



# PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

3/30/2020

Section C: Payroll Check and Direct  
Deposit Statement Processing

***[Topic 1: Processing Preliminary Payroll,  
V2.7]***

## Revision History

Date	Version	Description	Author
03/30/2020	2.7	20.01.00 – Update the <i>Payroll Trial Register</i> with instructions for creating a .csv output file.	D. Ochala
03/28/2018	2.6	18.01.00 – Update the <i>Payroll Trial Register</i> example.	D. Ochala
10/31/2016	2.5	16.03.00 – Update report screenshots.	D. Ochala
02/05/2015	2.4	14.04.00 – Update <i>Procedure B: Calculate Payroll and Print the Payroll Exceptions Report</i> with csv export information.	D. Ochala
07/20/2012	2.3	12.02.00 – Update reports to show <i>New PSERS</i> and <i>GHI % Distribution</i> . Update screenshots.	D. Ochala
01/31/2011	2.2	10.04.01 – Updated the <i>Trial Employer Benefit Distribution by Employee Report</i> example.	D. Ochala
10/01/2010	2.1	10.03.00 – Added <i>Annuity Company Breakdown</i> example for the Trial Register.	D. Ochala
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## Overview

PCGenesis preliminary payroll procedures and processing guidelines include the following:

**Balance Sheets:** To verify employees' gross salary amounts when making updates to employees' payroll records, PCGenesis users should print the *Balance Sheets*. Generate these reports as often as needed. In order to address requirements for the Affordable Care Act, an export option has been added to the *Print Balance Sheets (After Updates)* process. The export spread sheet will contain the gross pay data including the payroll account number, the process type code, the pay rate, the regular and overtime hours/days, and the regular and overtime gross amounts.

**Calculating Payroll:** Employees' payroll may be calculated for the current payroll run without affecting payroll records. Payroll is calculated to verify the payroll information entered is correct.

**Payroll Exceptions:** The "Multiple State Health Benefit Plan (SHBP) Deductions for Employee" error message displays for employees with deduction amounts or whose *Employer contribution flag* has been set to *Y (Yes)* for multiple SHBP-GHI deductions.

Employees flagged on the Personnel screen as *Participation in GHI? – Y (Yes)* will be included in the *Exceptions Report* if the employee's *Deduction* screen does not include a GHI deduction amount.

Correct discrepancies by using the instructions provided in *Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 4: Updating/Displaying Payroll Information*. The appropriate report(s) must also be regenerated to verify the corrections to the employees' records.

**Trial Register:** The *Payroll Trial Register* lists each employee that will be paid during the current *Payroll Run*, and the total dollar amounts and deductions for each employee. The *Trial Register* also lists total dollar amount for gross salaries, income taxes, and net pay. The *Trial Register* displays these results without updating.

The *Trial Employer Benefit Distribution by Employee Report* lists the employer contribution amounts that will be paid during the current *Payroll Run*. The *Trial Employer Benefit Distribution by Employee Report* lists the employer contributions for OASDI, Medicare, GHI, pension, annuities, and deductions.

**Calculate Payroll:** The *Calculate Payroll and Update YTD FINAL Totals* procedure processes the year-to-date (YTD) total dollar amounts, and calculates the payroll. PCGenesis users perform this procedure only once as the YTD total dollar amount accumulations for each employee are automatically updated once the procedure is begun.

## *Procedure A: Printing the Balance Sheets (After Updates)*

### *A1. IRS Affordable Care Act (ACA) Requirements*

Beginning in calendar year 2015, reporting requirements related to the Affordable Care Act under Internal Revenue Code Sections 6055 and 6056 went into effect. Employers with 50 or more full-time employees (including full-time equivalent employees) are required to use Forms 1094-C and 1095-C to report the information regarding offers of health coverage and enrollment in health coverage for their employees.

One aspect to consider regarding the reporting requirements for Form 1094-C is how school systems will document the hours worked of employees that currently are not offered health insurance. For example, if substitutes are paid based on days worked instead of hours worked, your district will need to consider how those days worked will be converted to hours worked to determine eligibility for health insurance coverage.

Due to the reporting requirements, it is recommended that school districts use an hourly rate when feasible to capture the activity of various employees. However, if an hourly rate is not practical, please understand that **the local school district will be responsible for converting this activity to meet IRS eligibility reporting requirements.**

Therefore, the *Print Balance Sheets (After Updates) Export Option* has been made available to address some of the IRS requirements. The *Print Balance Sheets (After Updates) Export Option* provides a work around for calculating the hours worked per pay period based on the daily time submitted for various groups of employees. The export spread sheet will contain the gross pay data including the payroll account number, the process type code, the pay rate, the regular and overtime hours/days, and the regular and overtime gross amounts. For your convenience these instructions have been included in *Section A2*, and it is very important that you refer to these instructions.

School districts that provide health insurance outside of the State Health Benefit Plan, should consult with the third-party provider to determine how ACA information will be captured and reported.

School districts with questions related to the federal requirements for the Affordable Care Act under Internal Revenue Code Sections 6055 and 6056 should contact the school district attorney.

## A2. Print Balance Sheets (After Updates) Export Option

In order to address requirements for the Affordable Care Act, an export option has been added to the *Print Balance Sheets (After Updates)* process. The export spreadsheet will contain the gross pay data including the payroll account number, the process type code, the pay rate, the regular and overtime hours/days, and the regular and overtime gross amounts. The export will also include the hours per day worked by the employee (in case the gross data line represents a daily rate), the employees' social security number, hire/rehire date, the payroll class code, location code, and also a dummy column. The dummy column is available to calculate the hours worked, if applicable, by multiplying the regular and/or overtime days field by the number of hours worked per day. With this information, the user will be able to manipulate the spreadsheet in order to provide a third party vendor with the hours worked per week for all employees including substitutes, custodians, etc. This process is necessary because substitutes and custodians and other groups of employees work a variable number of hours per week every week.

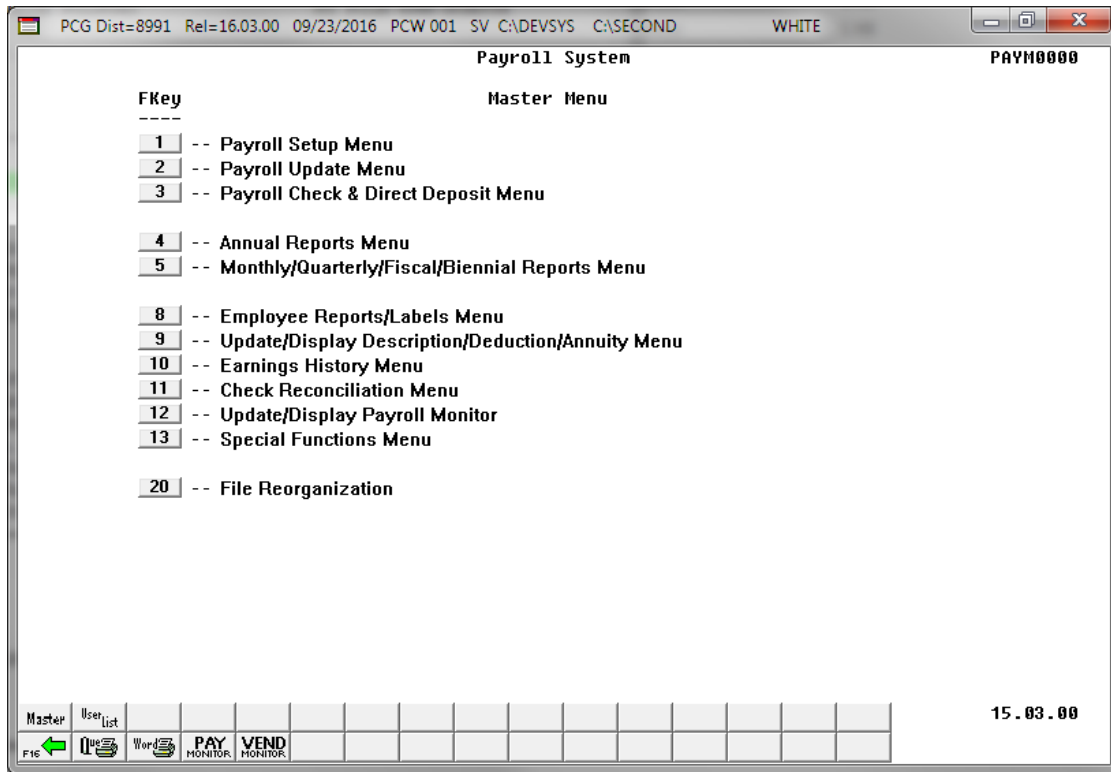
**Important:** The information on the *Print Balance Sheets (After Updates)* is available only at the beginning of the payroll cycle. **Once Calculate Payroll and Update YTD (Final) (F2, F3, F4) is complete, the *Print Balance Sheets Export File* option is no longer available.**

Earnings History does capture fields labeled **Reg Hr** (Regular Hours) and **Ovt Hr** (Overtime Hours). However, these fields on the Earnings History record, by themselves, may not be enough information to reconstruct the actual days or hours an employee was paid. For this reason, the Financial Review Department of the Ga DOE recommends creating the *Print Balance Sheets Export File* during the payroll cycle.

