	0		42	A	
8	AM8YA, MA8GRETT	89417	999-08-9417	8013	42	N	0		42	A	
9	AN3EL, GA3E	89430	999-08-9430	3050	24	N	0		40	A	

FKEY = Record Found Above
or PgUp/PgDn = Previous/Next 10 Records
F16-new search, F18-Clear Employee Filter
F1-9 = Choose from Selection Above


Order changed to Alpha

13.02.00

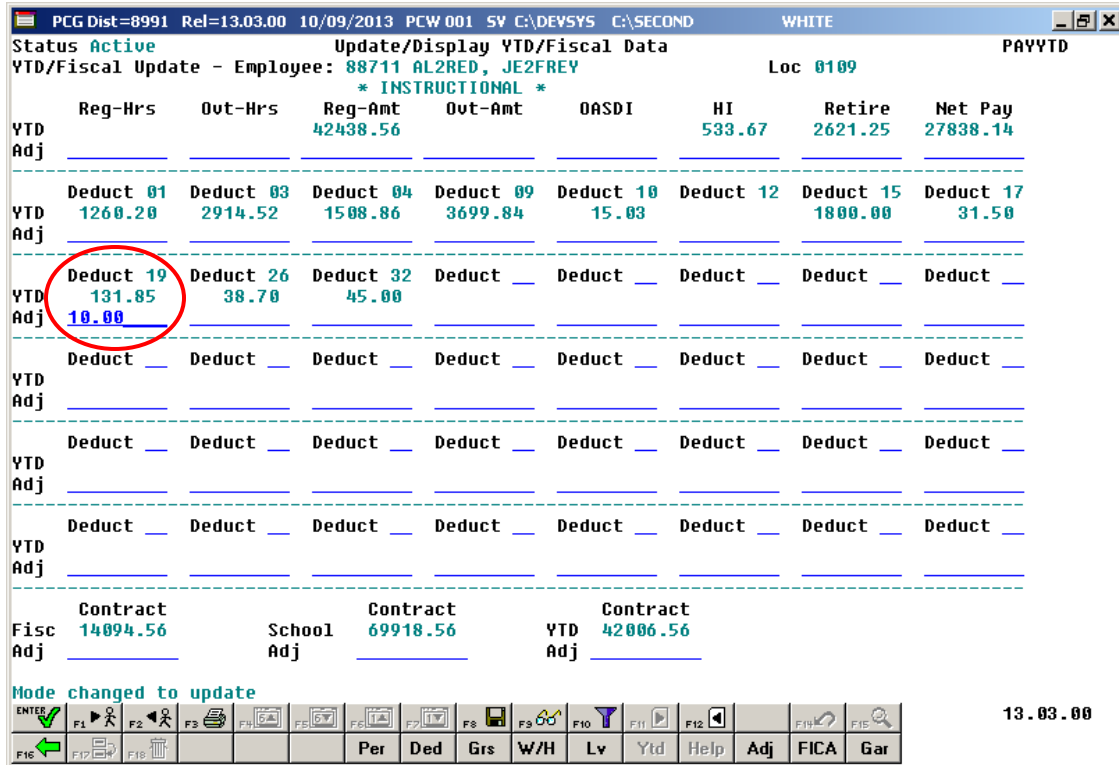
Step	Action
4	<p>Select  (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p><i>To sort by Name: Select Name (Name).</i></p> <p><i>To sort by Employee Number: Select Empno (Empno).</i></p> <p><i>To sort by Social Security Number: Select SSN (SSN).</i></p> <p><i>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</i></p>

The following screen displays:




PCG Dist=8991 Rel=13.03.00 10/09/2013 PCW 001 SV C:\DEV5YS C:\SECOND WHITE									
Status Active Update/Display YTD/Fiscal Data									
YTD/Fiscal Update - Employee: 88711 AL2RED, JE2FREY Loc 0109									
* INSTRUCTIONAL *									
Reg-Hrs	Out-Hrs	Reg-Amt	Out-Amt	OASDI	HI	Retire	Net Pay		
YTD		42438.56			533.67	2621.25	27838.14		
Adj									
Deduct 01	Deduct 03	Deduct 04	Deduct 09	Deduct 10	Deduct 12	Deduct 15	Deduct 17		
YTD	1260.20	2914.52	1508.86	3699.84	15.03	1800.00	31.50		
Adj									
Deduct 19	Deduct 26	Deduct 32	Deduct	Deduct	Deduct	Deduct	Deduct		
YTD	131.85	38.70	45.00						
Adj									
Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct		
YTD									
Adj									
Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct		
YTD									
Adj									
Contract	School	Contract	YTD						
Fisc	14094.56	Adj	69918.56	Contract	42006.56				
Adj				Adj					
Mode changed to display									
13.03.00									

Step	Action
5	Select  (F9 – Switch to Update mode).

The following screen displays:



Step	Action
6	Verify "Mode changed to update" displays, and make the appropriate changes to the field(s).
7	Enter the number of <u>adjusted</u> hours (###), or <u>adjusted</u> dollar amounts in the YTD Adj (Year-to-Date Adjustment) field(s). These YTD amounts represent <u>calendar</u> year to date fields. <i>PCGenesis does not allow existing year-to-date fiscal totals modifications.</i>


Step	Action
	<p>The Contract fields defined in <i>Steps 8 – 10</i> are used to track an employee’s pay to help prevent over payments. The system is checking each pay cycle to see if the Current Contract Amount (entered for each individual account line on the <i>Update/Display Gross Data</i> screen), plus the contents of the correct field defined in <i>Steps 8 – 10</i> below have exceeded the Contract Amount input at the bottom of the <i>Update/Display Gross Data</i> screen. In order to determine the contract period, PCGenesis uses the Cycle field also defined on the <i>Update/Display Gross Data</i> screen. If Cycle is 1 (calendar year), the system uses the YTD Contract Amount defined in <i>Step 10</i> to determine contract over payments; if this field is 2 (school year), the system uses the School Contract Amount defined in <i>Step 9</i>, and if the field is 3 (fiscal year), the system uses the Fiscal Contract Amount defined in <i>Step 8</i>.</p>
<p>8</p>	<p>Enter the appropriate amounts in the Contract / Fisc Adj (Contract: fiscal adjustment) fields.</p>
<p>9</p>	<p>Enter the appropriate amounts in the Contract / School Adj (Contract: school district adjustment) fields.</p>
<p>10</p>	<p>Enter the appropriate amounts in the Contract / YTD Adj (Contract: calendar year-to-date adjustment) fields.</p>
<p>11</p>	<p>Select  (Enter).</p> <p><i>Note that when Enter is processed, that the adjustment amount is added immediately to the YTD bucket. If the change is not desired, the user can simply select  (F9 – Switch to Display mode) to abort the changes.</i></p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Update/Display YTD/Fiscal Data</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

The following screen displays:

YTD	Reg-Hrs	Out-Hrs	Reg-Amt	Out-Amt	OASDI	HI	Retire	Net Pay
Adj	.00		42438.56			533.67	2621.25	27838.14
YTD	Deduct 01	Deduct 03	Deduct 04	Deduct 09	Deduct 10	Deduct 12	Deduct 15	Deduct 17
Adj	1260.20	2914.52	1508.86	3699.84	15.03		1800.00	31.50
YTD	Deduct 19	Deduct 26	Deduct 32	Deduct	Deduct	Deduct	Deduct	Deduct
Adj	141.85	38.70	45.00					
YTD	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct
Adj								
YTD	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct
Adj								
YTD	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct
Adj								
Fisc	Contract	School	Contract	YTD	Contract			
Adj	14094.56	Adj	69918.56	Adj	42006.56			




Validations passed. Save your changes.

13.03.00

Step	Action
12	Verify "Validations passed. Save your changes." displays, and select  (F8 – Save changes).

The following screen displays:

YTD	Reg-Hrs	Out-Hrs	Reg-Amt	Out-Amt	OASDI	HI	Retire	Net Pay
Adj	.00		42438.56			533.67	2621.25	27838.14
YTD	Deduct 01	Deduct 03	Deduct 04	Deduct 09	Deduct 10	Deduct 12	Deduct 15	Deduct 17
Adj	1260.20	2914.52	1508.86	3699.84	15.03		1800.00	31.50
YTD	Deduct 19	Deduct 26	Deduct 32	Deduct	Deduct	Deduct	Deduct	Deduct
Adj	141.85	38.70	45.00					
YTD	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct
Adj								
YTD	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct
Adj								
YTD	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct
Adj								
Fisc	Contract	School	Contract	Contract				
Adj	14094.56	Adj	69918.56	YTD	42006.56			
Adj				Adj				

Step	Action
13	<p>Verify "Data saved." displays, and select  (F16 – Exit) to return to the <i>Update/Display YTD/Fiscal Data – Select Employee</i> screen.</p> <p>Selecting  (F11 – Go to YTD Screen 2) or  (F12 – Go to YTD Screen 1) allows you to toggle between the <i>Instructional</i> and <i>Non-Instructional</i> portions of the employee's record.</p> <p>Where appropriate, select an icon to access additional information for the employee, for example, <i>Personnel</i>, <i>Deduction</i>, <i>Withholding Data</i>, etc.</p>

The following screen displays:

Update/Display YTD/Fiscal Data
Select Employee

Filter set: Status


Current Order Name

Input: _____

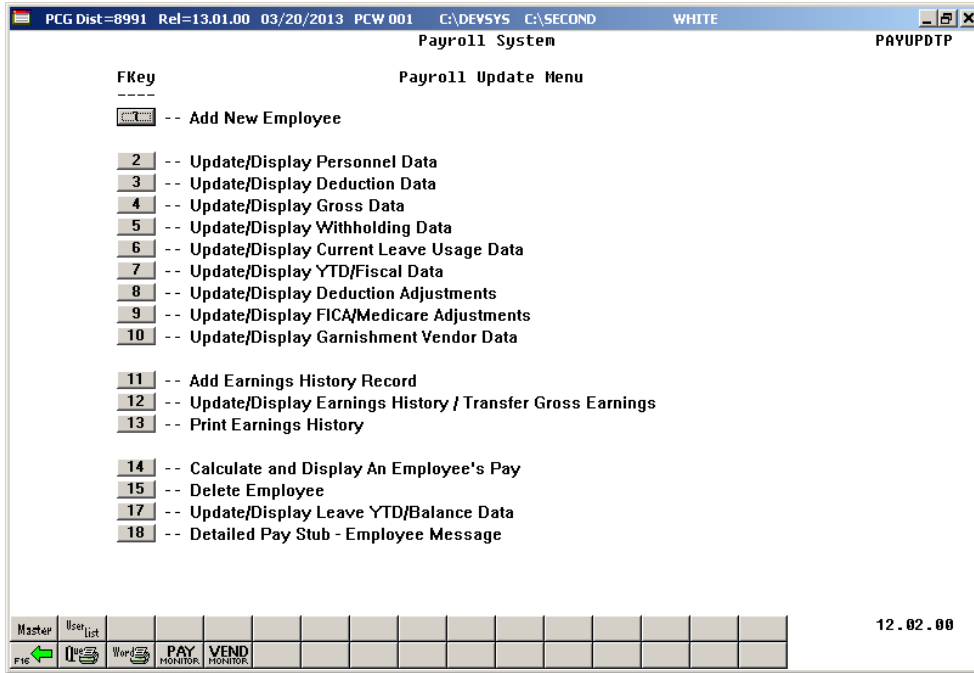
Fkey	Name	Empno	SSN	Loc	C1s	Cert	Pens	ContMo	Job	Stat	Mth
1	BE7M, KR7S	89730	999-08-9730	3050	4	N	2	10	3	A	13
2	BE7KETT, T07RIE	88946	999-08-8946	8010	13	N	2	12	17	A	
3	BA3R, FL3RRIE	88222	999-08-8222	8014	15	N	0		20	A	
4	AS9BY, RA9HAL	88768	999-08-8768	3050	15	N	2	12	20	A	
5	AD2ER, TA2	88127	999-08-8127	111	4	N	2	10	3	A	



Input Employee Number or Name or SSN - Press Enter Key
F16 to Exit, F18 Clear employee filter
F1-9 = Choose from Selection Above

