



# PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

3/5/2024

Section I: Special Functions

***[Topic 1: Pay Schedule Processing,  
Version 2.6]***

## Revision History

Date	Version	Description	Author
3/5/2024	2.6	24.01.00 – Update screenshots.	D. Ochala
01/17/2019	2.5	18.04.00 – Update <i>Overview</i> to include information about mass update for employee pay schedules.	D. Ochala
01/05/2017	2.4	16.04.00 – Add warning screen to <i>Procedure B: Display/Modify a Pay Schedule</i> .	D. Ochala
05/12/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
12/2/2011	2.2	11.03.01 – New DOE logo. Updated footer.	D. Ochala
01/22/2009	2.1	08.04.00 – Corrected <i>Procedure A</i> sequential order of instructions.	C. W. Jones
10/01/2008	2.0	08.03.00 – Reorganized <i>Special Functions Menu</i> supporting documentation and Web layout.	C. W. Jones

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# Overview

Payroll Schedules are set up on a calendar year basis to track PCGenesis payroll cycle dates. These schedules may be created, modified, and/or deleted, and must contain the dates that the school districts and systems intend for payroll to be posted to Financial Accounting and Reporting (FAR). Pay Schedules are defined by the **Calendar Year** and the **Pay Schedule Number**, as shown below.

```

A PCG Dist=6101 Rel=23.04.00 03/05/2024 DOE 005 C:\SQLSYS C:\SECOND WHITE
*** Calendar Year Pay Schedule *** PAYS
Year: 24 Pay Schedule #: 12 * SCHEDULE IN PROGRESS *
No. Of Pays For Tax Calc: 12 Max No. Of Pays Per Year: 12
Description: MONTHLY PAYROLL
Current Pay Period: 3
Current Pay Quarter: 1 SCHEDULE COMPLETE INDICATOR: N
*** C H E C K D A T E S ***
1). 01/31/24 2). 02/29/24 3). 03/29/24 4). 04/30/24
5). 05/31/24 6). 06/28/24 7). 07/31/24 8). 08/30/24
9). 09/30/24 10). 10/31/24 11). 11/29/24 12). 12/31/24

** Display Mode **
F2-First F5-Next F9-Modify Record F18-Delete F16-Return to Find Mode
ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15
F16 F17 F18 Help F19
    
```

Calendar Year Pay Schedule Definition for Year 2024 and Pay Schedule Number 12

Within PCGenesis, the *Pay Schedule* used for an individual employee is determined by the employee's **Payroll Class Code** as defined for **Record Type 'C'** on the *Payroll Description File*, as shown below. The **Pay Schedule #** field determines the payroll class code's corresponding *Pay Schedule* number. Refer to the *Payroll System Operations Guide, Section F: Description/Deduction/Annuity File Processing, Procedure 1A. Maintaining Description Records* for additional information.

PCG Dist=8991 Rel=24.01.00 03/05/2024 DFO 001 SV K:\SYSTEM K:\SECOND WHITE										—	□	×			
<b>Payroll Description File - File Maintenance</b>												<b>PAY0100</b>			
Description: TEACHERS		Record Type: C		Number: 2		Free format description									
<b>Pay Schedule #: 12 Pay Schedule # for each Pay Class</b>															
Certified/Non: C		C=Certified, N=Non-certified													
Type: F		B=Board member, F=Full-time, P=Part-time, S=Substitutes, 3=Third Party Contractors													
Instructional: I		I=Instructional, N=Non-instructional													
Parapro: N		P=Paraprofessional, N=Non-paraprofessional													
TRIS Job Class: 00 Teaching Faculty - DESC Record 'K'															
** Display Mode **															
ENTER		F1-Next		F2-Prev		F9-Modify		F18-Delete		F16-Exit		23.02.00			
ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15
F16	F17	F18										Help			

Payroll Description File – Payroll Class Code Definition

The employee's **Payroll Class Code** determines the *Pay Schedule*. The *Pay Schedule (Pay sch. #)* is a non-modifiable field on the *Update/Display Gross Data* screen (as shown below) because it is actually determined by the definition of the employee's **Payroll Class Code**. To change an employee's *Pay Schedule*, the **Pay Schedule #** field defined on the **Payroll Class Code** record must be changed on the *Maintain Payroll Description Records* screen, shown above, or the employee must be moved to a different **Payroll Class Code** with the desired **Pay Schedule #** value. Changing the **Pay Schedule #** field defined on the **Payroll Class Code** record affects all employees within the class code and requires that all employees pay schedules be mass updated.