PCG Dist=8991 Rel=14.04.00 12/22/2014 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE														
Earnings Record for: 89375 - AD20CK, FR2DDA Qtr 14-2 Pay Prd 04 EARNINGS														
** Issued Check ** 999-08-9375 Loc 8014 Class 03 Cert N Instruc N Type S Pen 0 NONE														
Federal: Mar Stat S Exemptions 1 W/H Code 0 Fed Amount/%														
State: Mar Stat A Allow M[0] D[00] W/H Code 0 State Amount/%														
Chk Dt 04/30/2014 Chk Bank BK02 Chk No 57365 Pay Sched 10 Chk Type C GHI N														
Trans Dt 00/00/0000 AEIC Ind AEIC Paymt Retr suc credit 0 FICA Y														
Reg Hr 4.50 Ovt Hr HI Gr 360.00 OASDI Gr 360.00 SEC 125 Y														
Reg Amt 360.00 Ovt Amt HI Amt 5.22 OASDI Amt 22.32 Contract														
LTyp PTyp Tot Gross FICA Gr FICA Amt Pens Gr Pens Amt GHI Gr GHI Dist Reas Period End														
001 A 80.00 80.00 6.12 4/30/2014														
002 A 40.00 40.00 3.06 4/30/2014														
003 A 80.00 80.00 6.12 4/30/2014														
004 A 40.00 40.00 3.06 4/30/2014														
005 A 40.00 40.00 3.06 4/30/2014														
Totals 360.00 360.00 27.54														
Yr Fnd F Prgm Fnct Objct Fcty B Addt'1 Bank DD Account Net Pay Annuities														
ACCT 001 14 100 1011 1000 11300 3050 Ded 1 Co														
ACCT 002 14 100 1021 1000 11300 3050 Ded 2 Co														
ACCT 003 14 415 1784 2210 11300 8010														
ACCT 004 14 100 1021 1000 11300 3050														
ACCT 005 14 100 1051 1000 11300 111														
Ded 04 N Ded Ded Ded Ded Ded Ded Ded Ded														
2.75														
Ded Ded Ded Ded Ded Ded Ded Ded Ded														
Employer paid deductions: GHI Pension Medicare 5.22 OASDI 22.32														
Ded Ded Ded Ded Ded Ded Ded Ded Ded														
*** Gross Pay 360.00 *** Deductions 30.29 *** Net Pay 329.71 *** NON TAX														
ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15														
F16 F17 F18 Help														
14.03.01														

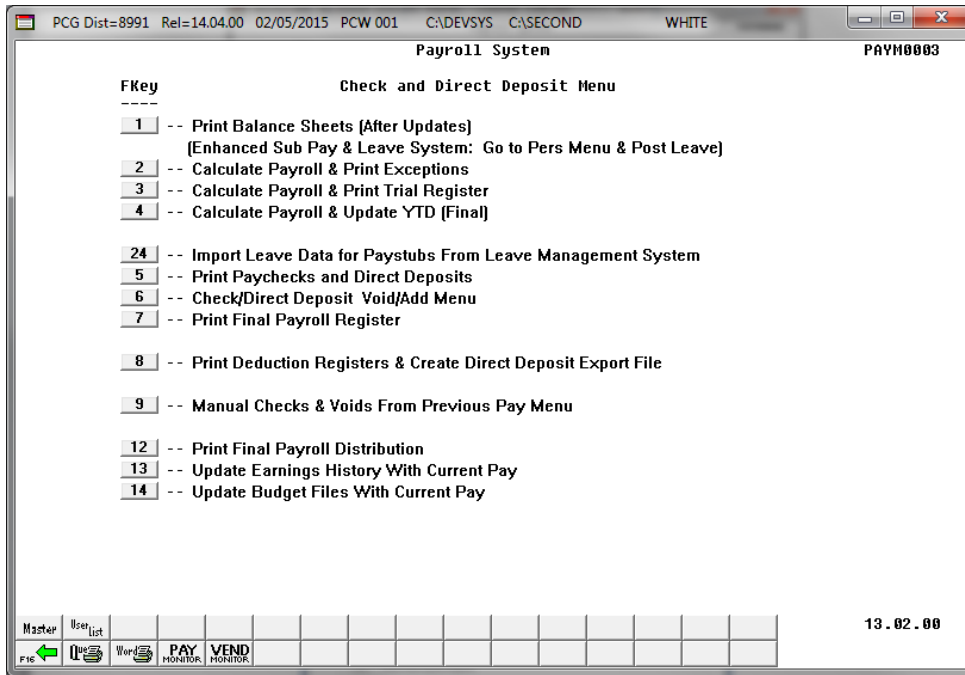
Example of Earnings History Record with Time (Reg/Ovt Hrs field) Reported in Days

### A3. Printing the Balance Sheets (After Updates)



Step	Action
1	Select <b>3</b> (F3 - Payroll Check and Direct Deposit Menu).

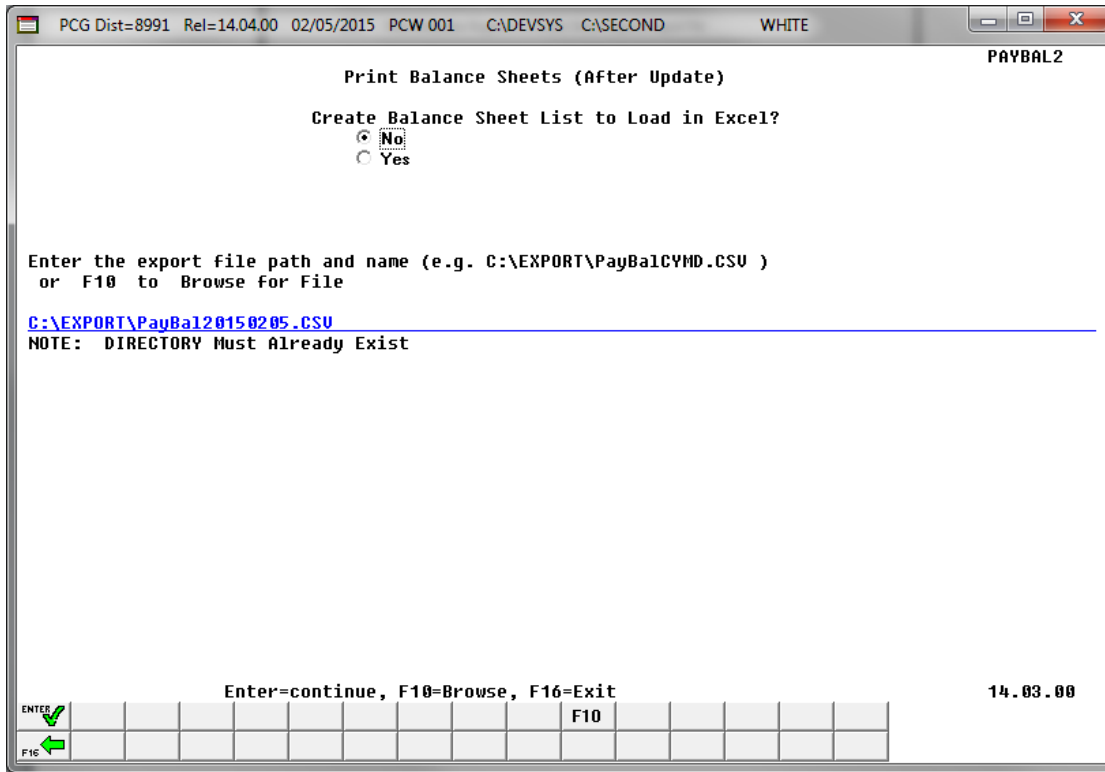
The following screen displays:










Step	Action
2	Select <b>1</b> (F1 - Print Balance Sheets (After Updates)).