13.02.00

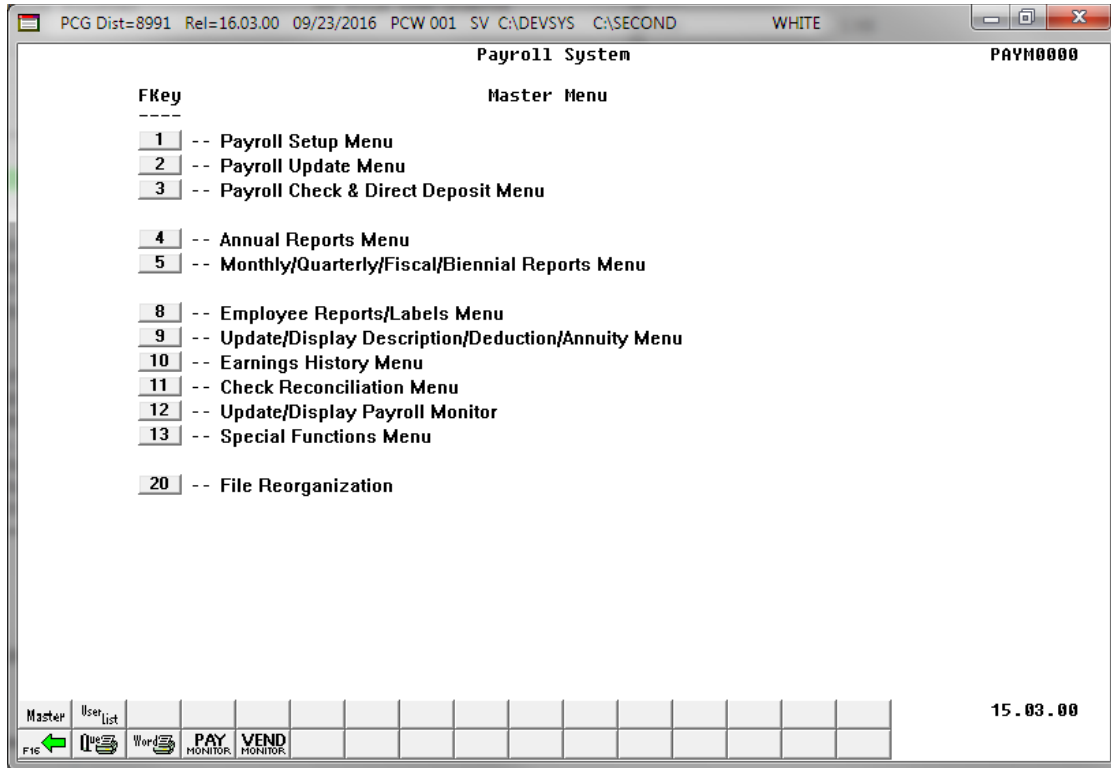
Step	Action
14	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:



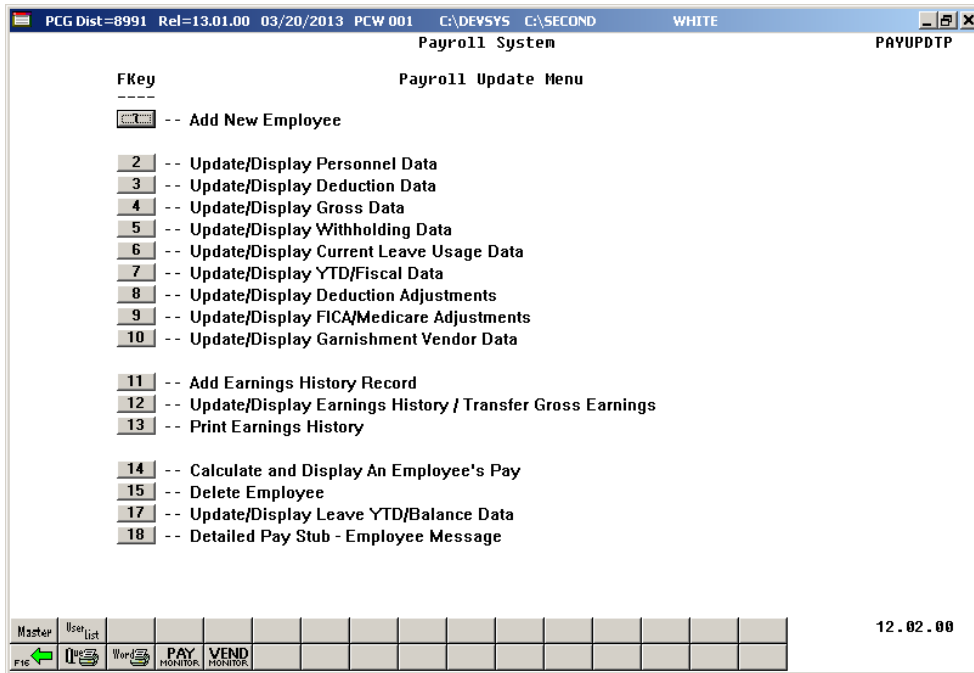
Step	Action
15	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure G: Updating/Displaying Deduction Adjustments



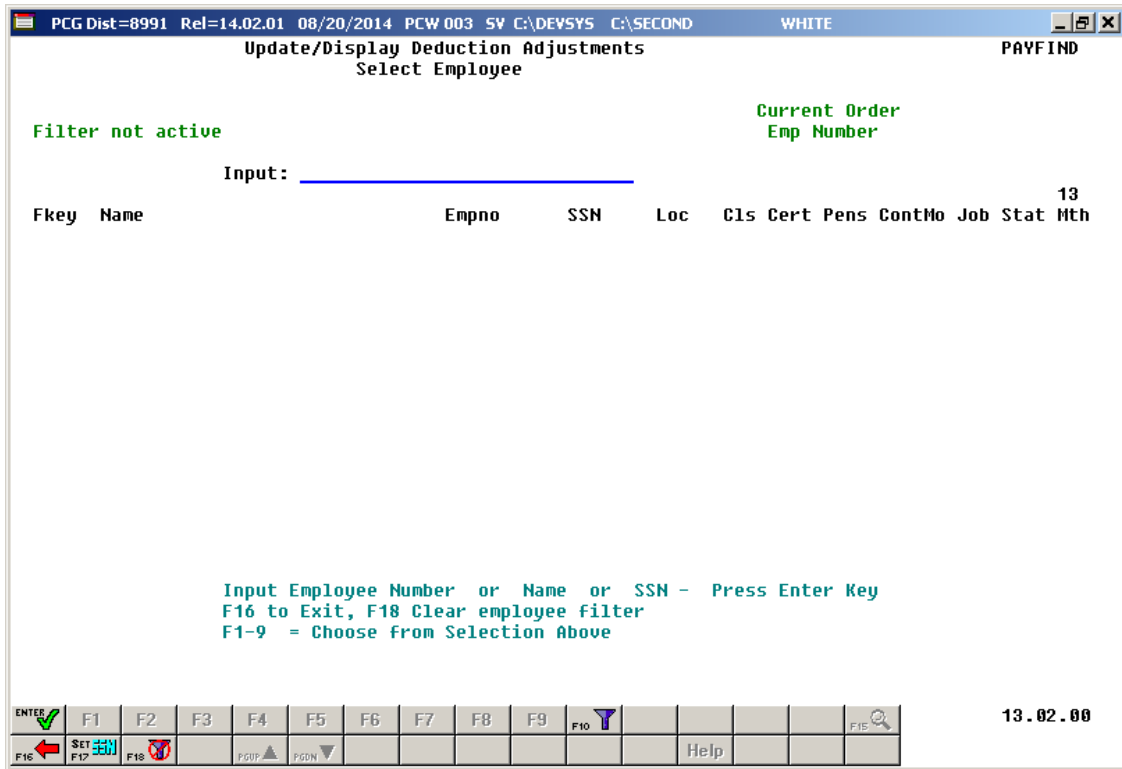
Step	Action
1	Select 2 (F2 - Payroll Update Menu).


The following screen displays:



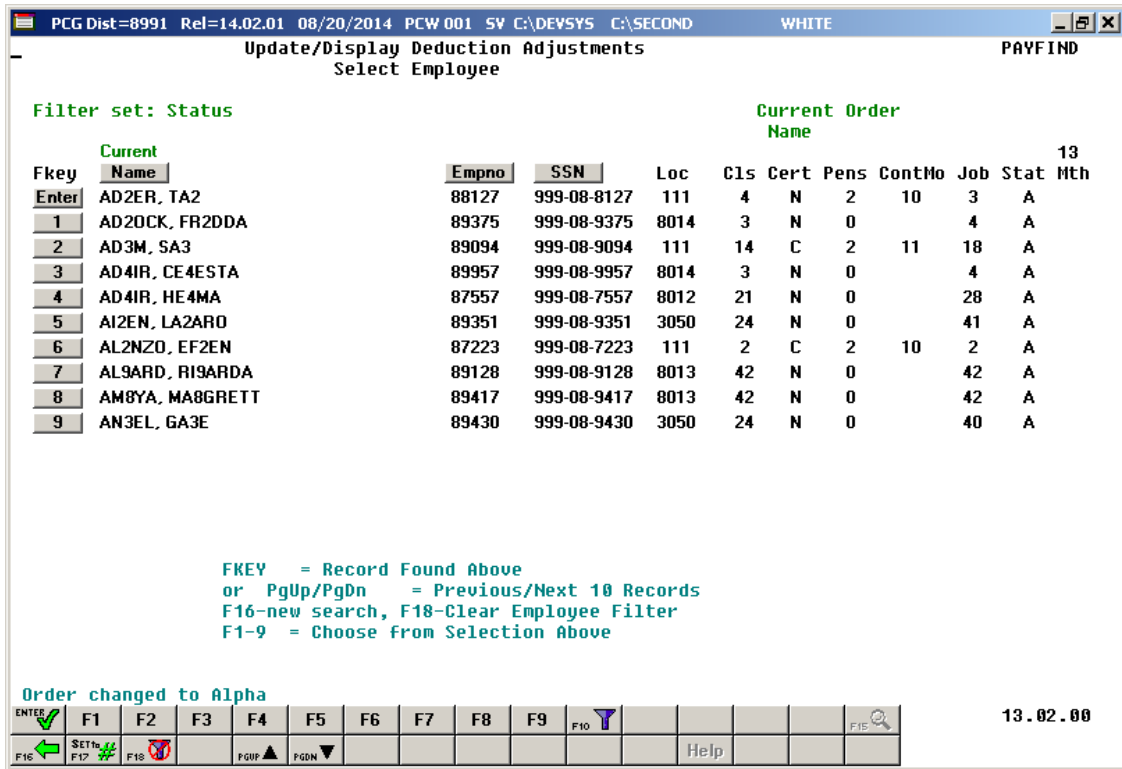
Step	Action
2	Select 8 (F8 - Update/Display Deduction Adjustments).