PCG Dist=8991 Rel=24.01.00 03/05/2024 DFO 001 SV K:\SYSTEM K:\SECOND WHITE

Status Active Update/Display Gross Data PAY07

EmpNo 86277 AD9MSON, B09ETTE Class 2 TEACHERS

SSN 999-08-6277 Loc 101 Location 000101 Job cd 3 TEACHERS

Salary sched \_\_\_\_\_ Cert level T4 Pay step E State yrs 1 Local yrs 1

Work sched ID \_\_\_\_\_ Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay sw \_\_\_\_\_ Budget pay cat \_\_\_\_\_

Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI % Dist	Pay Reas	Pay for Period End
01.	S				3342.92		1.0000	91	
02.	S				301.92			91	
03.	S				98.66			91	
04.	A	250.000	2.00		500.00				
05.									
06.									
					4046.18		1.0000		Sub Budget

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens Amt	Contract	Distrib	Flag
ACCT 01	24	100		1051	1000	11000	101	1						Y	
ACCT 02	24	100		1053	1000	11000	101	1							
ACCT 03	24	100		1051	1000	11000	101	1							
ACCT 04	24	414		1784	2213	11600	201	1							
ACCT 05	00														
ACCT 06	00														

Total gross 4046.18 Pens code 2 TRS Pens Amt/% .0600

Cycle gross 3644.83 Pens switch Y Pay sch. # 12

State salary 40115.00 TRS service ind 0 TRS/ERS Pens Gross Cycle 2 Sch Yr

Local salary 3623.00 TRS serv lock N Adj Amt/% Contmo 10

Other No pension code 00 PY contmo 10

Contract amt 43738.00 Pens elig date 7/26/2021

Mode changed to update

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 24.01.00

Individual Employee Update/Display Gross Data Screen

**Mass Update Employees Pay Schedules:** If the **Pay Schedule #** field defined on the **Payroll Class Code** record is changed, the **Pay Schedule #** field on the employees' *Update/Display Gross Data* screen must be updated as well. PCGenesis allows mass updates for individual employees' pay schedules by payroll class as needed. Because PCGenesis does not allow individual updates to employee pay schedules, this process saves time and automatically updates all employees within the pay class.

Always perform the *Mass Update Employees Pay Schedules* procedure when an entire employee **Payroll Class** changes pay schedules. For example, a mass update procedure is required in the case of the custodians pay class changing from a twenty-four (24)-cycle pay schedule to a twelve (12)-cycle pay schedule to ensure the entire pay class' information posts correctly for the payroll.

Also perform the *Mass Update Employees Pay Schedules* procedure when the **Pay Schedule #** field has been changed from one year to the next on the **Payroll Class Code** record. For example, if the monthly **Pay Schedule #** field in the prior calendar year was **12** but the monthly **Pay Schedule #** field for the new calendar year is **16**, a mass update procedure is required to update the individual employee records.

**IMPORTANT NOTE:** It is recommended that the **Pay Schedule #** on the **Payroll Class Code** record stay consistent year over year to avoid payment issues on the first payroll of the new calendar year. Keeping the **Pay Schedule #** on the **Payroll Class Code** record the same avoids the necessity of running the *Mass Update Employees Pay Schedules* procedure to update all employees' records with the updated **Pay Schedule #**.

Refer to the *Payroll System Operations Guide, Section I: Special Functions, Topic 6: Payroll Mass Update Employee Payroll Information Processing* for additional information.

PCG Dist=8991 Rel=18.04.00 01/16/2019 PCG 002 SV C:\DEVSY S C:\SECOND WHITE

MASS0100

**Mass Update Employees Pay Schedules**

The purpose of this process is to update each employee's pay schedule # based upon the number specified in the employee's corresponding pay class record on the Payroll Description File (Type 'C' record).

Generally, this procedure is run after the old fiscal year has been closed and the new fiscal year is to begin.

Enter the pay class to be updated and press ENTER to continue:

(Leave pay class BLANK to process ALL classes)