The following screen displays:



Step	Action
3	Select the radio button  to left of the appropriate response in the <b>Create Balance Sheet List to Load in Excel?</b> field. In order to produce a comma separated data file with the data from the report, select ‘ <b>Yes</b> ’. Otherwise, select ‘ <b>No</b> ’.
4	<b>If creating an export file:</b> Verify the <b>C:\EXPORT</b> folder exists, or create the folder where appropriate.
5	<b>If creating an export file:</b> Enter <b>C:\EXPORT\PayBalccymmdd.csv</b> in the <b>Enter File Name and Path for Export File</b> field, or select  ( <b>F10</b> - to Browse for file) to locate the file manually.
6	Select  ( <b>Enter</b> - Continue).  <b>If creating an export file:</b> <i>If the filename from Step 17 is invalid, the “UNABLE TO OPEN PAYBAL CSV FILE 35 = File Not Found” error message displays. In this instance, return to Step 3 to enter the correct information.</i>  <i>“Processing Request” briefly displays where appropriate.</i>

Step	Action
7	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
8	<p>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>.</p>

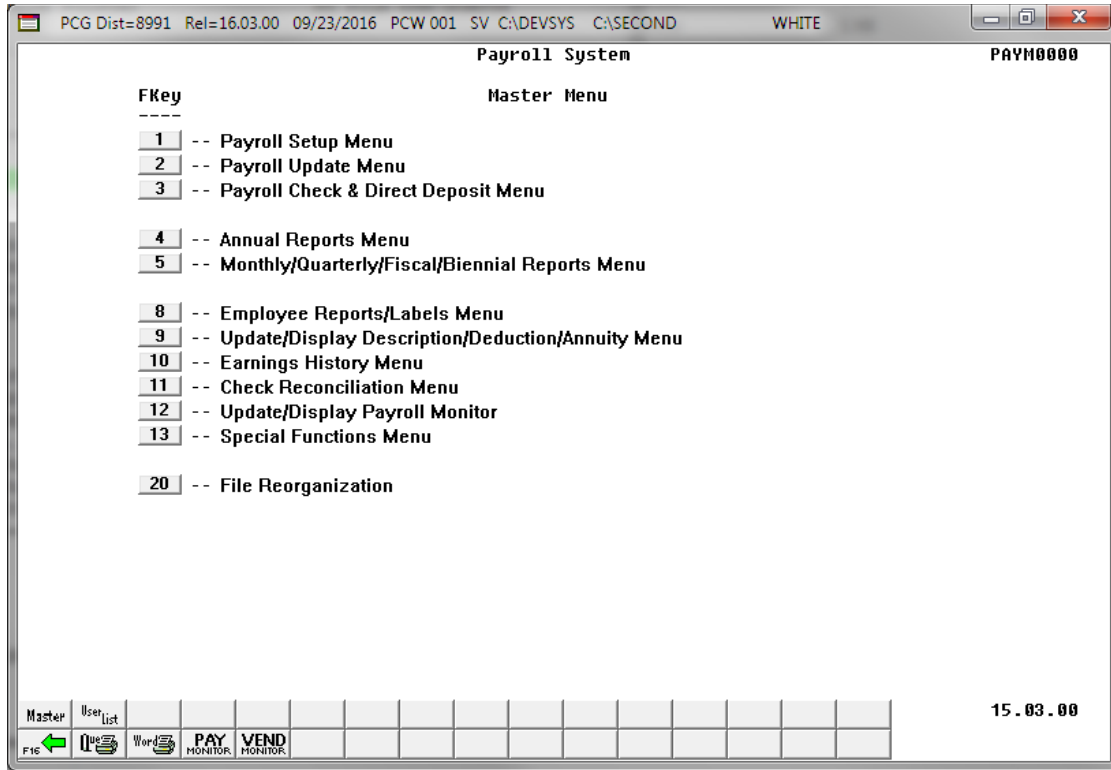
### A3.1. Payroll Balance Sheets (After Updates) – Example

LOC	EMP#	CL	NAME	RATE	REG-HRS	OVT-HRS	REG-AMT	OVT-AMT	GHI-DIST	ACCOUNT	NUMBER
<p>REPORT ID: PAYR-PAYBAL2/PAYBAL      PAYROLL BALANCE *** AFTER UPDATES - LOCATION WITHIN CLASS      PAGE: 45            PERIOD END: 05/31/2016      REPORT DATE: 09/21/2016</p>											
0108	88219	30	HUGMEL, ALGEN								
			HUGMEL, ALGEN				696.18			S 16-100-0-3540-2210-19000-0108-1-000000	
			HUGMEL, ALGEN				1578.01			S 16-100-0-5071-1000-17200-6001-0-000000	
			HUGMEL, ALGEN				28.84			S 16-100-0-3540-2210-19000-0108-1-000000	
			HUGMEL, ALGEN				65.37			S 16-100-0-5071-1000-17200-6001-0-000000	
	**		EMPLOYEE TOTAL				2368.40				
	**		LOCATION - TOTAL				2368.40				
0195	88516	30	LIS, CASSY								
			LIS, CASSY				2274.20			S 16-100-0-1071-1000-11000-0195-1-000000	
			LIS, CASSY				94.20			S 16-100-0-1073-1000-11000-0195-1-000000	
	**		EMPLOYEE TOTAL				2368.40				
0195	89709	30	MA4LORY, MI4LARD								
			MA4LORY, MI4LARD				858.98			S 16-100-0-1021-1000-11800-0195-1-000000	
			MA4LORY, MI4LARD				858.98			S 16-100-0-1051-1000-11800-0100-1-000000	
			MA4LORY, MI4LARD				30.58			S 16-100-0-1023-1000-11800-0195-1-000000	
			MA4LORY, MI4LARD				30.58			S 16-100-0-1053-1000-11800-0100-1-000000	
	**		EMPLOYEE TOTAL				1779.12				
0195	89818	30	SA7DANA, ES7EBAN								
			SA7DANA, ES7EBAN				2274.20			S 16-100-0-1071-1000-11000-0195-1-000000	
			SA7DANA, ES7EBAN				94.20			S 16-100-0-1073-1000-11000-0195-1-000000	
	**		EMPLOYEE TOTAL				2368.40				
	**		LOCATION - TOTAL				6515.92				
<p>REPORT ID: PAYR-PAYBAL2/PAYBAL      PAYROLL BALANCE *** AFTER UPDATES - LOCATION WITHIN CLASS      PAGE: 48            PERIOD END: 05/31/2016      REPORT DATE: 09/21/2016</p>											
LOC	EMP#	CL	NAME	RATE	REG-HRS	OVT-HRS	REG-AMT	OVT-AMT	GHI-DIST	ACCOUNT	NUMBER
			**** GRAND - TOTAL				1055305.25				