The following screen displays:



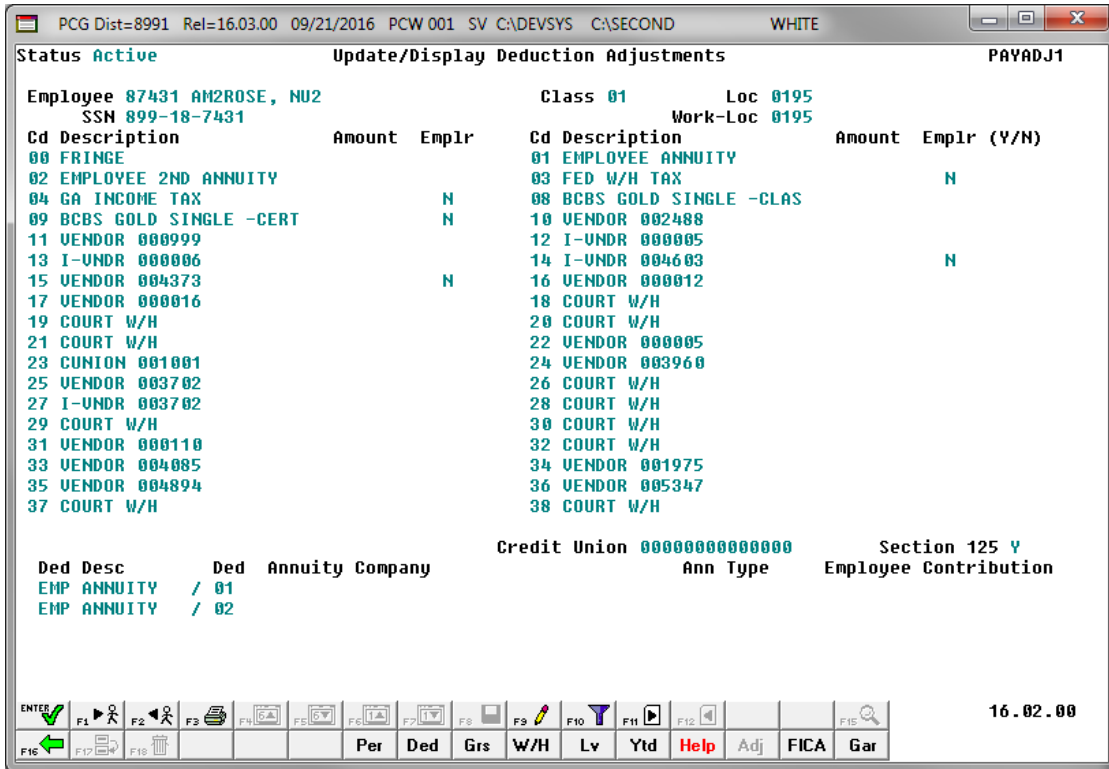
Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>


The following screen displays:



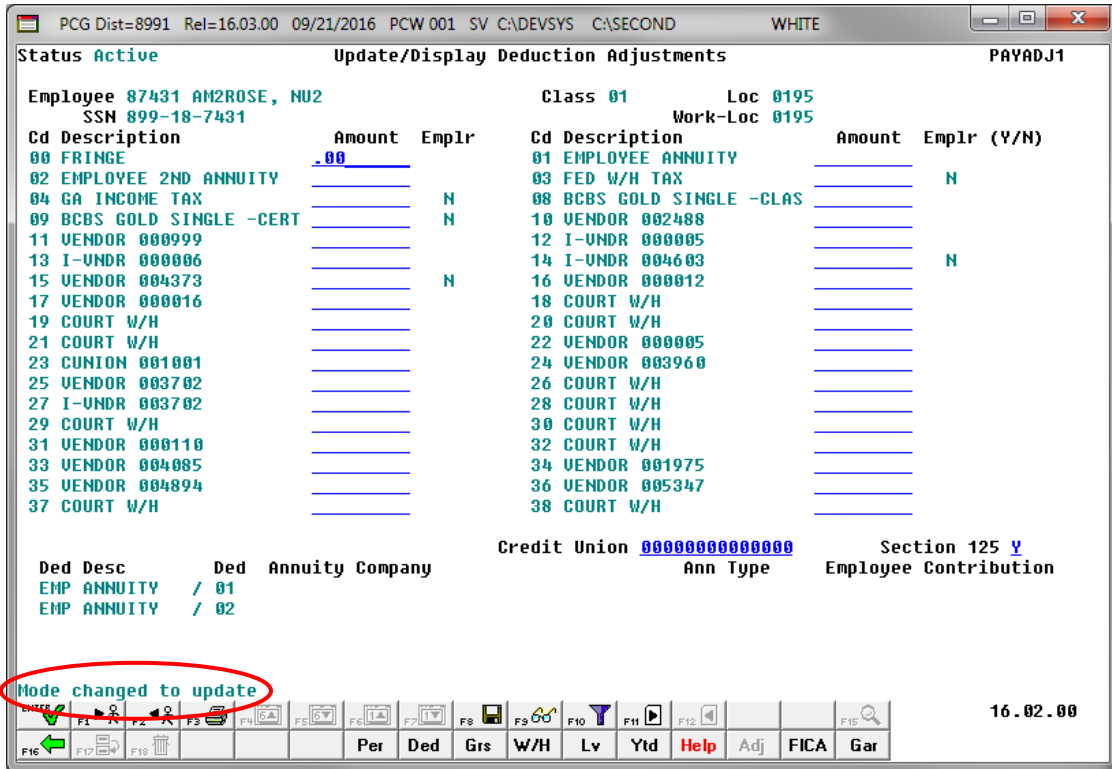
Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

The following screen displays:






Step	Action
5	Select  (F9 – Switch to Update mode).

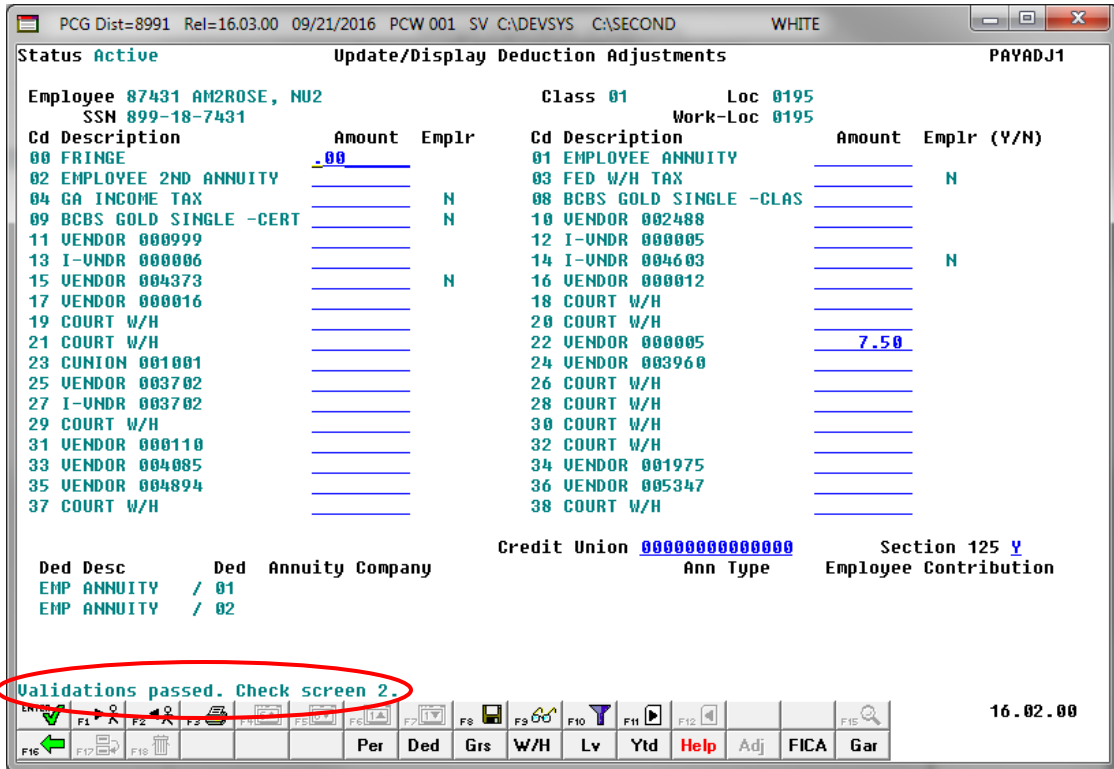
The following screen displays:







Step	Action
6	<p>Verify "Mode changed to update" displays, and that the Employee, Class, Location, and Emplyr (Y/N) fields' entries have defaulted correctly.</p> <p><i>Refer to the <u>Financial Accounting and Reporting System Operations Guide, Section D: Claim and Expenditure Processing</u> for the instructions to adjust the employer's share of the deduction amount.</i></p>
7	Enter the amount in the appropriate fields.

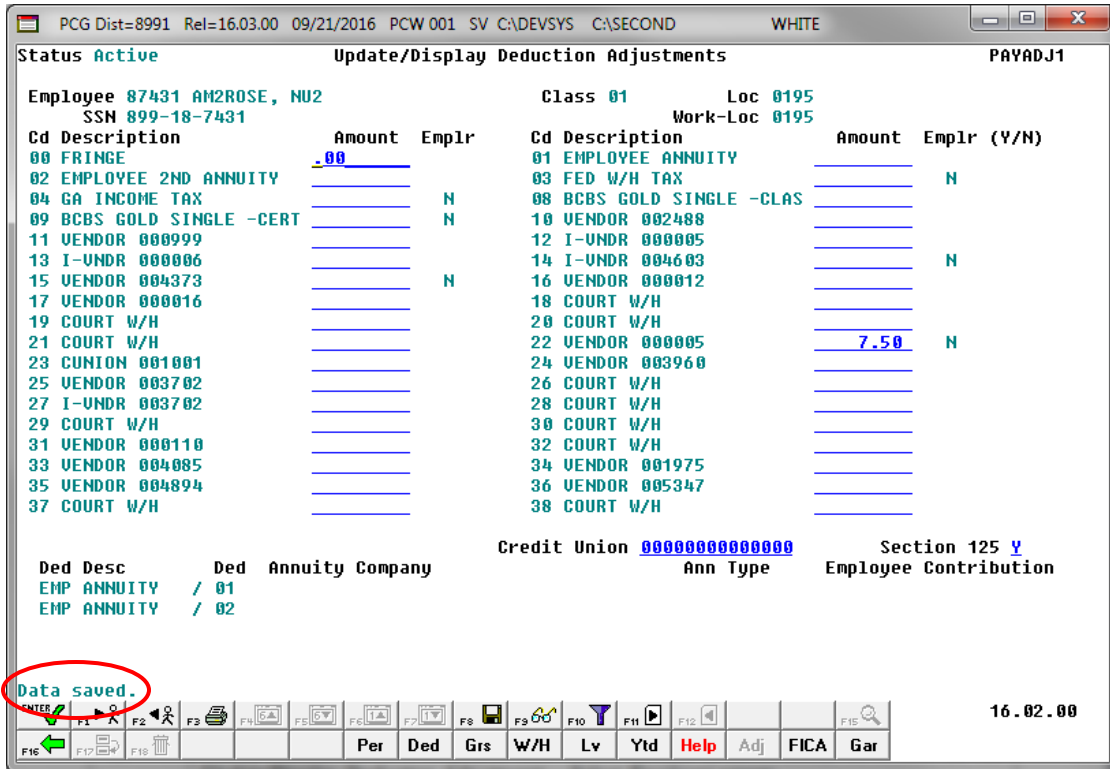
Step	Action
8	<p>If the employee participates in an annuity(ies): Enter the code, or select the drop-down selection icon  within the Annuity Co # fields to choose the information.</p> <p><i>PCGenesis allows up to five annuity company selections per employee.</i></p>
9	<p>Verify CU (Credit Union) field has defaulted correctly, where appropriate.</p> <p><i>When entering a deduction amount in the Credit Union field, make an entry in the credit union field.</i></p>
10	<p>Verify SEC125 (Section 125 – Cafeteria Plan, Non-Taxable Benefit) field has defaulted correctly.</p> <p><i>If the employee participates in a non-taxable benefit program such as Dependent Childcare/Dependent Healthcare Reimbursement or GHI, enter or verify the entry of Y (Yes) in the SEC125 field.</i></p>
11	<p>Select  (Enter).</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Update/Display Deduction Adjustments</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>


The following screen displays:



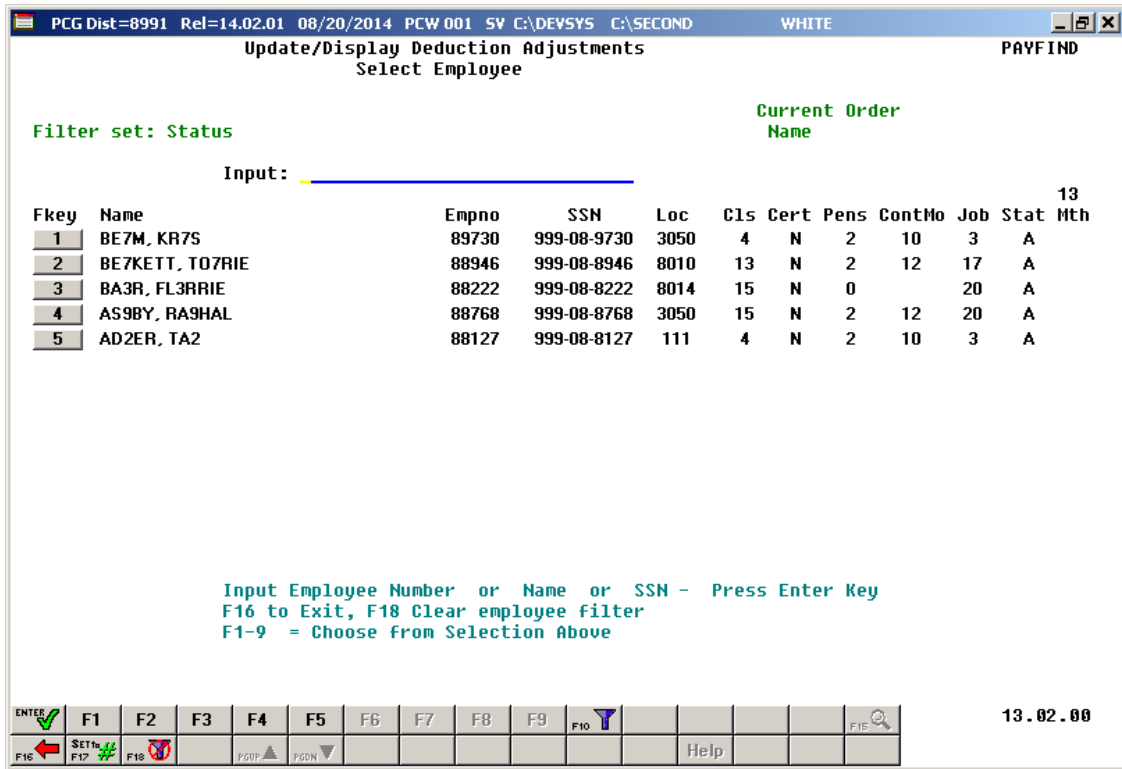
Step	Action
12	<p>Verify "Validations passed. Save your changes." displays, and select  (F8 – Save).</p> <p>If the employee has additional deductions, the  (F11 – Go to Screen 2) option will become active. In this instance, select the icon, make the appropriate entries, and select  (Enter). Verify "Validations passed. Save your changes." displays, and select  (F8 – Save).</p>


The following screen displays:



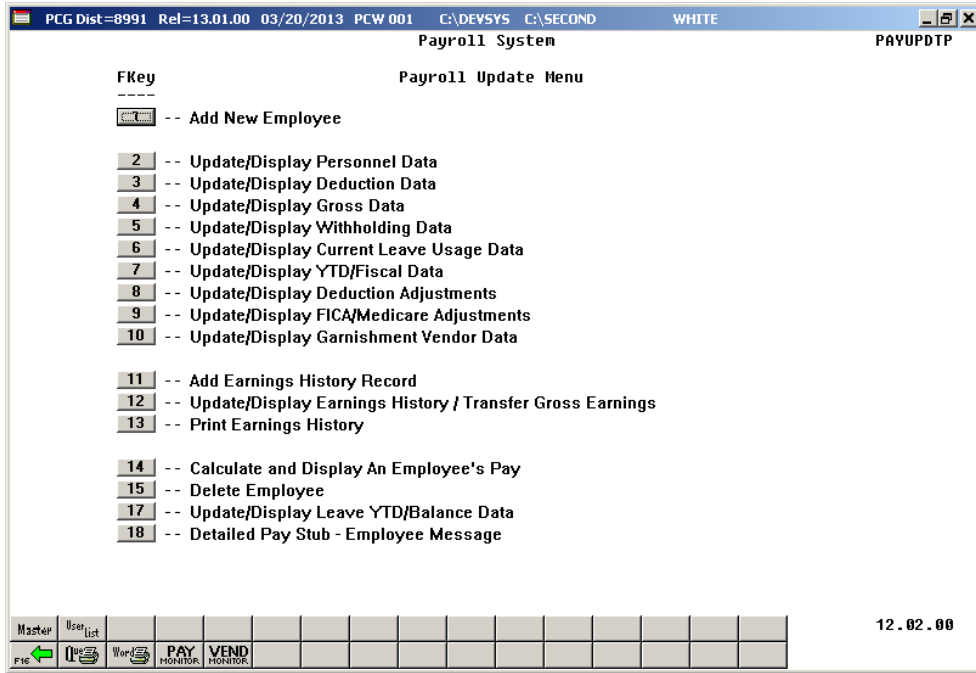
Step	Action
13	<p>Verify “Data saved.” displays, and select  (F16 – Exit) to return to the <i>Update/Display Deduction Adjustments – Select Employee</i> screen.</p> <p>Where appropriate, select an icon to access additional information for the employee, for example, Personnel, Deduction, Gross Data, Withholding Data, etc.</p>



The following screen displays:



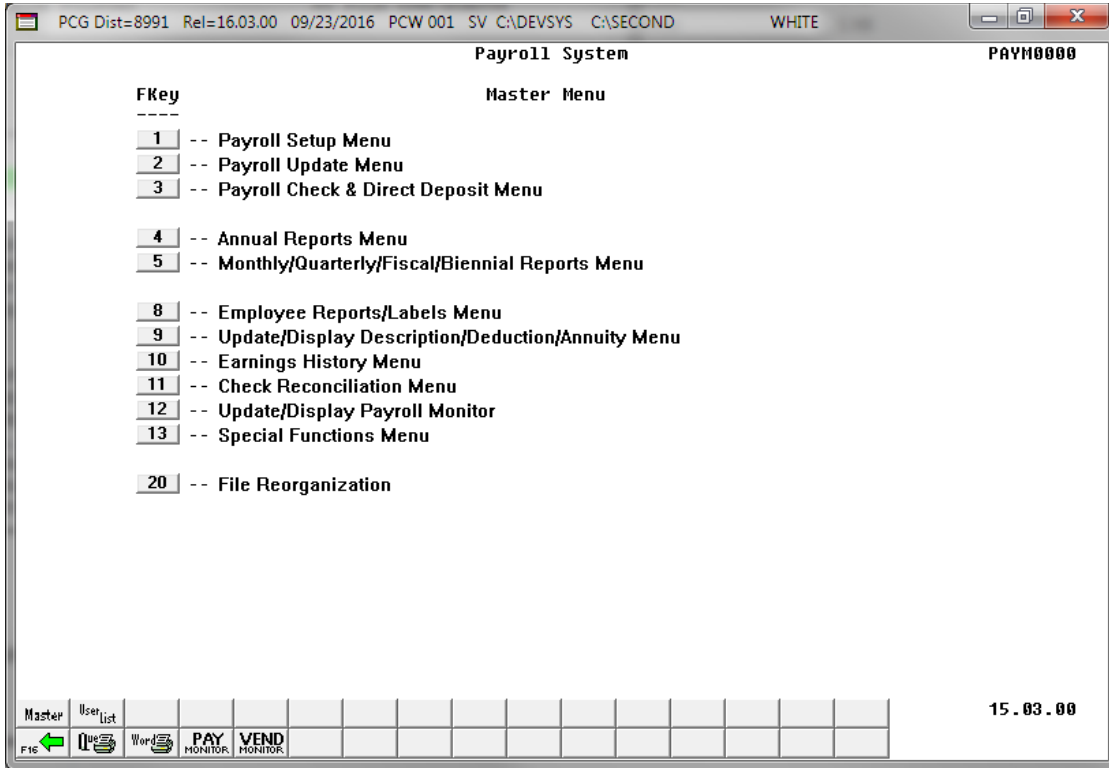
Step	Action
14	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:



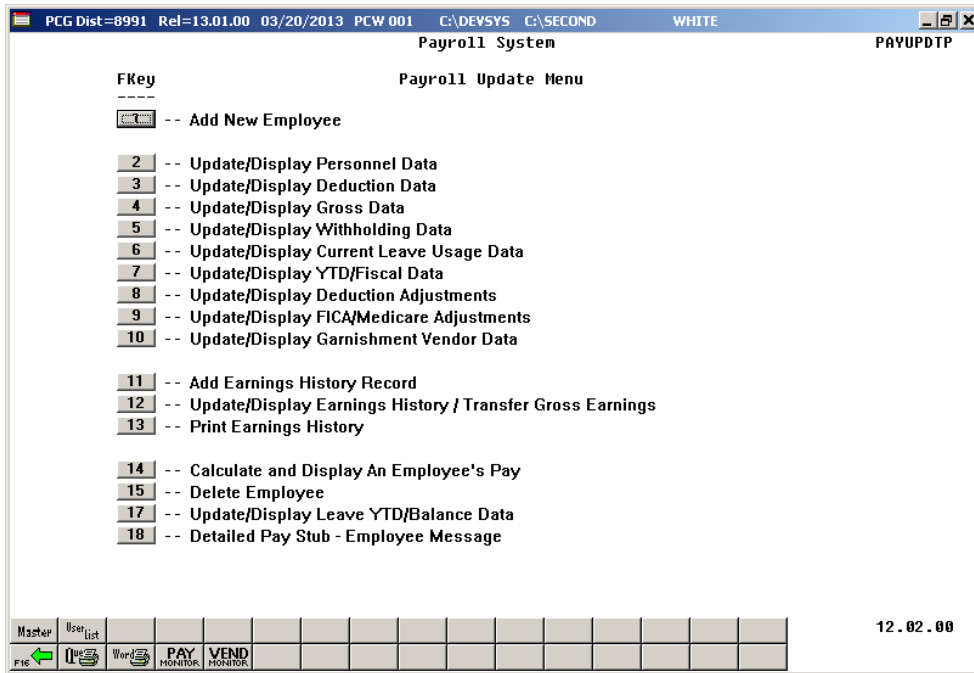
Step	Action
15	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure H: Updating/Displaying FICA/Medicare Adjustments



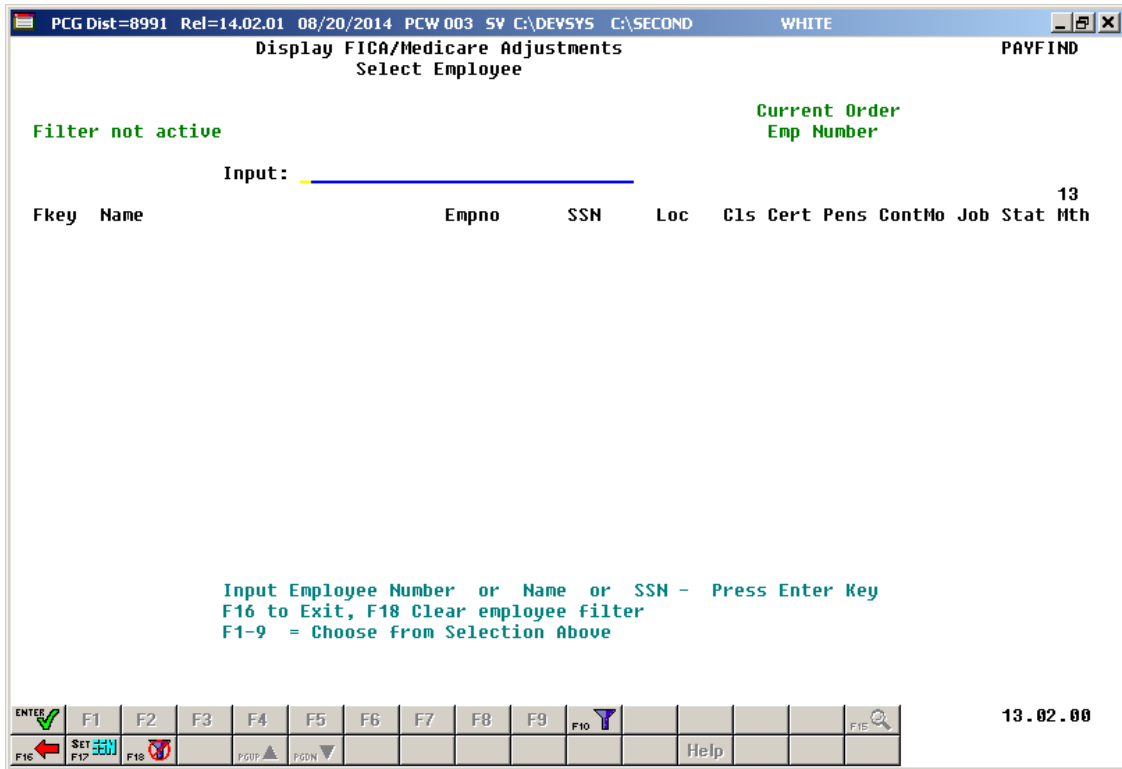
Step	Action
1	Select F2 (F2 - Payroll Update Menu).


The following screen displays:



Step	Action
2	Select F9 (F9 - (Update/Display FICA/Medicare Adjustments)).