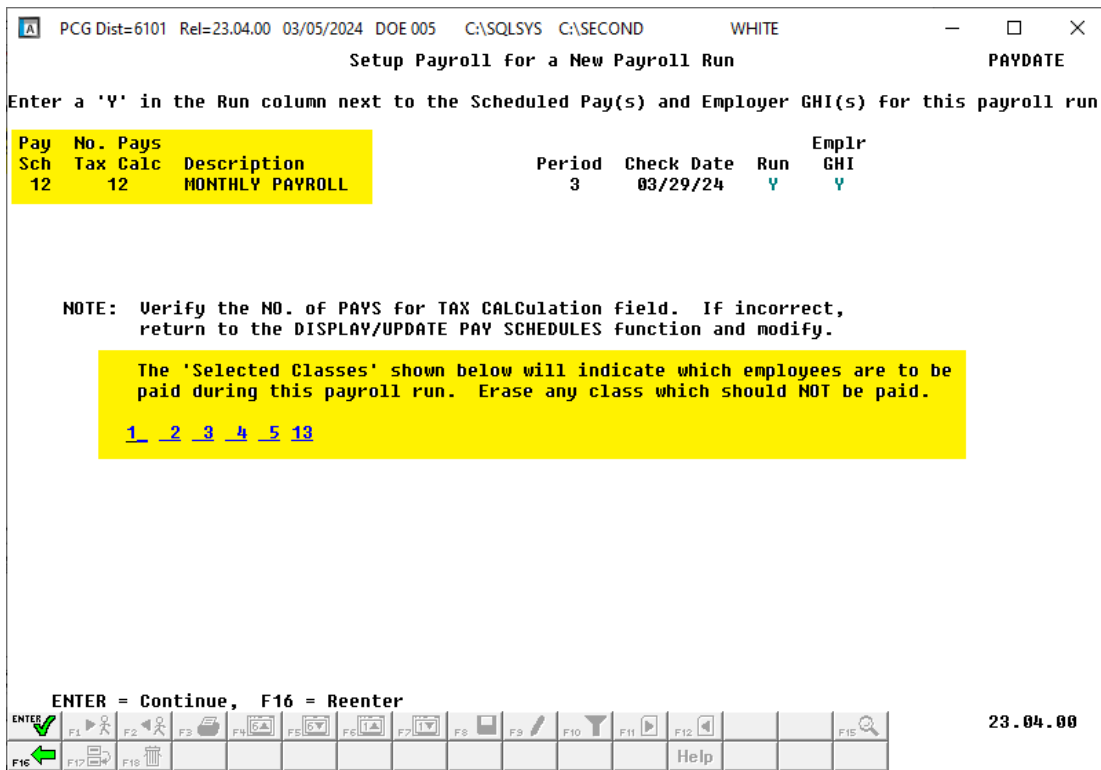
ENTER = Continue, F16 = Exit

12.03.00

*Mass Update Employees Pay Schedules Screen*

**Setup Payroll for a New Payroll Run:** During the *Setup Payroll for a New Payroll Run* procedure, the system displays the information for all *Pay Schedules* defined for the calendar year, and displays the pay date corresponding to the value in the **Current Pay Period** field on the *Pay Schedule*. For example, if the **Current Pay Period** is **01** on the *Pay Schedule* record, the pay date in slot 01 is displayed on the *Setup Payroll* screen.

Once the user sets the **Run** field to ‘Y’ for the *Pay Schedule* on the *Setup Payroll* screen and selects **Enter**, all payroll class codes with the corresponding **Pay Schedule #** field are displayed on the *Setup Payroll* screen, as shown below. This is how the PCGenesis system determines which employees will be paid during a normal payroll cycle. Once the payroll class codes are displayed on the *Payroll Setup* screen, the user can erase any payroll class codes which should not be paid during this particular payroll cycle. Refer to the *Payroll System Operations Guide, Section A: Payroll Setup* for additional information.



Setup Payroll for a New Payroll Run

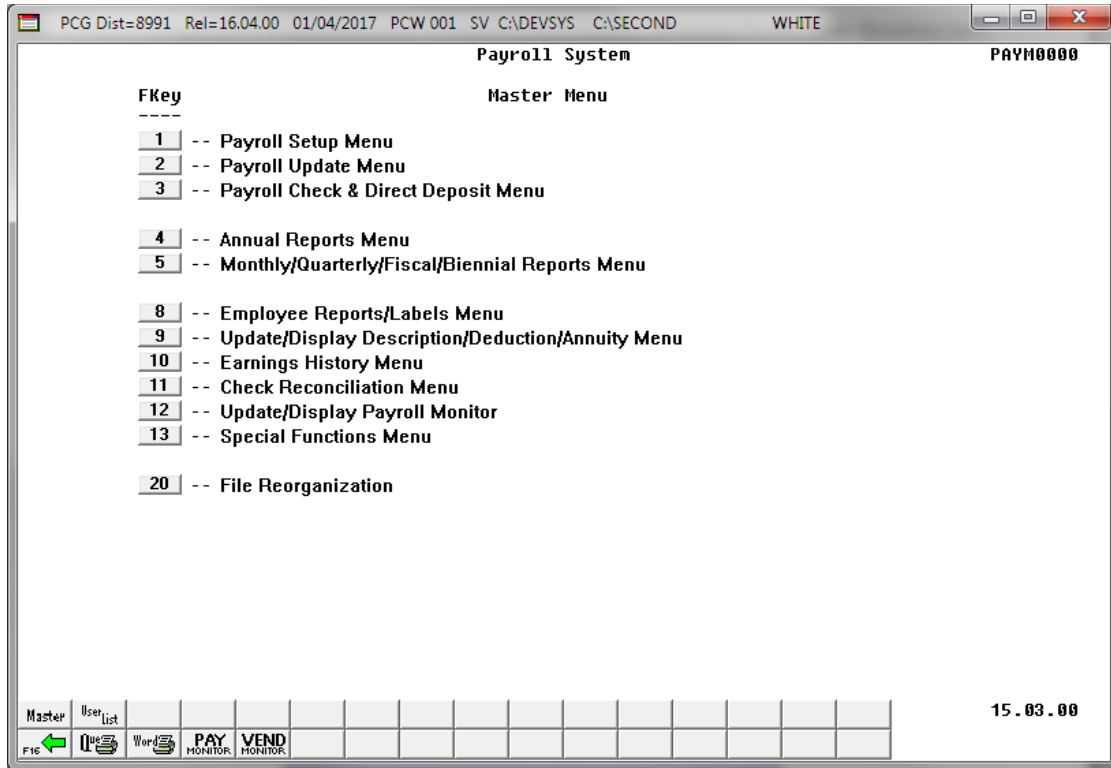
**Display/Modify a Pay Schedule:** PCGenesis also allows the addition of payroll dates to the *Calendar Year Pay Schedule* screen as in the case of running an additional payroll during the year. PCGenesis displays additional payroll dates on the screen in the correct payroll cycle order. When adding payroll dates, follow the steps in *Procedure B: Display/Modify a Pay Schedule*. The *Payroll Schedules* may not be modified in the middle of a payroll run. After the *Pay Schedule* has been successfully modified, the entries’ results display during payroll setup.