### A3.2. Payroll Balance Sheets Export File – Example

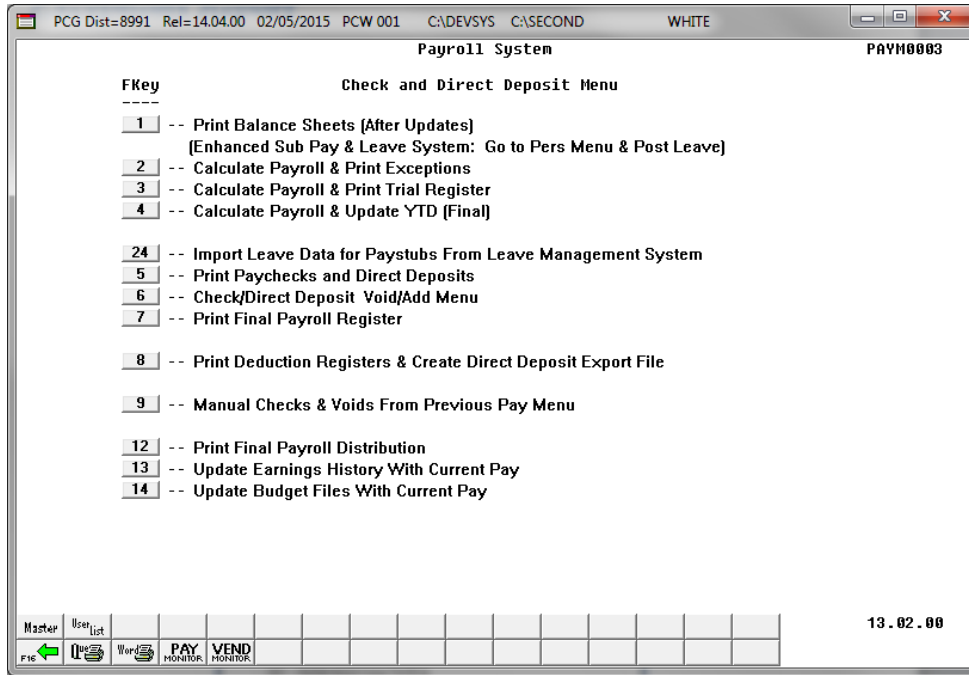
PAYBAL20160921.CSV - Microsoft Excel																
File Home Insert Page Layout Formulas Data Review View Team																
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
EmpNo	SSN	EmpName	Class	LOC	Hire/Rehire	PROC TYPE	ACCT	RATE	REG HRS	OVT HRS	HRS PER DAY	DUMMY	REG AMT	OVT AMT		
22222	121212121	LAST FIRST M	1	10	20160701	S	17100010111000100000000000000000	0	0	0	0	0	2000	0		
56565	111112345	THIRD SALLY	1	1	20160701	S	16100010111000100000000000000000	0	0	0	0	0	4333.34	0		
87332	899187332	FA5ST LU5IANO	15	201	20151201	S	16605099903100100000000000000000	0	0	0	6.5	0	581.47	0		
87343	899187343	AV2LOS AZ2LEE	15	195	20150801	S	16604099903100100000000000000000	0	0	0	7	0	740.87	0		
87345	899187345	LO8D BE8TRIS	11	108	20140701	S	16100099902600100000000000000000	0	0	0	8	0	1581.81	0		
87354	899187354	BU7KHART JA7EL	1	100	20070801	S	16100010511000100000000000000000	0	0	0	8	0	3008.31	0		
87354	899187354	BU7KHART JA7EL	1	100	20070801	S	16100021111000100000000000000000	0	0	0	8	0	371.81	0		
87354	899187354	BU7KHART JA7EL	1	100	20070801	S	16100010531000100000000000000000	0	0	0	8	0	119.19	0		
87354	899187354	BU7KHART JA7EL	1	100	20070801	S	16100021131000100000000000000000	0	0	0	8	0	14.73	0		
87354	899187354	BU7KHART JA7EL	1	100	20070801	S	16100099902400100000000000000000	0	0	0	8	0	29.17	0		
87362	899187362	HU7TLEY CO7RINNE	1	195	20150801	S	16100010111000100000000000000000	0	0	0	8	0	3886.98	0		
87362	899187362	HU7TLEY CO7RINNE	1	195	20150801	S	16100010131000100000000000000000	0	0	0	8	0	147.5	0		
87365	899187365	CA4RASCO DE4NDREA	9	201	20070701	S	16100099902400100000000000000000	0	0	0	8	0	1912.74	0		
87365	899187365	CA4RASCO DE4NDREA	9	201	20070701	S	16100099902100100000000000000000	0	0	0	8	0	50	0		
87374	899187374	AP3NTE RE3D	1	108	20151201	S	16404028241000100000000000000000	0	0	0	8	0	2161.15	0		
87374	899187374	AP3NTE RE3D	1	108	20151201	S	16404028241000100000000000000000	0	0	0	8	0	114.16	0		
87377	899187377	RY8ER WI8BURN	2	195	20130801	S	16100010111000100000000000000000	0	0	0	7.5	0	1081.99	0		
87382	899187382	LE3ON ER3CH	1	108	20150801	S	16100010411000100000000000000000	0	0	0	8	0	5244.64	0		
87382	899187382	LE3ON ER3CH	1	108	20150801	S	16100010431000100000000000000000	0	0	0	8	0	206.58	0		
87382	899187382	LE3ON ER3CH	1	108	20150801	S	16100010411000100000000000000000	0	0	0	8	0	619.76	0		
87402	899187402	WI7SLOW RO7NY	29	6790	20130101	S	16100010211000100000000000000000	0	0	0	8	0	585.75	0		
87402	899187402	WI7SLOW RO7NY	29	6790	20130101	S	16100010511000100000000000000000	0	0	0	8	0	585.75	0		
87402	899187402	WI7SLOW RO7NY	29	6790	20130101	S	16100010811000100000000000000000	0	0	0	8	0	585.75	0		
87402	899187402	WI7SLOW RO7NY	29	6790	20130101	S	16100010411000100000000000000000	0	0	0	8	0	585.75	0		
87403	899187403	FL6OD CY6IL	1	100	20150901	S	16402017701000100000000000000000	0	0	0	8	0	3930.16	0		
87403	899187403	FL6OD CY6IL	1	100	20150901	S	16100013511000100000000000000000	0	0	0	8	0	697	0		
87403	899187403	FL6OD CY6IL	1	100	20150901	S	16402017701000100000000000000000	0	0	0	8	0	154.81	0		

## Procedure B: Calculate Payroll and Print the Payroll Exceptions Report



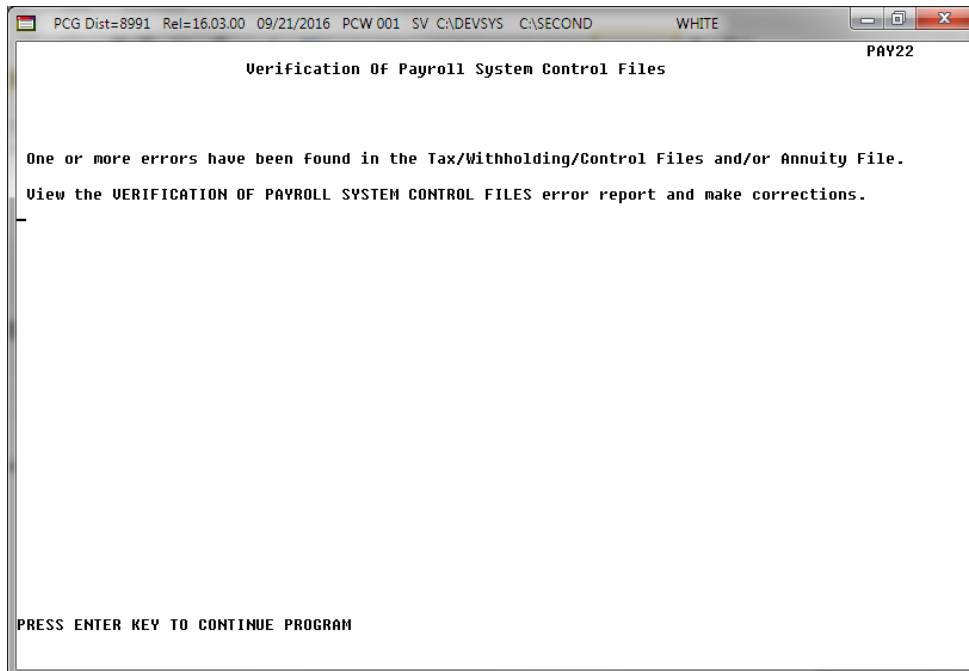
Step	Action
1	Select <b>3</b> (F3 - Payroll Check and Direct Deposit Menu).