The following screen displays:



Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>

The following screen displays:

PCG Dist=8991 Rel=14.02.01 08/20/2014 PCW 001 SV C:\DEV5YS C:\SECOND WHITE

Display FICA/Medicare Adjustments
Select Employee

Filter set: Status

Current Order Name




Fkey	Current Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	Mth
Enter	AD2ER, TA2	88127	999-08-8127	111	4	N	2	10	3	A	13
1	AD2OCK, FR2DDA	89375	999-08-9375	8014	3	N	0		4	A	
2	AD3M, SA3	89094	999-08-9094	111	14	C	2	11	18	A	
3	AD4IR, CE4ESTA	89957	999-08-9957	8014	3	N	0		4	A	
4	AD4IR, HE4MA	87557	999-08-7557	8012	21	N	0		28	A	
5	AI2EN, LA2ARD	89351	999-08-9351	3050	24	N	0		41	A	
6	AL2NZO, EF2EN	87223	999-08-7223	111	2	C	2	10	2	A	
7	AL9ARD, RI9ARDA	89128	999-08-9128	8013	42	N	0		42	A	
8	AM8YA, MA8GRET	89417	999-08-9417	8013	42	N	0		42	A	
9	AN3EL, GA3E	89430	999-08-9430	3050	24	N	0		40	A	

FKEY = Record Found Above
or PgUp/PgDn = Previous/Next 10 Records
F16=new search, F18-Clear Employee Filter
F1-9 = Choose from Selection Above

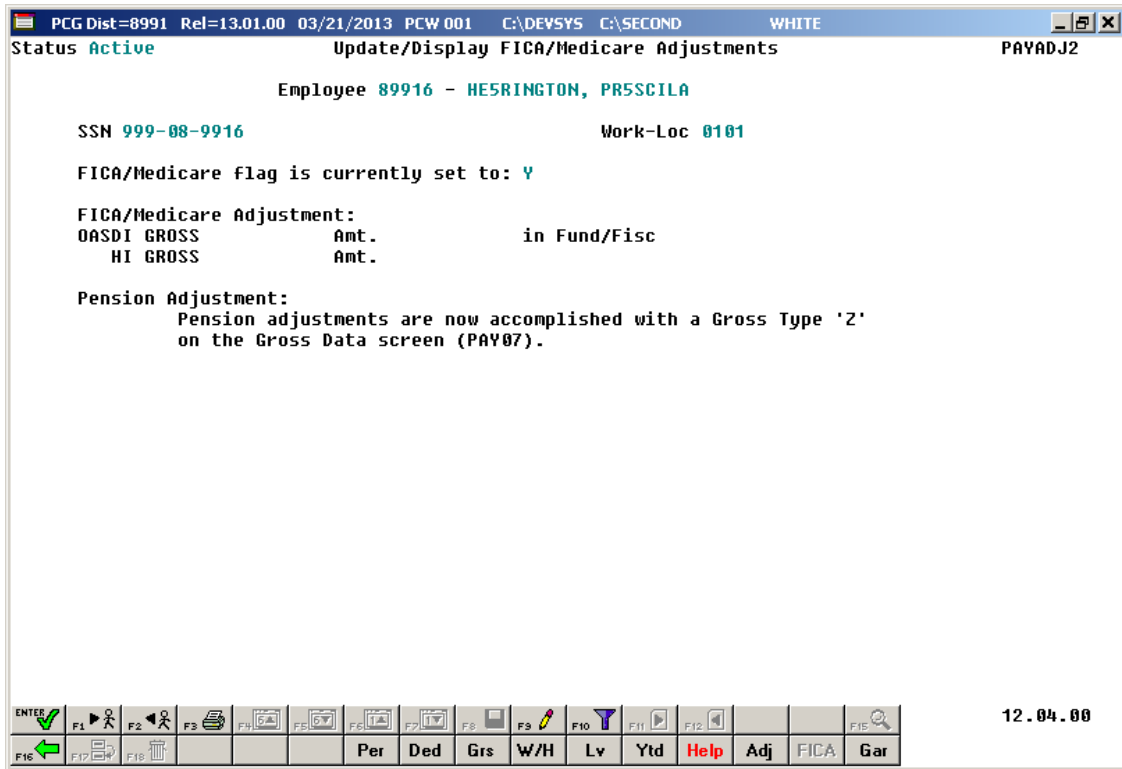
Order changed to Alpha


ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F16 F17 F18 PGUP PGDN Help

13.02.00

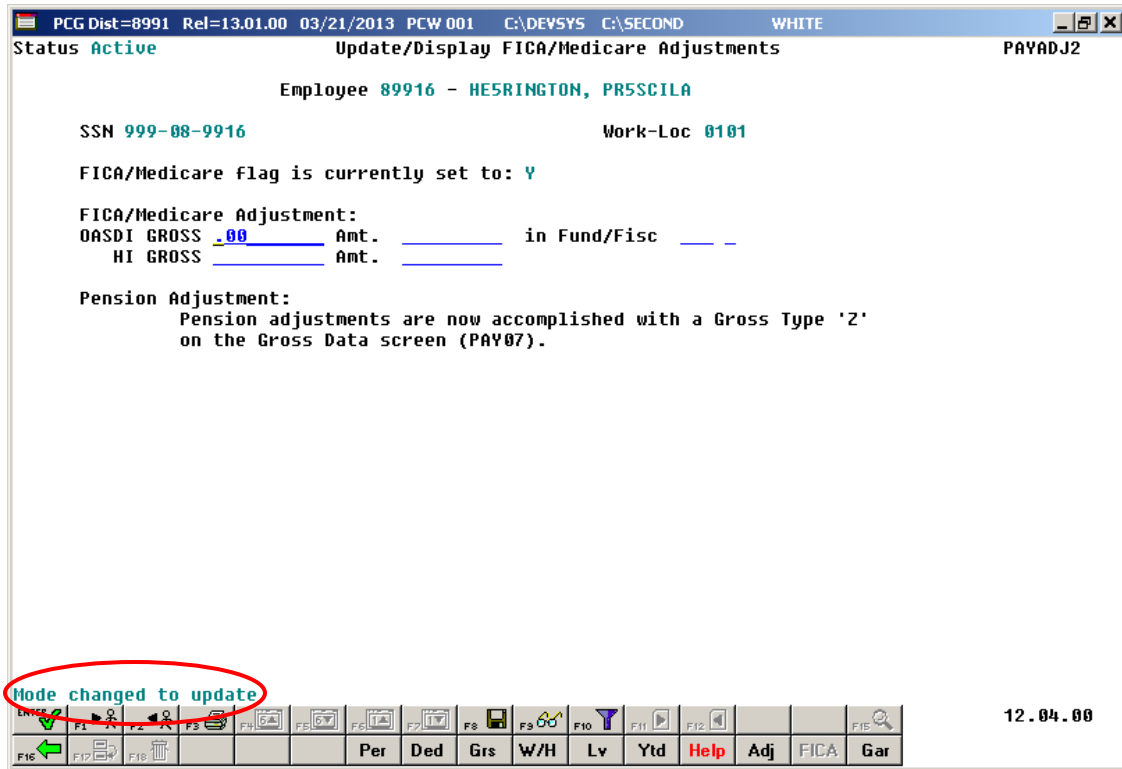
Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

The following screen displays:





Step	Action
5	Select  (F9 – Switch to Update mode).

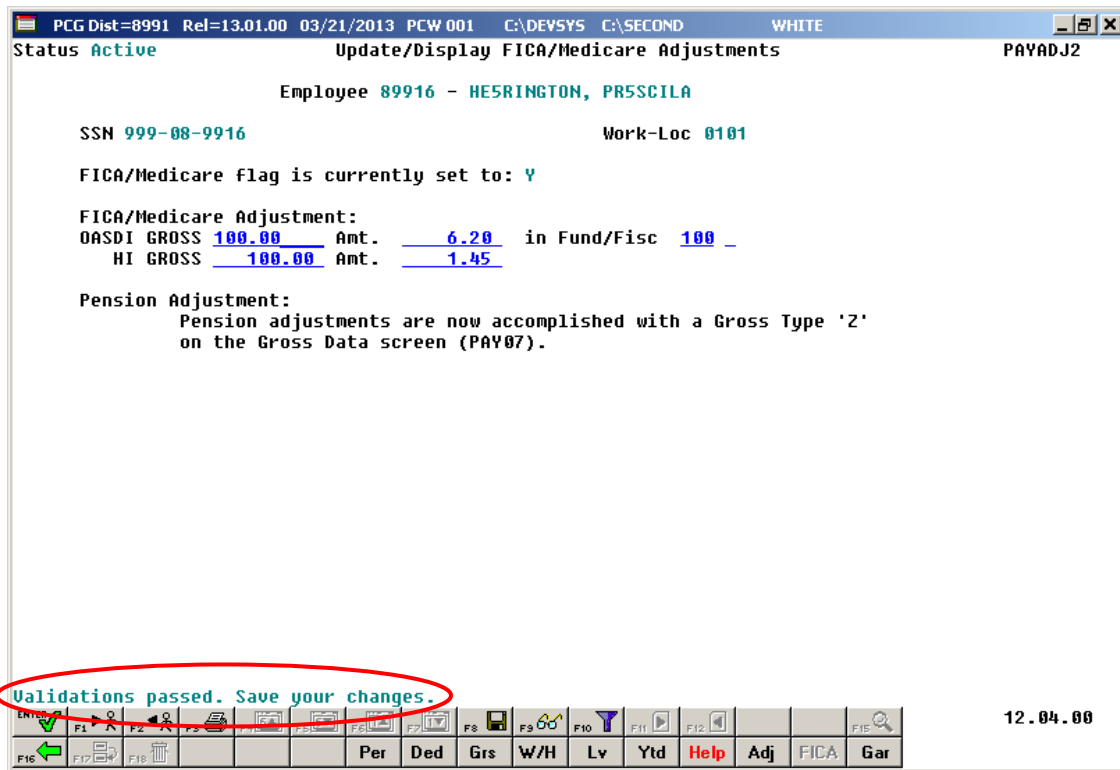
The following screen displays:




Step	Action
6	<p>Verify “<i>Mode changed to update</i>” displays, and enter the adjusted amount in the FICA/Medicare Adjustment: OASDI Gross field.</p> <p>Entering an amount in the OASDI Gross field will trigger the system to calculate and distribute an employer contribution amount, based upon the gross amount.</p> <p><i>When entering an amount in this field, an entry is also required in Step 7.</i></p>

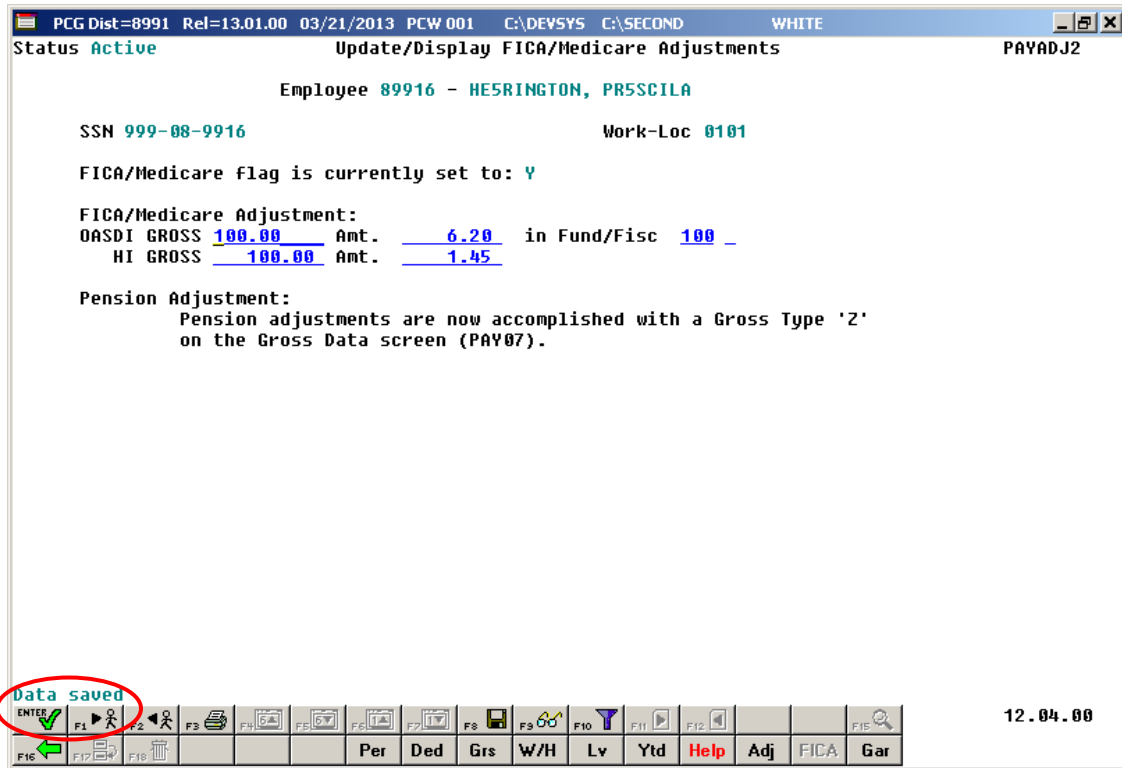
Step	Action
7	Enter the dollar amount in the FICA/Medicare Adjustment: OASDI Amt field.
8	Enter the fund code and fiscal year for the <u>employer's share</u> amount for the FICA/Medicare payment in the Fund/Fisc field.
9	Enter the dollar amount in the FICA/Medicare Adjustment: HI Gross field. Entering an amount in the HI Gross field will trigger the system to calculate and distribute an employer contribution amount, based upon the gross amount. <i>If entering an amount in this field, an entry is also required in Step 10.</i>
10	Enter the dollar amount in the FICA/Medicare Adjustment: HI Amt. field.
11	Pension Adjustments: Refer to Procedure C: Updating/Displaying Gross Data for instructions.
12	Select  (Enter). Select  (F3 – Print this data) to obtain a screen print of the <i>Update/Display FICA/Medicare Adjustments</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.