## Procedure A: Add a New Pay Schedule

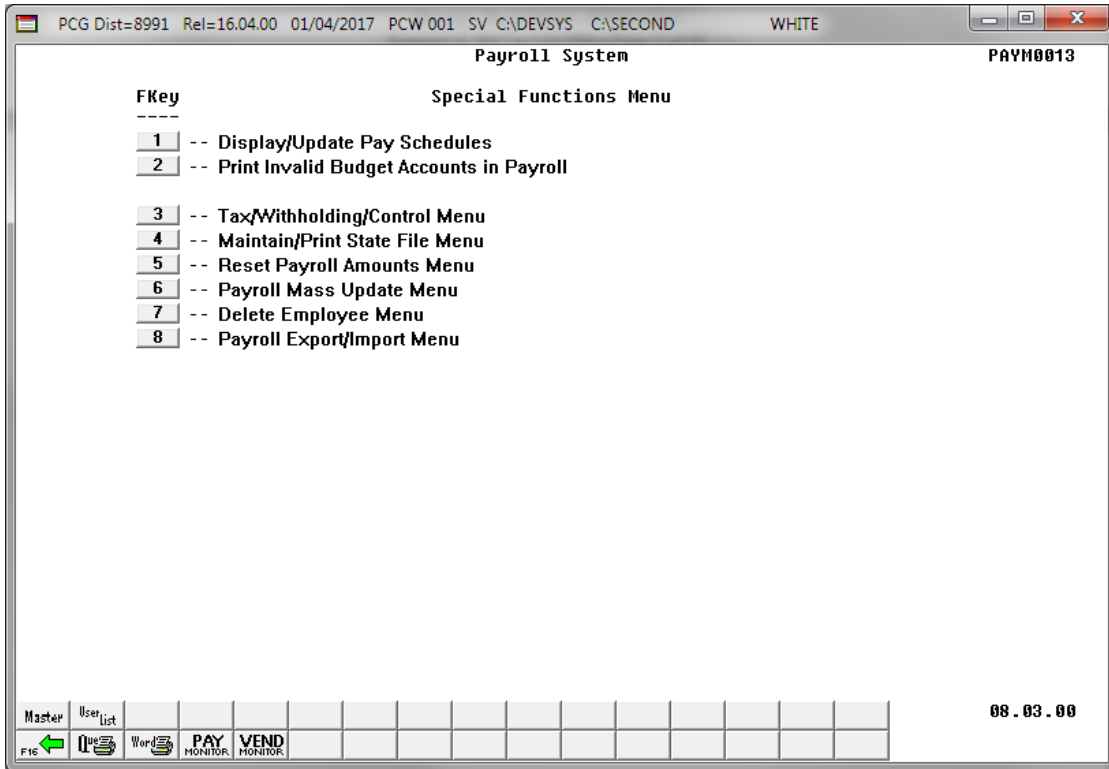
Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>2</b> (F2 - Payroll System).

The following screen displays:



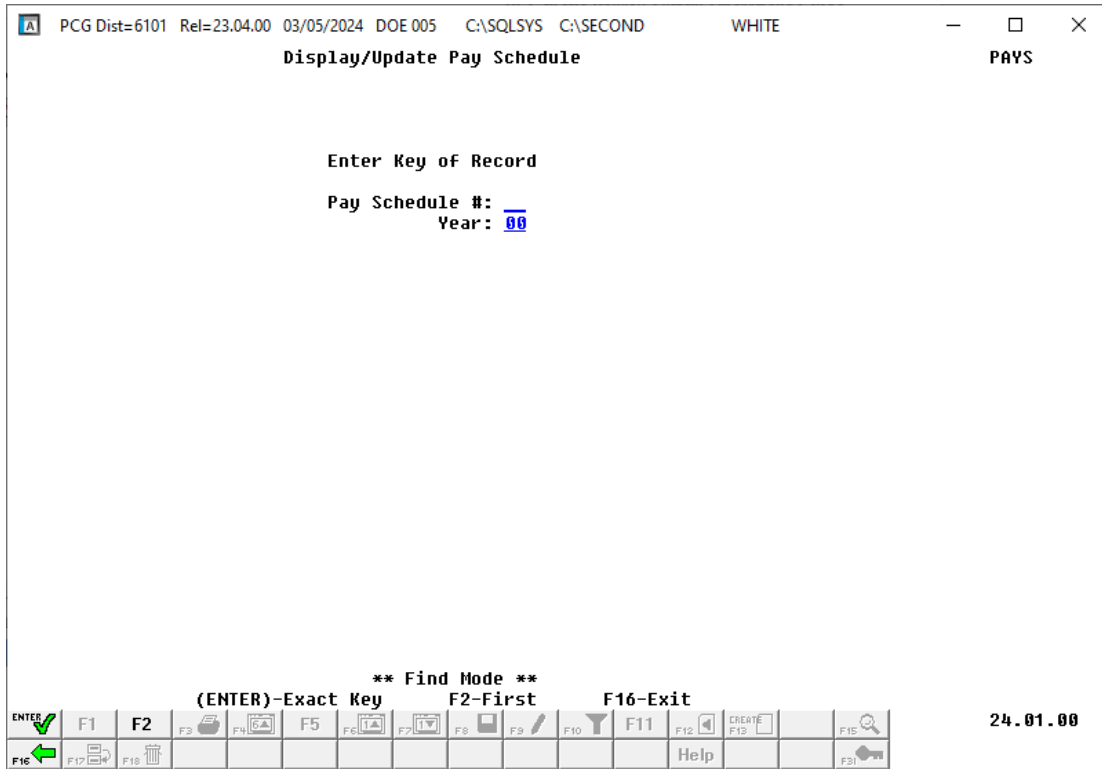
Step	Action
2	Select <b>13</b> (F13 - Special Functions Menu).


The following screen displays:



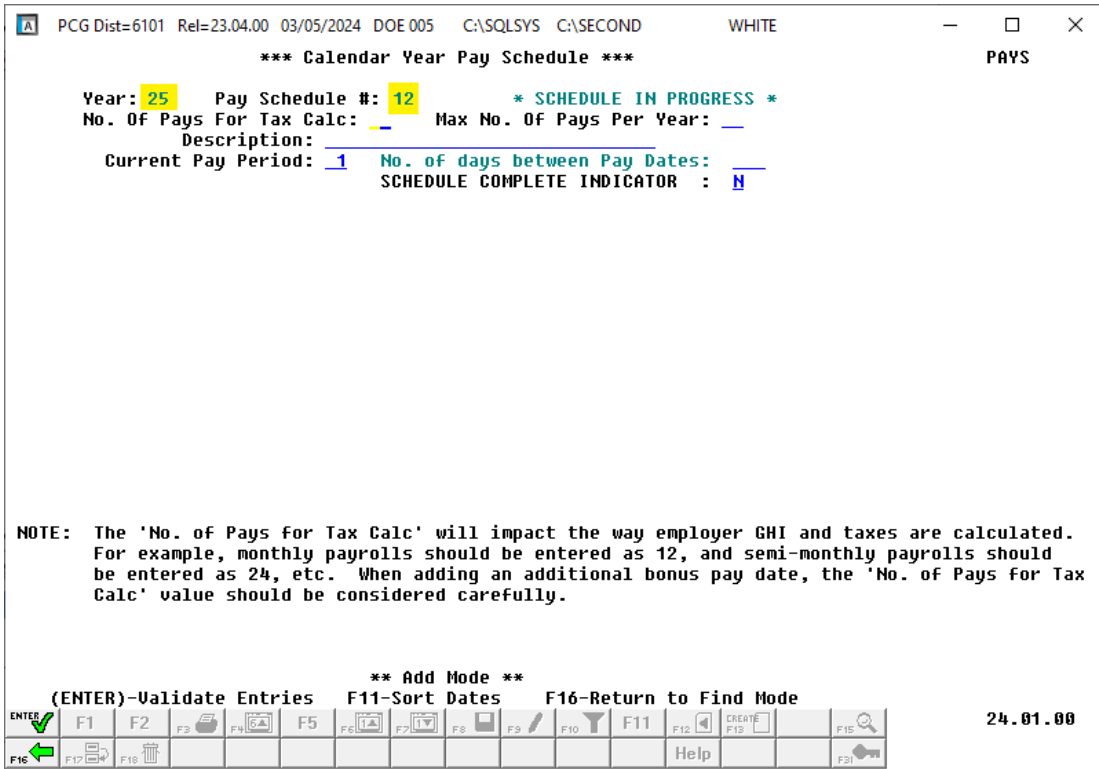
Step	Action
3	Select <b>1</b> (F1 - Display/Update Pay Schedules).

The following screen displays:





Step	Action
4	Enter the 2-digit <i>Payroll Schedule</i> number in the <b>Pay Schedule #</b> (Pay Schedule Number) field. <i>Valid entries in the Pay Schedule # field are 01 – 53. These entries must correspond with the Pay Schedule for Type C (Classes) in the Payroll Description file.</i>
5	Enter the 2-digit calendar year (YY) in the <b>Year</b> field.
6	Select  ( <b>Enter</b> - Exact Key).