The following screen displays:

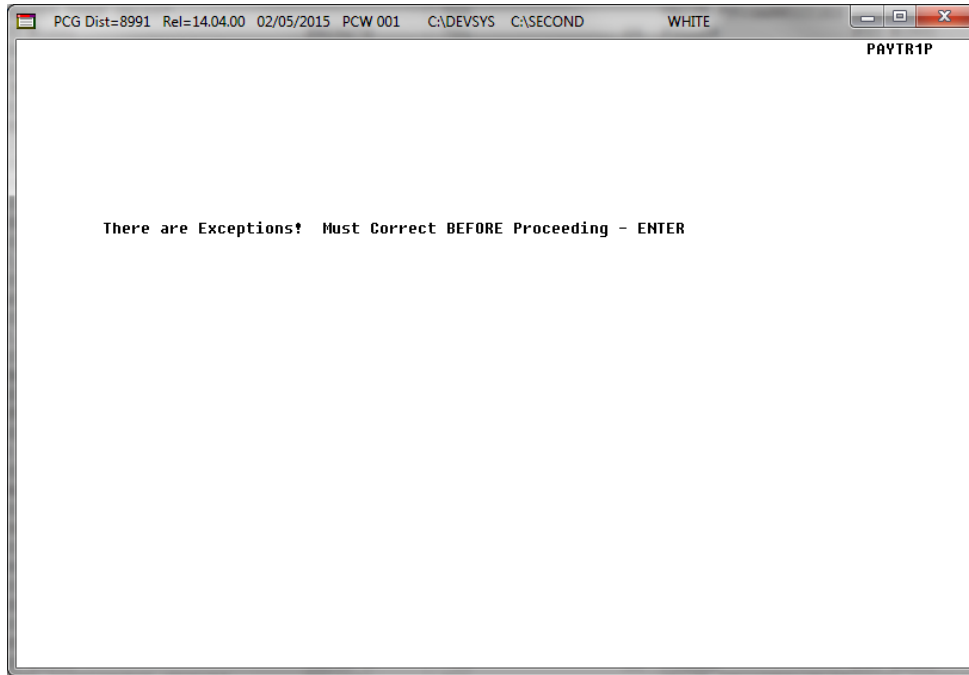


Step	Action
2	Select <b>2</b> (F2 - Calculate Payroll & Print Exceptions). *** Processing Request ***, and a Processing Status dialog box briefly displays.





If errors exist in the Payroll System Control Files, the following screen displays:



If payroll errors exist, the following screen displays:



Step	Action
3	<p><b><u>When errors exist in the Payroll System Control Files:</u></b></p> <p>When there are exceptions, the <i>Verification of Payroll System Control Files</i> screen displays. Select <b>Enter</b>, and proceed to <i>Step 5</i>.</p> <p>The <i>Calculate Payroll &amp; Print Exceptions</i> process gives a fatal error when a vendor exists in the payroll that has less than 500 sequence numbers remaining or when an inactive vendor exists. Identifying the system errors before the payroll is calculated prevents the <i>Update Budget Files with Current Pay</i> process from aborting when a vendor number runs out of sequence numbers.</p> <p>When a vendor number runs out of sequence numbers, the old vendor number must be replaced with a new vendor number. To accomplish this task, the user should inactivate the old vendor number, add a new vendor number with the old vendor’s information, update all occurrences of the old vendor number in deductions, garnishments, gross payroll, etc, and then rerun the <i>Payroll Exceptions</i> process.</p> <p><i>For exceptions, access the PCGenesis Uqueue Print Manager to print the report, and proceed to the appropriate Payroll Update instructions to correct the payroll errors. Repeat these instructions beginning at Step 1.</i></p>

Step	Action
4	<p><b><u>When payroll errors exist:</u></b></p> <p>When there are exceptions, the <i>Correct Exceptions</i> screen displays. Select <b>Enter</b>, and proceed to <i>Step 5</i>.</p> <p><i>For exceptions, access the PCGenesis Uqueue Print Manager to print the report, and proceed to the appropriate Payroll Update instructions to correct the payroll errors. Repeat these instructions beginning at Step 1.</i></p>
5	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
6	<p>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>.</p>

### B1. Verification of Payroll System Control Files – Example

DATE RUN: 9/21/2016	VERIFICATION OF PAYROLL SYSTEM CONTROL FILES	PAGE 1
	SYSTEM CONTROL TABLE ERRORS	
RECORD TYPE	ERROR MESSAGE	
GROSS PAYROLL	VENDOR 000003 HAS LESS THAN 500 SEQUENCE NUMBERS, NOT VALID FOR PAYROLL	

## B2. Payroll Exceptions Register – Example

LOC	EMP #	CL	NAME					
0010	22222	01	LAST, FIRST M	F	10	INV. DIST. ACCT(S)-PAY OUT OF DATE RANGE		
0201	87810	01	OC7MPO, NO7BERT	C	44	WARNING - TRS/ERS PENSION GROSS ADJ EXISTS		
0201	87914	02	VU7, OL7NDA	C	44	WARNING - TRS/ERS PENSION GROSS ADJ EXISTS		
0195	88542	02	WA3TE, ED3IS	C	44	WARNING - TRS/ERS PENSION GROSS ADJ EXISTS		
0195	88623	02	AR2GON, WA2D	C	44	WARNING - TRS/ERS PENSION GROSS ADJ EXISTS		
0100	89502	02	MO3LTON, BL3IR	C	44	WARNING - TRS/ERS PENSION GROSS ADJ EXISTS		
6790	89655	29	BL2M, NI2KOLAS	C	44	WARNING - TRS/ERS PENSION GROSS ADJ EXISTS		

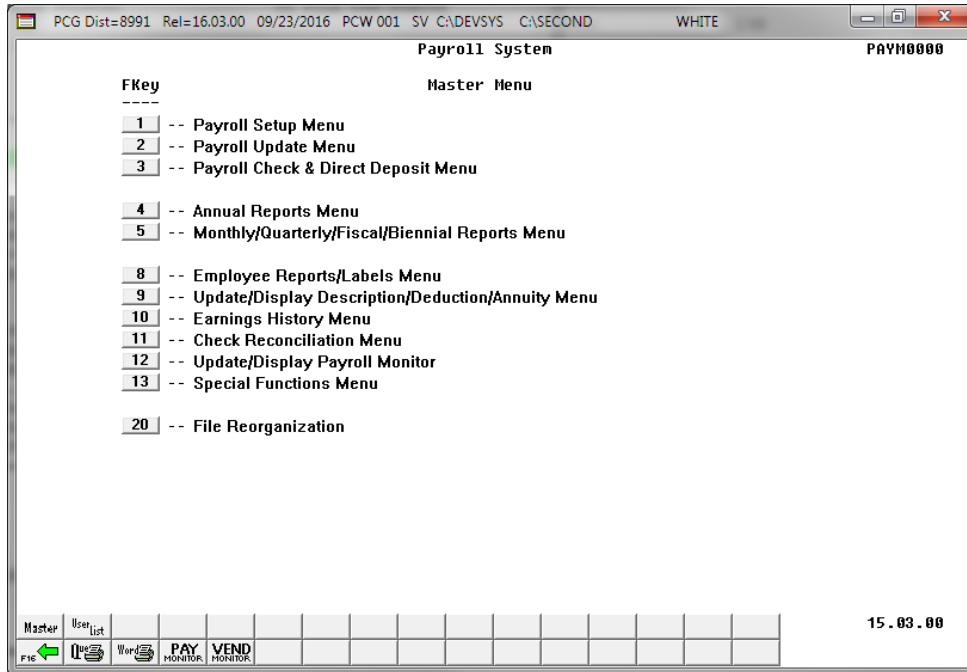
REPORT ID:	PAYR-PAYEXCEP	CALC EXCEPTIONS REGISTER FOR PAY 05/31/16	PAGE:	1
PERIOD END:	05/31/2016		REPORT DATE:	09/21/2016