The following screen displays:



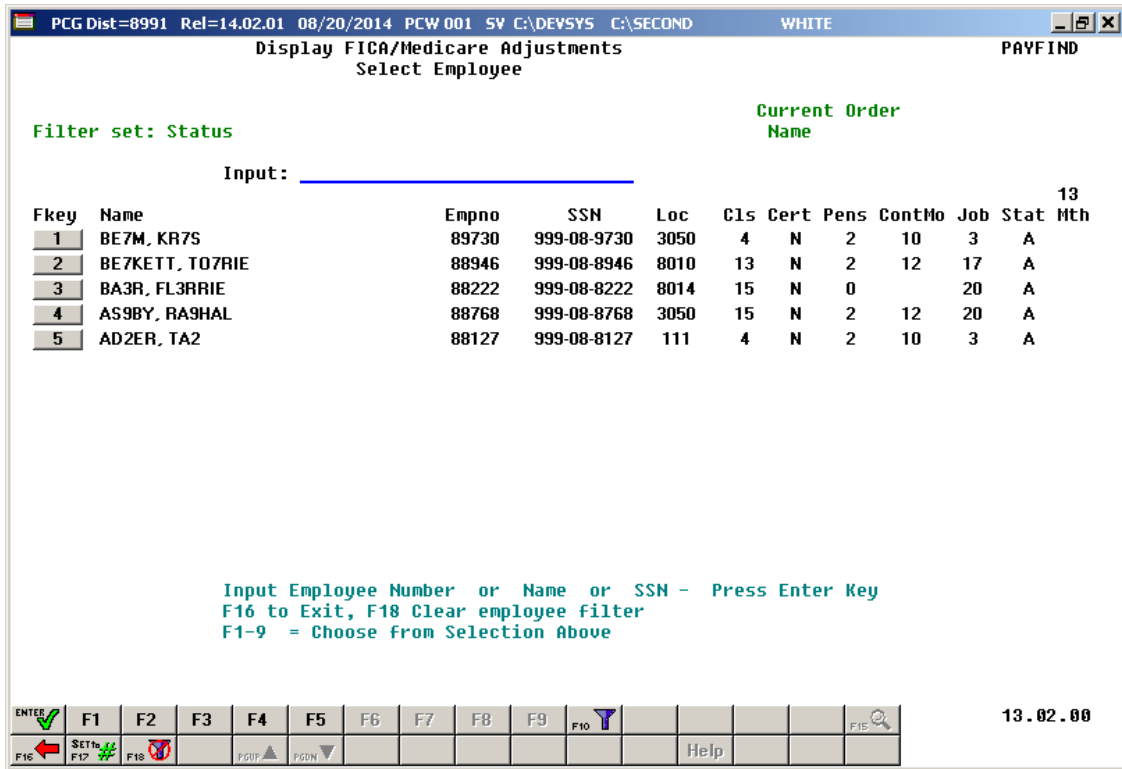
Step	Action
13	Verify “ <i>Validations passed. Save your changes.</i> ” displays, and select  (F8 – Save changes).


The following screen displays:



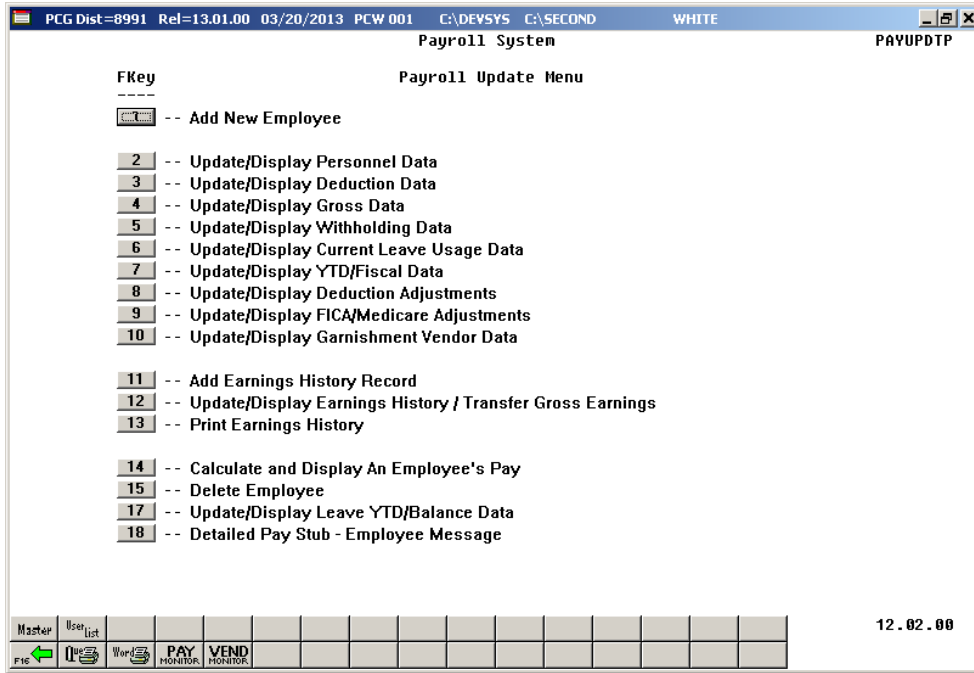
Step	Action
14	Verify “ <i>Data saved</i> ” displays, and select  (F16 – Exit) to return to the <i>Update/Display FICA/Medicare/Pension Adjustments – Select Employee</i> screen.



The following screen displays:



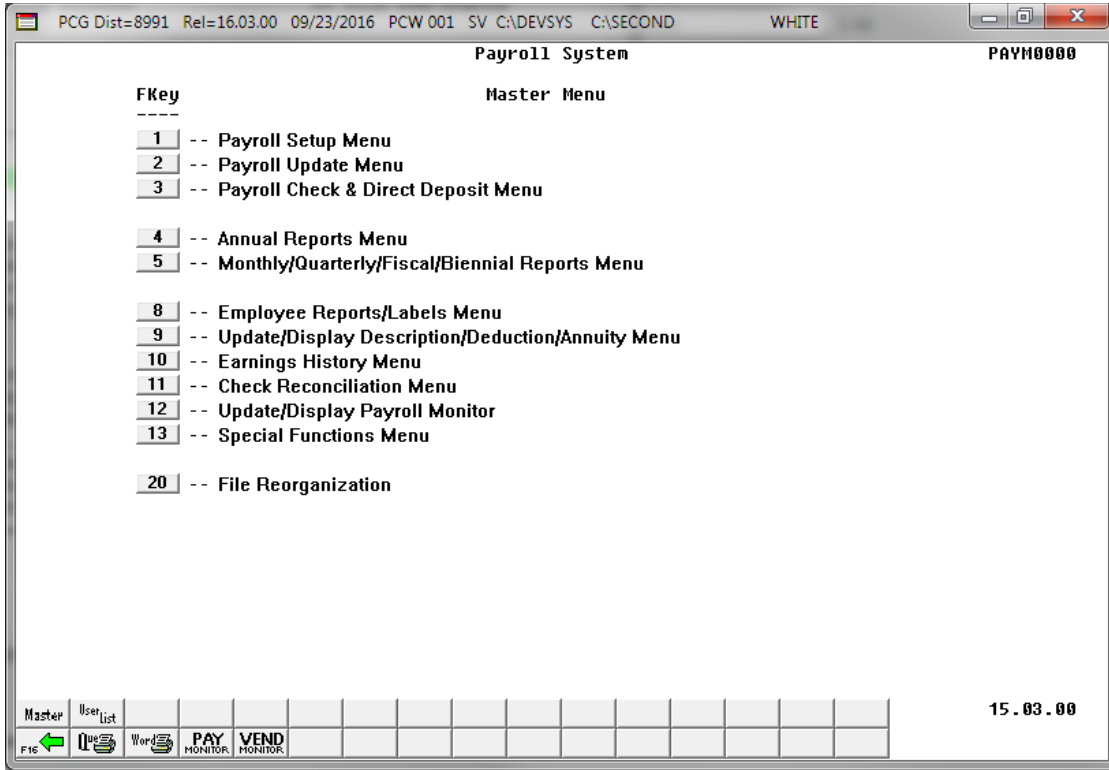
Step	Action
15	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:



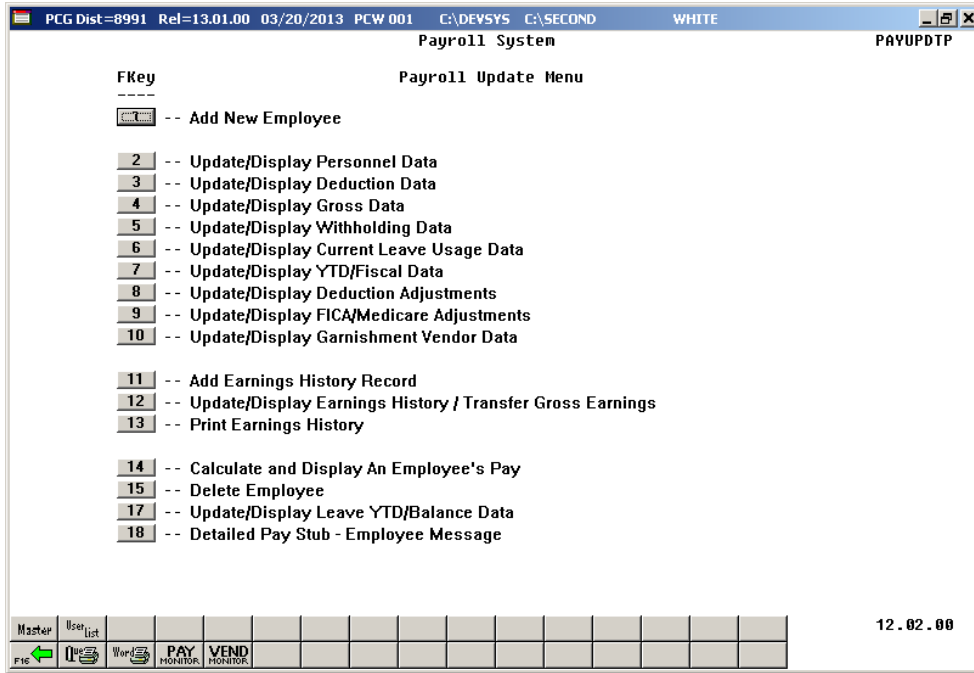
Step	Action
16	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure I: Updating/Displaying Garnishment Vendor Data