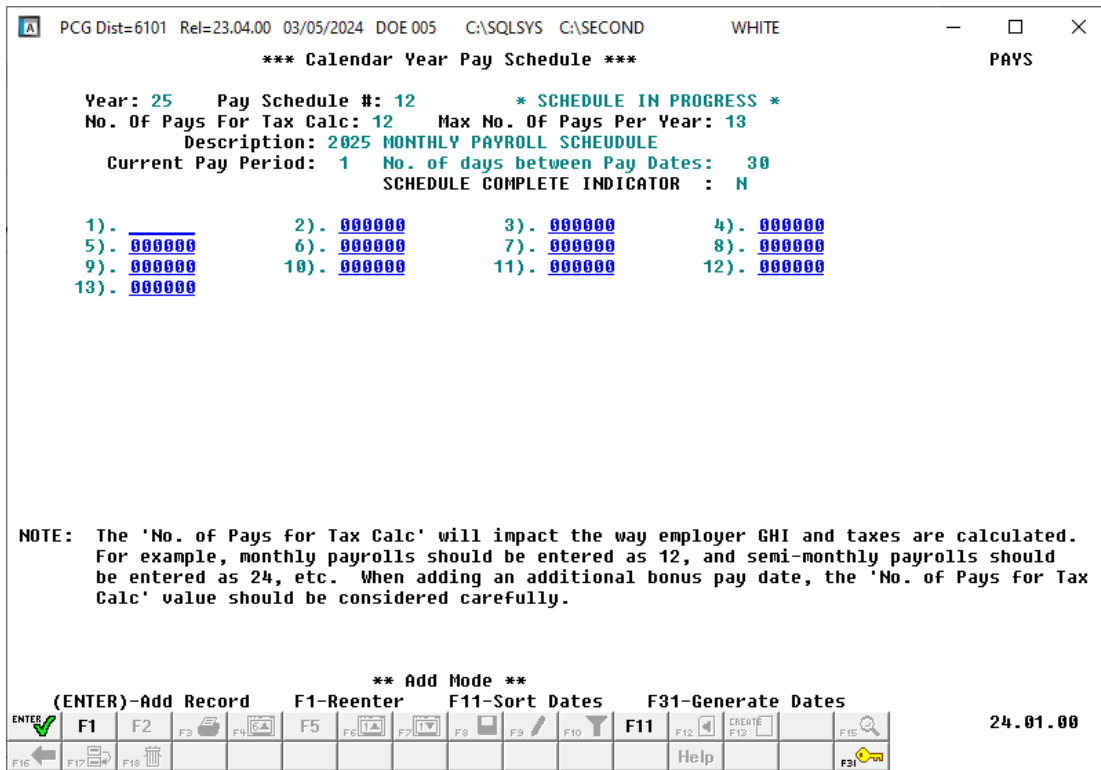
The following screen displays:






Step	Action
7	Verify the 2-digit year (YY) defaults correctly in the <b>Year</b> field.
8	Verify the 2-digit <i>Payroll Schedule</i> number (##) defaults correctly in the <b>Pay Schedule #</b> ( <i>Payroll Schedule Number</i> ) field.
9	Enter the total number of payrolls for income tax calculation in the <b>No. of Pays for Tax Calculation</b> ( <i>Number of Payrolls for Tax Calculation</i> ) field.  <b>NOTE:</b> The <b>No. of Pays for Tax Calculation</b> will impact the way employer GHI and taxes are calculated. For example, monthly payrolls should be entered as 12, and semi-monthly payrolls should be entered as 24, etc. When adding an additional bonus pay date, the <b>No. of Pays for Tax Calculation</b> value should be considered carefully. For example, increasing the <b>No. of Pays for Tax Calculation</b> causes the GHI employer amount to be pro-rated over the number of periods specified.
10	Enter the total number of <u>actual</u> payroll runs for this <i>Payroll Schedule</i> in the <b>Max. No. of Pays Per Year</b> ( <i>Maximum Number of Payrolls Per Year</i> ) field.  <i>The entry within the <b>Max. No. of Pays Per Year</b> field may be <u>greater than</u> the total number of payrolls entered in the <b>No. of Pays for Tax Calculation</b> field.</i>
11	Enter the payroll cycle’s description in the <b>Description</b> field.  <i>For example, enter “monthly” or “semi-monthly”.</i>




Step	Action
12	<p>Enter the next payroll period in the <b>Current Pay Period</b> field.</p> <p><i>For example, enter 01 for the first payroll period. On the other hand, if 03 for the third payroll period is entered in the field, PCGenesis uses the date in field 3.) for the next payroll instead of the dates in fields 1.) ___ and 2.) ___.</i></p>
13	<p>Enter the number of days between payroll runs in the <b>No. of Days Between Pay Dates</b> (Number of Days Between Pay Dates) field.</p> <p>The <b>No. of Days Between Pay Dates</b> value will be used when  (F31 – Generate Dates) is selected in <i>Step 16</i> below.</p> <p><i>When No. of Days Between Pay Dates is entered as 31, PCGenesis automatically adjusts for months with fewer than 31 days.</i></p>
14	<p>The <b>Schedule Complete Indicator</b> tells the PCGenesis system whether any more pay periods are to be run.</p> <p><b>To close a Payroll Schedule:</b> Enter Y (Yes) in the <b>Schedule Complete Indicator</b> field.</p> <p><b>For the current calendar year’s Payroll Schedule:</b> Enter N (No) in the <b>Schedule Complete Indicator</b> field.</p>
15	<p>Select  (Enter - Validate Entries).</p>