REPORT ID:	PAYR-PAYEXCEP	CALC EXCEPTIONS REGISTER FOR PAY 05/31/16	PAGE:	2
PERIOD END:	05/31/2016		REPORT DATE:	09/21/2016
*** EXCEPTIONS FOUND IN PAY CALC ***				
RECORDS INPUT		346		
FATAL ERRORS		1 *****		
CAUTION ERRORS		6 *****		

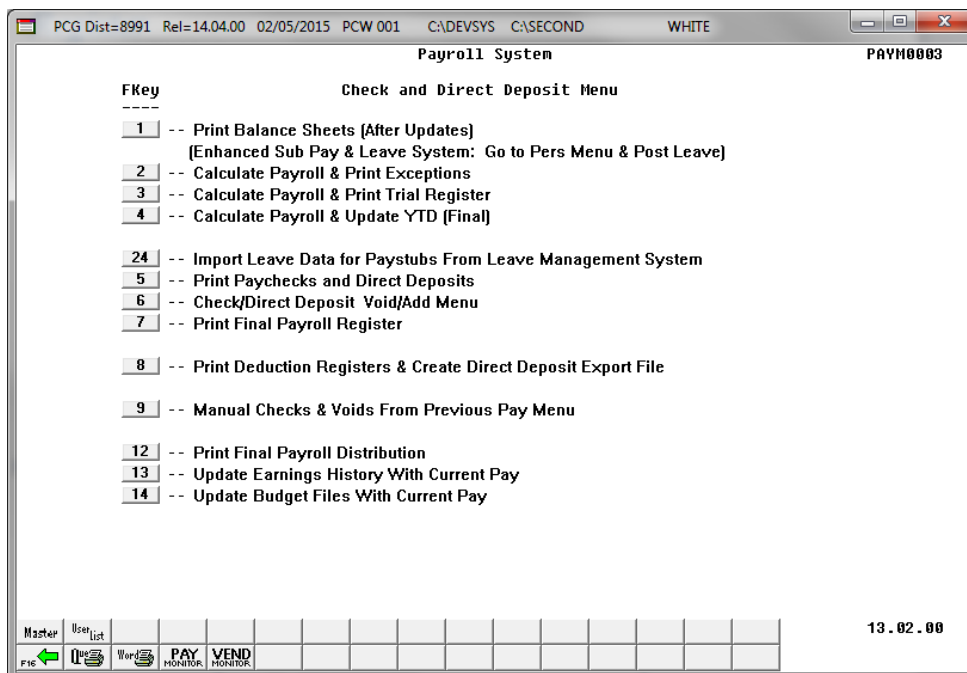


# Procedure C: Calculate Payroll and Print the TRIAL Register



Step	Action
1	Select <b>3</b> (F3 - Payroll Check and Direct Deposit Menu).



The following screen displays:







Step	Action
2	Select <b>3</b> (F3 - Calculate Payroll & Print Trial Register).

The following screen displays:



Step	Action
3	Select the radio button  to left of the appropriate response in the <b>Create Trial Register to Load in Excel?</b> field. In order to produce a comma separated data file with the data from the report, select <b>'Yes'</b> . Otherwise, select <b>'No'</b> .
4	<b>If creating an export file:</b> Verify the <b>C:\EXPORT</b> folder exists or create the folder where appropriate.
5	<b>If creating an export file:</b> Enter <b>C:\EXPORT\PayTriccyymmdd.csv</b> in the <b>Enter File Name and Path for Export File</b> field, or select <b>F10</b> (F10 - to Browse for file) to locate the file manually.
6	Select  ( <b>Enter - Continue</b> ). <b>If creating an export file:</b> <i>If the filename from Step 17 is invalid, the "UNABLE TO OPEN PAYTRI CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 3 to enter the correct information.</i> <i>"Processing Request" briefly displays where appropriate.</i>

Step	Action
7	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p> <p><b>Review the Trial Registers carefully!</b> If errors are identified, proceed to the appropriate Payroll Update instructions to correct the payroll errors. Repeat these instructions beginning at Step 1.</p>
8	<p>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>.</p>

## C1. Payroll Trial Register - Example

REPORT ID: PAYR-PAYTRIAL-EE		PAYROLL TRIAL REGISTER FOR PAY 11/30/17								PAGE: 5		
PERIOD END: 11/30/2017		REPORT DATE: 03/28/2018 11:39										
LOCATION 0100 - Location 000100												
LOC	EMP #	CL NAME	REG HRS	OT HRS	GROSS	ANNUITY	FEDERAL	OASDI	HI	STATE	RETIRE	AEIC
0100	89624	01 AGUILERA, DOSOVAN			2932.02		265.84	175.57	41.06	132.02	175.92	
		NET PAY: 2007.54 DD										
	68.96	/09 14.58 /17 2.67 /46	22.71	/47	5.90 /48	11.75 /50	7.50 /51					
0100	88198	01 ALBEY, SAGE			3084.67		277.73	182.28	42.63	137.96	185.07	
		NET PAY: 2042.30 DD										
	108.49	/09 7.29 /17 36.19 /47	11.75	/50	23.06 /52	29.92 /53						
0100	87575	01 ALBARD, BRUCE			2134.54		89.20	124.22	29.05	71.70	128.07	
		NET PAY: 1561.34 DD										
	130.96	/09										
0100	89666	01 BE4ERRA, GA4INA			5060.26		353.01	298.73	69.86	234.05	303.62	
		NET PAY: 3476.47 DD										
	241.94	/09 14.58 /17 16.00 /52	52.00	/57								
0100	89813	01 CO9CORAN, DAWIN			3688.37		136.33	200.84	46.98	118.25	221.30	
		NET PAY: 2501.02 DD										
	368.51	/09 14.58 /17 68.77 /47	11.79	/48								
0100	87522	01 DE2UCA, KA2ALA			4544.06			241.70	56.52	83.88	272.64	
		NET PAY: 3196.68 DD										
	468.59	/09 101.20 /47 21.81 /48	17.00	/52	25.04 /53	50.00 /54	4.00 /56	5.00 /61				
0100	88548	01 EL2IOT, AL2ARO			4098.21		441.38	254.08	59.42	212.81	245.89	
		NET PAY: 2848.05 DD										
	14.58	/17 22.00 /52										
0100	87390	01 FE6NANDES, RE6INIA			2902.85		132.82	174.29	40.76	95.39	174.17	
		NET PAY: 2165.42 DD										
	68.96	/09 14.58 /17 22.71 /47	13.75	/50								
0100	88966	01 GISLETTE, PASTY			4336.16		421.82	249.45	58.34	198.47	260.17	
		NET PAY: 2808.98 DD										
	205.50	/09 14.58 /17 101.20 /47	5.90	/48	11.75 /50							
0100	89659	01 HA3DY, EU3EBIA			4381.96		230.19	232.76	54.42	146.64	262.93	
		NET PAY: 2783.19 DD										
	526.67	/09 14.58 /17 101.20 /47	13.75	/50	15.63 /51							
0100	89968	01 HASMER, EL8AMAE			4352.78	100.00	344.84	227.88	53.29	171.52	261.17	
		NET PAY: 2470.73 DD										
	415.69	/09 14.58 /17 31.96 /45	12.77	/46	101.20 /47	11.79 /48	13.75 /50	6.25 /51	11.36 /53	100.00 /54	4.00 /56	

The end of the report lists PSERS, TRS, payroll check and direct deposit net, and deduction dollar amount totals.