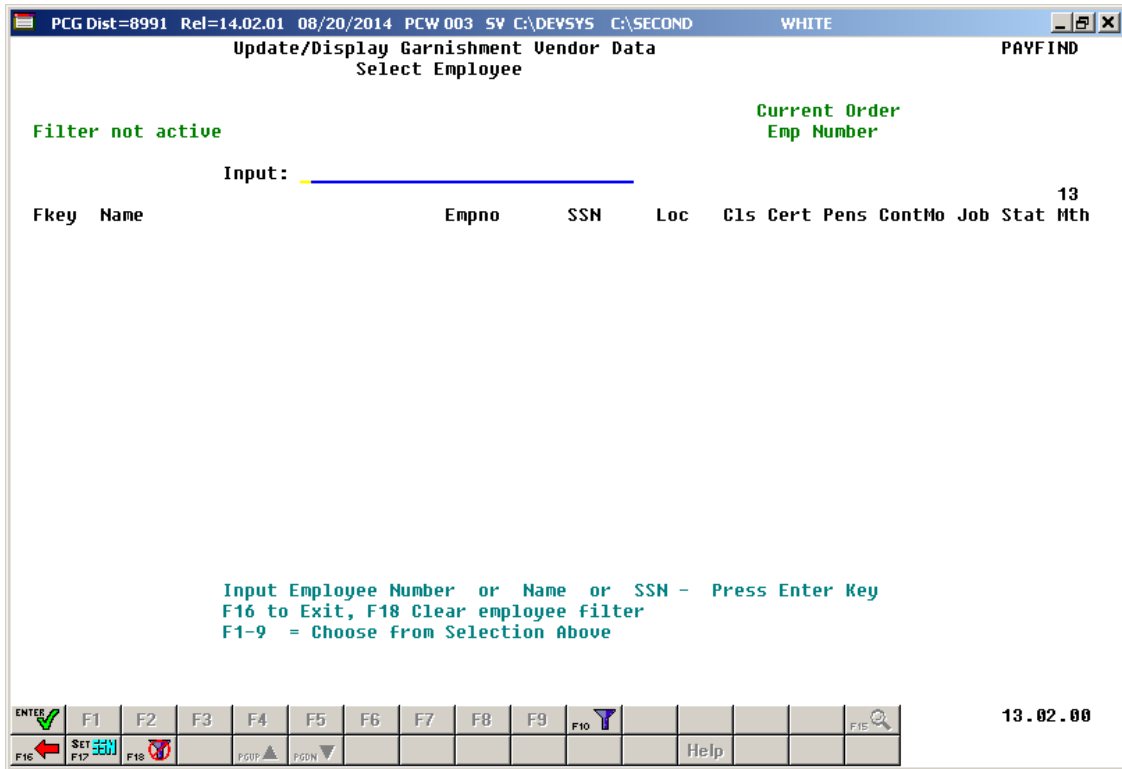
Step	Action
1	Select F2 (F2 - Payroll Update Menu).


The following screen displays:



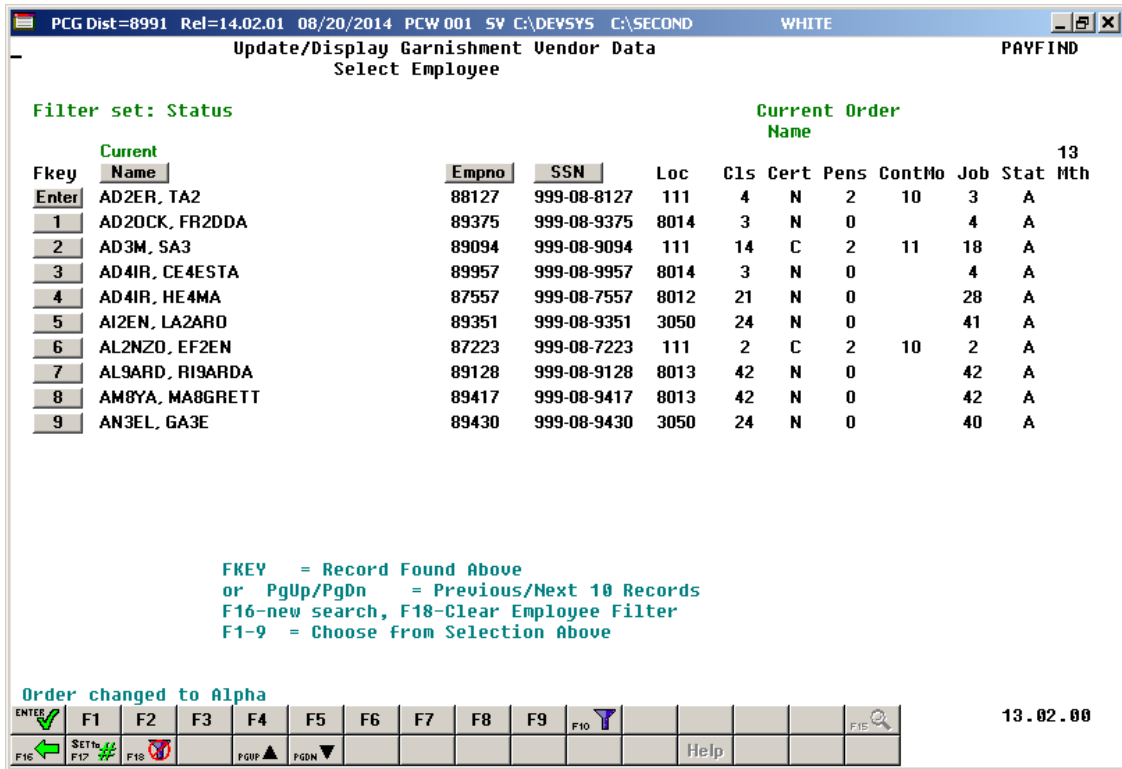
Step	Action
2	Select 10 (F10 - Update/Display Garnishment Vendor Data).




The following screen displays:



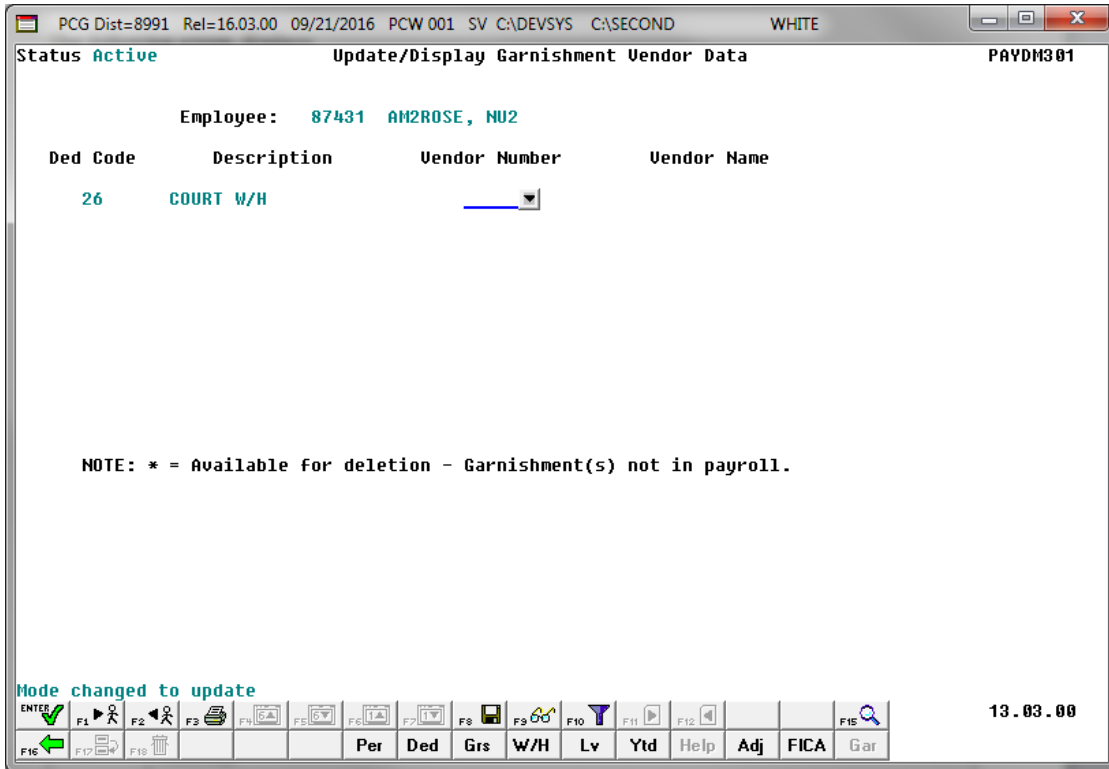
Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>

The following screen displays:






Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

The following screen displays:

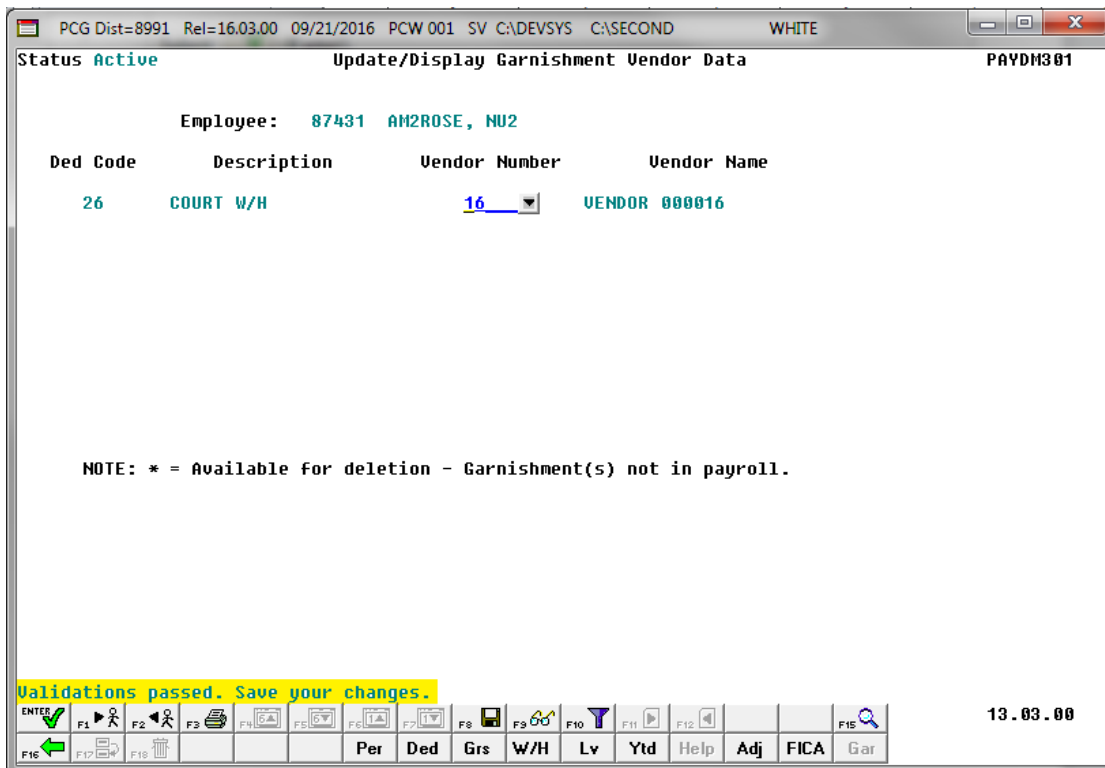



Enter the appropriate amount on the employee's Deduction screen corresponding to the deduction code displayed. Refer to Procedure B: Updating/Displaying Deduction Data for instructions.

Step	Action
5	<p>Verify Employee, Ded Code Description, and Vendor Name fields have defaulted correctly.</p> <p><i>PCGenesis automatically defaults these entries based on the entries in the employee's Deduction record and the Financial Accounting and Reporting (FAR) system's VENDOR file. Refer to Procedure B: Updating/Displaying Deduction Data for the instructions to modify these fields' entries.</i></p>

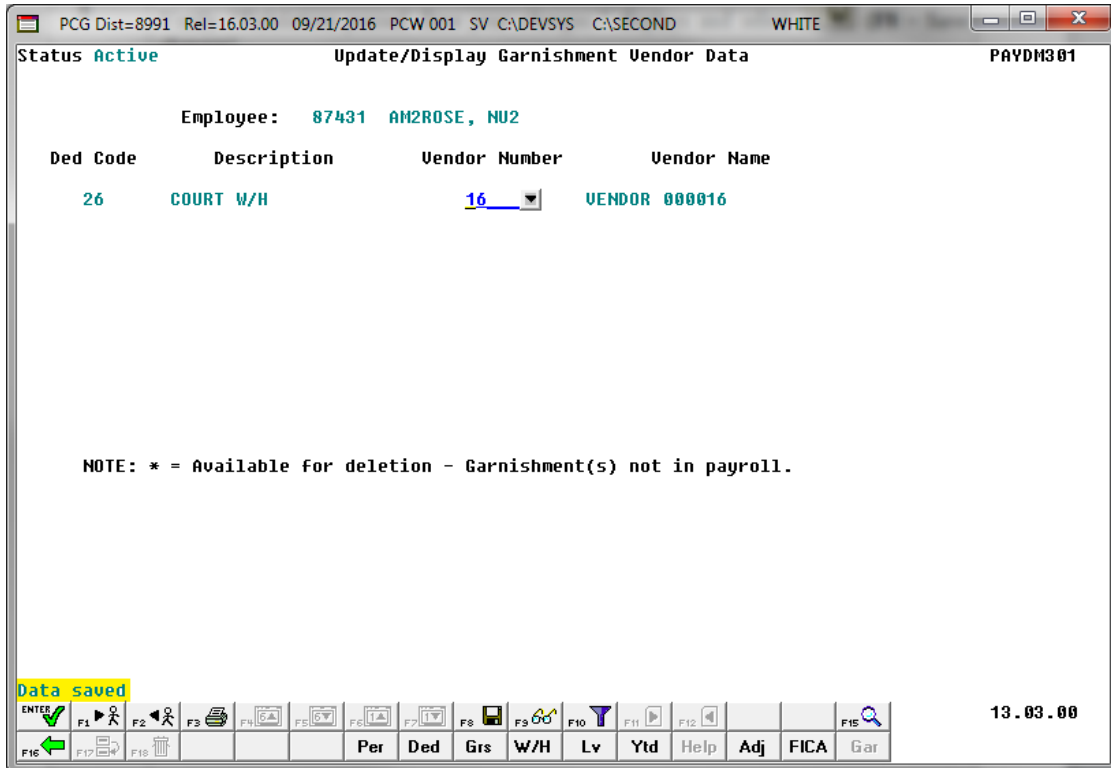
Step	Action
6	<p>Enter the vendor’s number or select the drop-down selection icon  in the Vendor Number field to select the vendor’s information from the <i>PCG Select Value dialog box</i>.</p> <p><i>When the Update/Display Garnishment Vendor screen redisplay with the vendor’s information populated within the field, proceed to Step 7.</i></p> <p>To delete a garnishment vendor’s information: Continue to select the spacebar within the field to delete the existing entry, and proceed to Step 7.</p> <p><i>Delete a garnishment vendor’s information if the vendor has no outstanding garnishments. If the vendor’s information may be deleted, an asterisk (*) will be displayed to the left of the Deduction Code field, and the “NOTE: * = Available for deletion – Garnishment(s) not in payroll.” message will be displayed. <u>Do not delete</u> a garnishment vendor until W2 processing is complete for the current year.</i></p>
7	<p>Select  (Enter).</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Update/Display Garnishment Vendor Data</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>


The following screen displays:



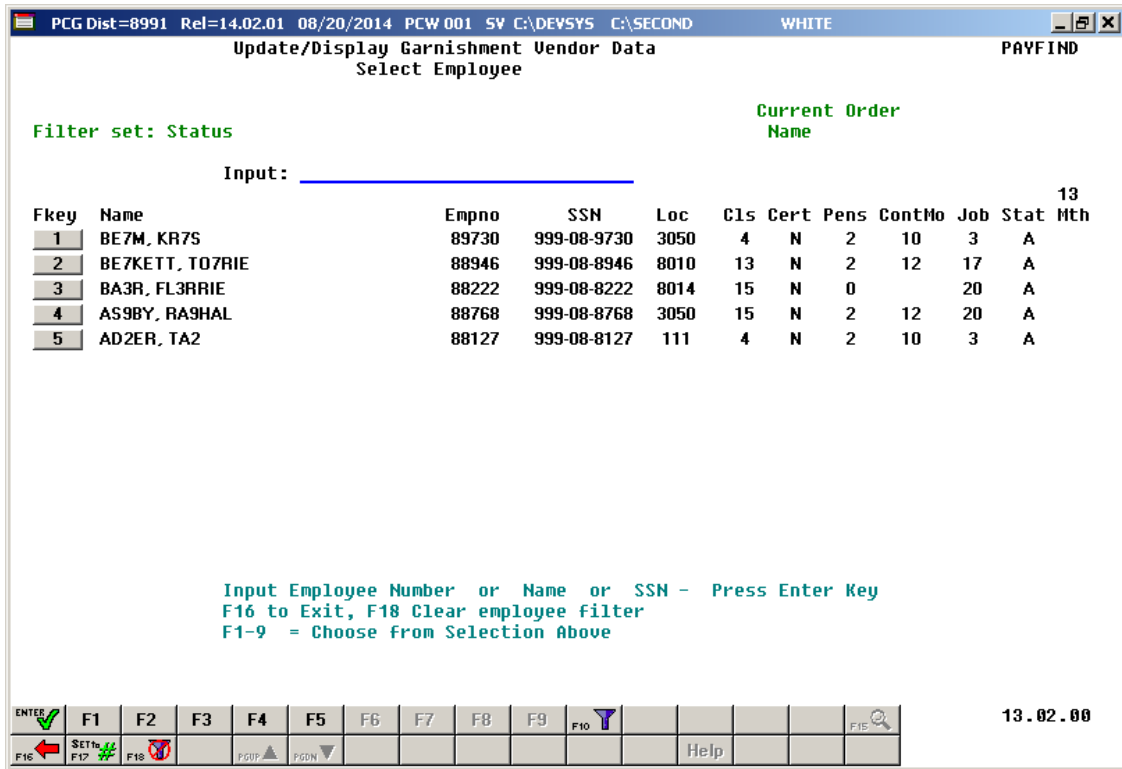
Step	Action
8	Verify “ <i>Validations passed. Save your changes.</i> ” displays and select  (F8 – Save changes).


The following screen displays:



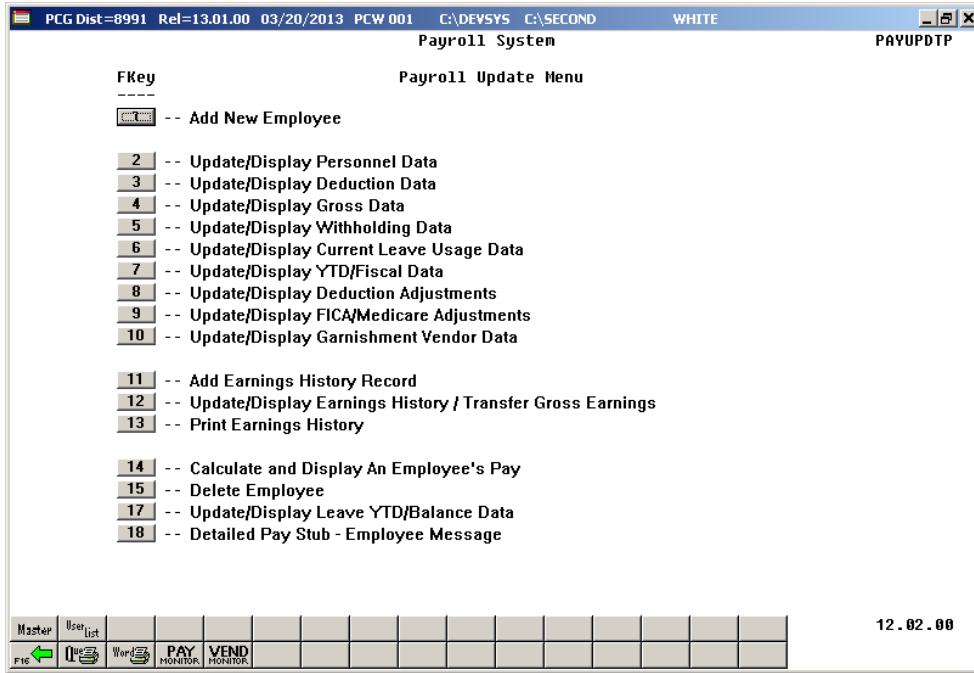
Step	Action
9	Verify “ <i>Data saved</i> ” displays, and select  (F16 – Exit) to return to the <i>Update/Display Garnishment Vendor Data – Select Employee</i> screen.



The following screen displays:



Step	Action
10	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:



Step	Action
11	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Appendix A: PCGenesis Federal Tax Calculation Method

1. Percentage Method Tables for Automated Payroll Systems

If you have an automated payroll system, use the worksheet below and the Percentage Method tables that follow to figure federal income tax withholding. This method works for Forms W-4 from 2019 or earlier and Forms W-4 from 2020 or later. This method also works for any amount of wages. If the Form W-4 is from 2019 or earlier, this method works for any number of withholding allowances claimed.

Worksheet 1. Employer’s Withholding Worksheet for Percentage Method Tables for Automated Payroll Systems Keep for Your Records

Table 3:

Semiannually	Quarterly	Monthly	Semimonthly	Biweekly	Weekly	Daily
2	4	12	24	26	52	260

Step 1. Adjust the employee’s wage amount

- 1a.** Enter the employee’s total taxable wages this payroll period **1a** \$ _____
- 1b.** Enter the number of pay periods you have per year (see Table 3). **1b** _____
- 1c.** Multiply the amount on line 1a by the number on line 1b. **1c** \$ _____

If the employee **HAS** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

- 1d.** Enter the amount from Step 4(a) of the employee's Form W-4. **1d** \$ _____
- 1e.** Add lines 1c and 1d **1e** \$ _____
- 1f.** Enter the amount from Step 4(b) of the employee's Form W-4 **1f** \$ _____
- 1g.** If the box in Step 2 of Form W-4 is checked, enter -0-. If the box is not checked, enter \$12,900 if the taxpayer is married filing jointly or \$8,600 otherwise. **1g** \$ _____
- 1h.** Add lines 1f and 1g **1h** \$ _____
- 1i.** Subtract line 1h from line 1e. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** **1i** \$ _____

If the employee **HAS NOT** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

- 1j.** Enter the number of allowances claimed on the employee's most recent Form W-4. . **1j** \$ _____
- 1k.** Multiply line 1j by \$4,300 **1k** \$ _____
- 1l.** Subtract line 1k from line 1c. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** **1l** \$ _____

Step 2. Figure the Tentative Withholding Amount based on the employee's Adjusted Annual Wage Amount; filing status (Step 1(c) of the 2020 Form W-4) or marital status (line 3 of Form W-4 from 2019 or earlier); and whether the box in Step 2 of 2020 Form W-4 is checked.

Note. Don't use the Head of Household table if the Form W-4 is from 2019 or earlier.

- 2a. Enter the employee's **Adjusted Annual Wage Amount** from line 1i or 1l above . . . **2a** \$ _____
- 2b. Find the row in the appropriate **Annual Percentage Method** table in which the amount on line 2a is at least the amount in column A but less than the amount in column B, then enter here the amount from column A of that row **2b** \$ _____
- 2c. Enter the amount from column C of that row **2c** \$ _____
- 2d. Enter the percentage from column D of that row. **2d** _____%
- 2e. Subtract line 2b from line 2a , **2e** \$ _____
- 2f. Multiply the amount on line 2e by the percentage on line 2d **2f** \$ _____
- 2g. Add lines 2c and 2f **2g** \$ _____
- 2h. Divide the amount on line 2g by the number of pay periods on line 1b. This is the **Tentative Withholding Amount** **2h** \$ _____

Step 3. Account for tax credits

- 3a. If the employee's Form W-4 is from 2020, enter the amount from Step 3 of that form; otherwise enter -0- **3a** \$ _____
- 3b. Divide the amount on line 3a by the number of pay periods on line 1b **3b** \$ _____
- 3c. Subtract line 3b from line 2h. If zero or less, enter -0- **3c** \$ _____

Step 4. Figure the final amount to withhold

- 4a. 4a Enter the additional amount to withhold from the employee's Form W-4 (Step 4(c) of the 2020 form or line 6 on earlier forms) **4a** \$ _____
- 4b. 4b Add lines 3c and 4a. **This is the amount to withhold from the employee's wages this pay period** **4b** \$ _____

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