REPORT ID:	PAYR-PAYTRIAL-EE	PAYROLL TRIAL REGISTER FOR PAY 11/30/17		PAGE:	44
PERIOD END:	11/30/2017			REPORT DATE:	03/28/2018 11:39
	PAYROLL GROSS	1,118,675.31			
	FICA - OASDI	65,219.58		1,051,927.76	
	FICA - HEALTH INSURANCE	15,252.98		1,051,927.76	
01	EMPLOYEE ANNUITY	12,516.00	A		
02	EMPLOYEE 2ND ANNUITY	2,725.00	A		
03	FED W/H TAX	77,488.00			
04	GA INCOME TAX	42,410.43			
08	NONCERTIFIED MERIT	21,855.17	I		
09	CERTIFIED MERIT	31,431.59	I		
12	I-VNDR 000005	5.00	I		
13	I-VNDR 000006	41.52	I		
14	I-VNDR 004603	8.00	I		
16	VENDOR 000012	436.37			
17	VENDOR 000016	1,665.77			
18	COURT W/H	4,015.00	G		
44	I-VNDR 005945	341.58	I		
45	I-VNDR 005945	684.60	I		
46	I-VNDR 005945	134.84	I		
47	I-VNDR 005946	9,000.66	I		
58	VENDOR 005856	675.00			
59	COURT W/H	166.41	G		
60	VENDOR 005995	187.00			
61	VENDOR 004726	113.00			
	NEW PSERS	320.00		35,770.98	
	OLD PSERS	168.00		64,747.80	
	TRS	59,058.65		989,075.49	
	* PAYROLL CHECKS NET	13,885.81			
	** DIRECT DEPOSIT NET	747,083.71			
	TOTAL DEDUCTIONS	357,705.79			
	# OF CHECKS TO BE WRITTEN	351	MALES:	74	FEMALES: 277

The final pages of the report print a summary of the number of checks / direct deposits by payroll **Class Code**, and then lists the employee contributions by annuity company.

REPORT ID: PAYR-PAYTRIAL-EE		PAYROLL TRIAL REGISTER FOR PAY 11/30/17		PAGE: 46	
PERIOD END: 11/30/2017				REPORT DATE: 03/28/2018 11:39	
NUMBER OF CHECKS BY CLASS CODE					
CLASS	MALE	FEMALE	TOTAL		
01	29	107	136	CLASSROOM TEACHERS	
02	7	47	54	TEACHER AIDES	
03	0	2	2	SUBSTITUTE TEACHERS	
04	0	1	1	PRE-K FAMILY SVC COORDINATOR	
05	1	7	8	SCHOOL COUNSELORS	
07	1	2	3	LIBRARIANS	
08	5	10	15	ADMINISTRATIVE	
09	1	22	23	CLERICAL	
10	4	1	5	MAINTENANCE	
11	6	8	14	CUSTODIANS	
12	8	23	31	BUS DRIVERS	
14	2	0	2	MECHANICS	
15	1	30	31	LUNCHROOM WORKERS	
17	3	2	5	BOARD MEMBERS	
18	1	2	3	CUSTODIAN PARTTIME	
22	0	1	1	SPEECH THERAPIST	
24	0	2	2	NURSES	
28	2	0	2	OTHER CERTIFIED 12 MONTH EMPL	
29	3	1	4	OTHER CLASSIFIED 12 MONTH EMPL	
30	0	7	7	OTHER CERTIFIED PARTTIME EMPL	
31	0	2	2	OTHER CLASSIFIED PARTTIME EMPL	
31	74	277	351	TOTAL CHECKS / DIRECT DEPOSITS	

REPORT ID: PAYR-PAYTRIAL-EE		PAYROLL TRIAL REGISTER FOR PAY 11/30/17		PAGE: 47	
PERIOD END: 11/30/2017				REPORT DATE: 03/28/2018 11:39	
ANN CO	ANNUITY COMPANY NAME	TOTAL ANN EMPLOYEE AMT		ANNUITY TYPE	
01	VALIC (403B PLAN)	6,011.00		403(b)	
03	VALIC (457B PLAN)	6,930.00		457	
37	VANGUARD GROUP	2,300.00		403(b)	

## C2. Trial Employer Benefit Distribution by Employee Report - Example

The end of the report lists the gross, FICA, pension, and GHI grand totals, the employer contributions by annuity company, and employer contributions by deduction code.

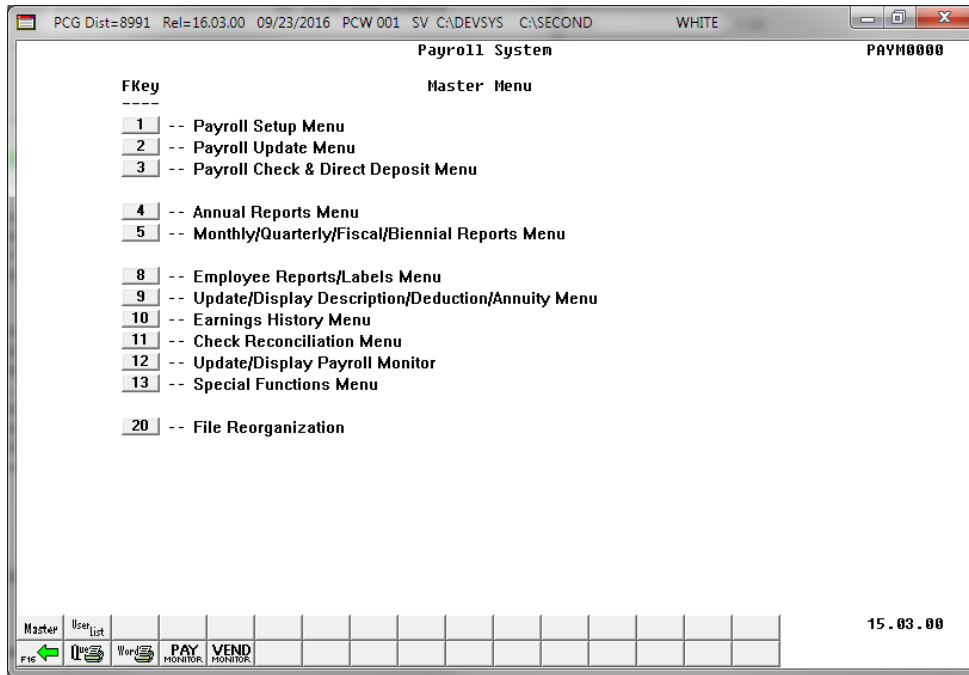
REPORT ID: PAYR-PAYTRIAL-ER		TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 05/31/16						PAGE: 1	
PERIOD END: 05/31/2016								REPORT DATE: 09/23/2016	
EMP. #	EMPLOYEE NAME	SALARY GROSS	22000 ***** 22000 *****	OASDI GROSS	HI GROSS	PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	21000 ***** 21000 *****	(OBJECT) PEN EMPLR SHR/EMPL
			AMT	AMT	AMT		AMOUNT	C GHI AMT	N GHI AMT
THIRD, SALLY 56565		4,333.34	4,072.94 252.52	4,072.94 59.06	TR5	4,333.34 618.37	945.00		
KISPATRICK, LASHAUNDA 89404		5,546.01	5,145.51 319.02	5,145.51 74.61	TR5	5,546.01 791.42	945.00		
Deductions: 30.30 /14 50.25 /22									
BR5THERS, ALSYNA 89004		2,342.99	2,169.02 134.48	2,169.02 31.45	TR5	2,342.99 334.34			746.20
Deductions: 30.30 /14 50.25 /22									
BES3NSTEIN, BL3IR 88502		1,452.36	1,426.52 88.44	1,426.52 20.68	NEW PSERS				
Deductions: 30.30 /14									
BRS5AUX, TYSON 87860		923.38	923.38 57.25	923.38 13.39	OLD PSERS				746.20
Deductions: 30.30 /14									
BUS8N, EM8LE 89273		853.66	782.72 48.53	782.72 11.35	NEW PSERS				746.20
Deductions: 30.30 /14									
CH2VIS, AN2A 88335		887.78	887.78 55.04	887.78 12.87	OLD PSERS				746.20
Deductions: 30.30 /14									
CO2LE, LI2WOOD 88575		757.87	497.47 30.84	497.47 7.21	NEW PSERS				746.20
Deductions: 30.30 /14									
COSURN, KASHA 88244		1,039.08	946.96 58.71	946.96 13.73	OLD PSERS				746.20
Deductions: 30.30 /14									
COTONADO, BR7IN 89794		887.78	741.50 45.97	741.50 10.75	OLD PSERS				746.20
Deductions: 50.25 /22									
EMPLOYER SHARE GRAND TOTAL		1,055,305.25	991,964.11 61,501.74	991,964.11 14,383.34	(23000) TR5 (23000) TR5 DOE	925,943.65 132,132.34 12,563.82 1,792.85	134,190.00		82,082.00

NOTE: TRS DOE PAID ERCON = 'Y' ON THE EMPLOYEE RECORD INDICATES THAT THE GEORGIA DEPARTMENT OF EDUCATION WILL PAY THE EMPLOYER-PAID CONTRIBUTION FOR THE EMPLOYEE. ON THIS REPORT, THE TOTAL TRS EMPLOYER SHARE AMOUNT INCLUDES 'TRS DOE PAID ERCON' CONTRIBUTIONS, AND THESE CONTRIBUTIONS WILL BE INCLUDED ON THE EMPLOYEES' EARNINGS HISTORY RECORDS.

REPORT ID: PAYR-PAYTRIAL-ER		TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 05/31/16						PAGE: 26	
PERIOD END: 05/31/2016								REPORT DATE: 09/23/2016	
ANN CO	ANNUITY COMPANY NAME	TOTAL ANN EMPLR AMT	ANNUITY EMPLR INDICATOR						
01	VALIC (403B PLAN)	84.10	Fixed amount						
02	VALIC (SUPERINTENDENT /	2.00	% of emp contribution						

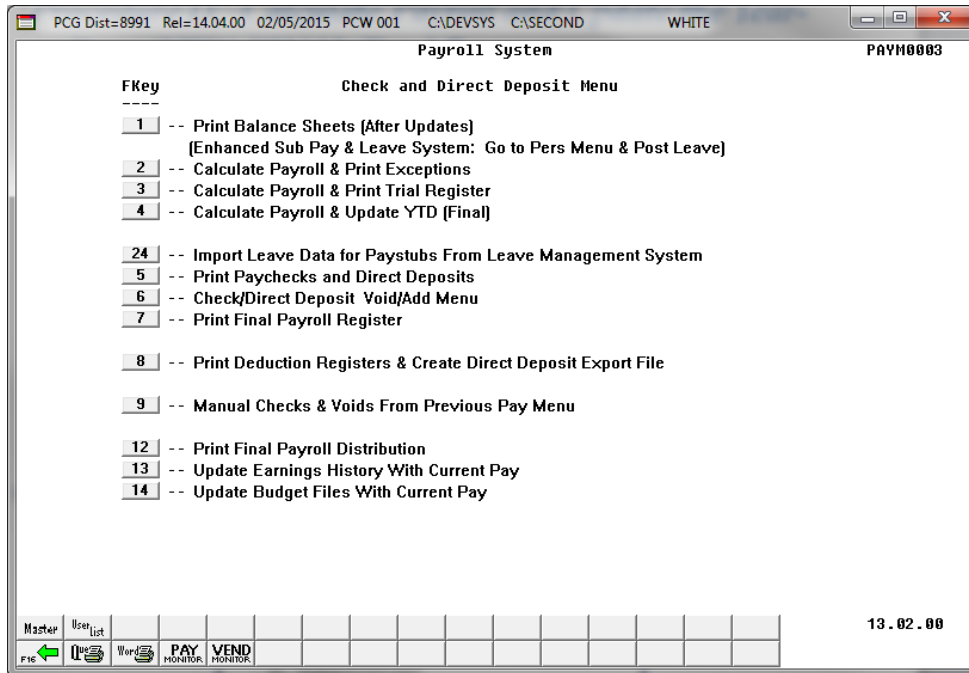
REPORT ID: PAYR-PAYTRIAL-ER		TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 05/31/16						PAGE: 27	
PERIOD END: 05/31/2016								REPORT DATE: 09/23/2016	
DED NO	DEDUCTION DESCRIPTION	TOTAL DED EMPLR AMT	DEDUCT EMPLR INDICATOR						
14	I-VNDR 004603	5,090.40	Fixed amount						
17	VENDOR 000016	18,123.64	% of Proc Type gross						
22	VENDOR 000005	1,507.50	Fixed amount						

## Procedure D: Calculate Payroll and Update the Year-to-Date (YTD) FINAL Totals



Step	Action
1	Select <b>3</b> (F3 - Payroll Check and Direct Deposit Menu).

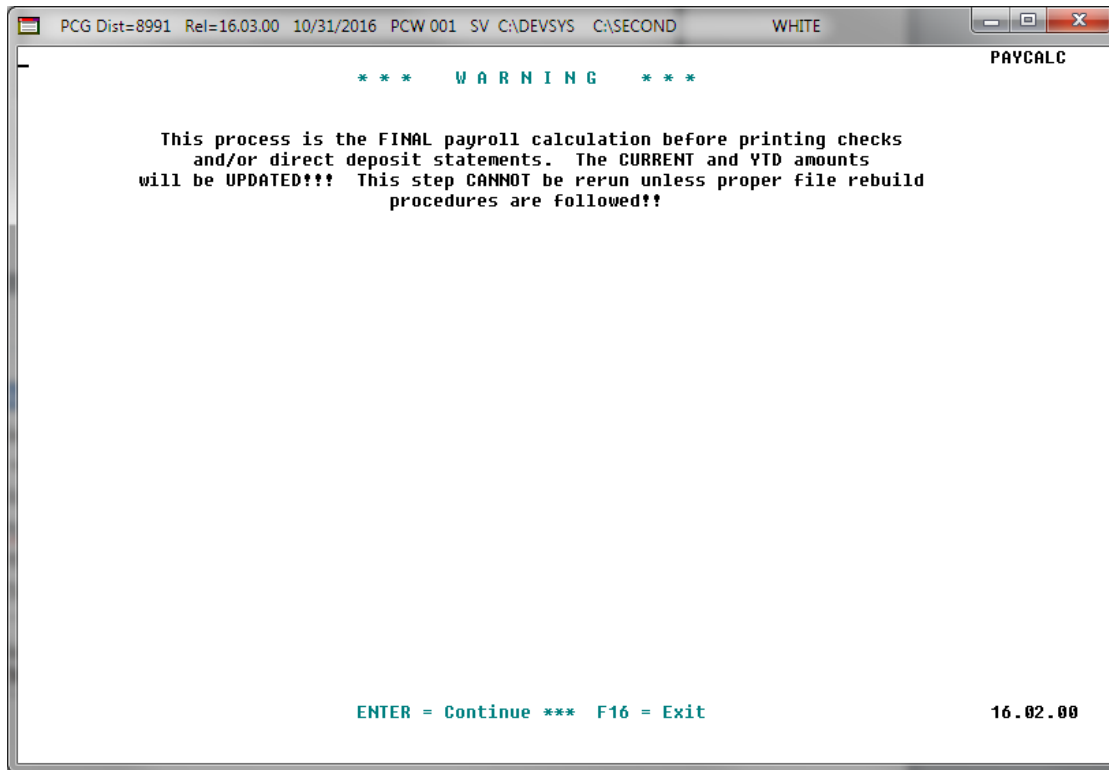
The following screen displays:





Step	Action
2	<p>Select <b>4</b> (F4 - Calculate Payroll &amp; Update YTD (FINAL)).</p> <p>“** Processing Request **”, and the C:\WINDOWS\system32\cmd.exe window briefly display.</p> <p>PCGenesis automatically performs a “Disk-to-Disk” backup and copies the payroll information from K:\SECOND\ PAYDATA to K:\SECOND\ PAYDATAQ.</p>

The following screen displays:



Step	Action
3	<p>Review the warning message displayed on the screen, and then select <b>ENTER</b> to continue.</p> <p>“** Processing Request **” briefly displays.</p> <p>The Payroll System – Check and Direct Deposit Menu redisplay.</p>
4	<p>Select <b>F16</b> (F16 - Exit) to return to the Payroll System Master Menu, or select <b>Master</b> (Master) to return to the Business Applications Master Menu.</p>