The following screen displays:

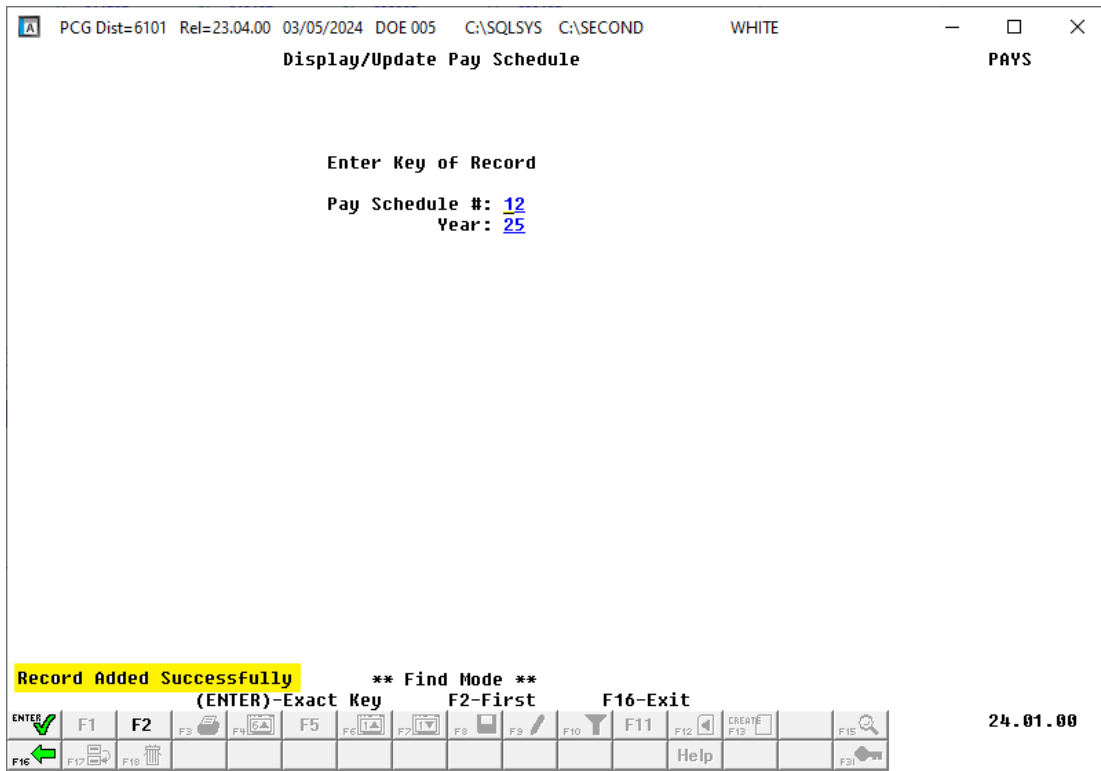



Step	Action
16	<p>Verify the screen's entries, and select the appropriate option:</p> <p><b>For automatic date calculations:</b> Enter the <u>first</u> payroll run date (MMDDYY) in the first field <u>only</u>, and select  (F31 - Generate Dates).</p> <p><b>For manual date entries:</b> Enter the payroll run dates (MMDDYY) in <u>each</u> of the fields.</p> <p><i>If the information is incorrect, select  (F1 - Reenter), make the appropriate modifications, and select  (Enter - Validate Entries).</i></p>

The following screen displays after the pay dates have been entered or generated:

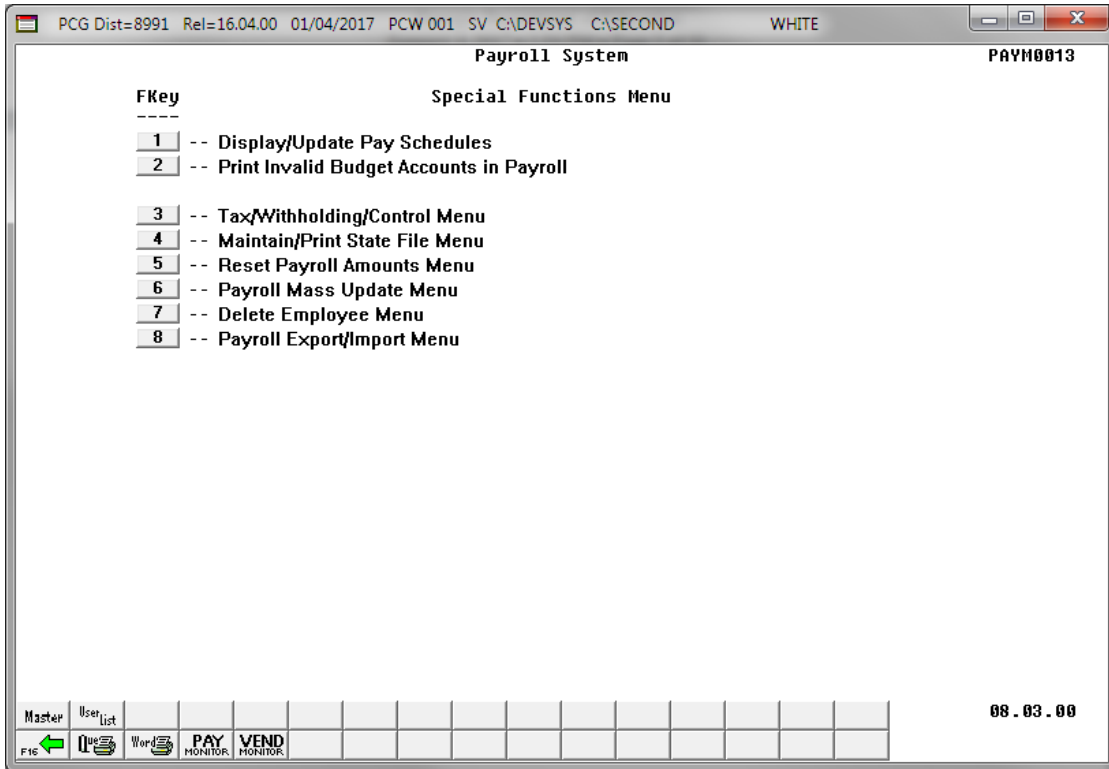
Step	Action
17	<p>Verify the screen's entries are correct and select  (Enter - Add Record).</p> <p><i>If the information is incorrect, select  (F1 - Reenter), make the appropriate modifications, and select  (Enter - Add Record).</i></p>



The following screen displays:



Step	Action
18	Verify the message, “Record Added Successfully” displays. Select  (F16 - Exit) to return to the Payroll System – Special Functions Menu.


The following screen displays:

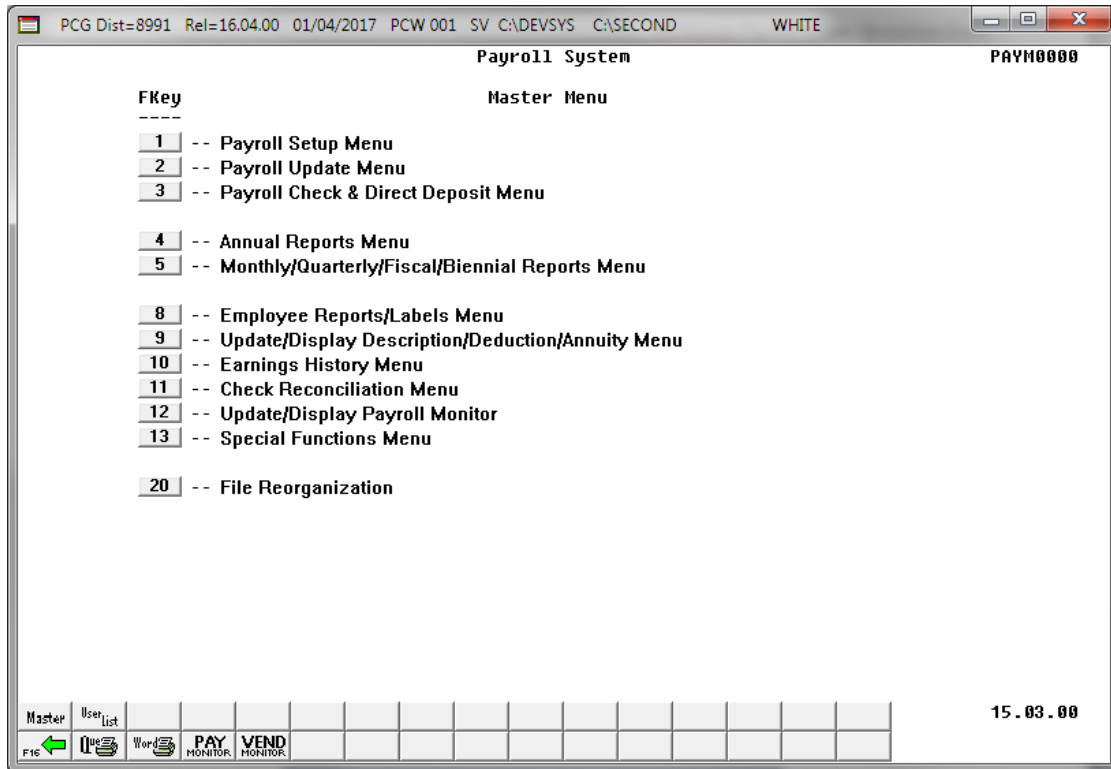


Step	Action
19	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .



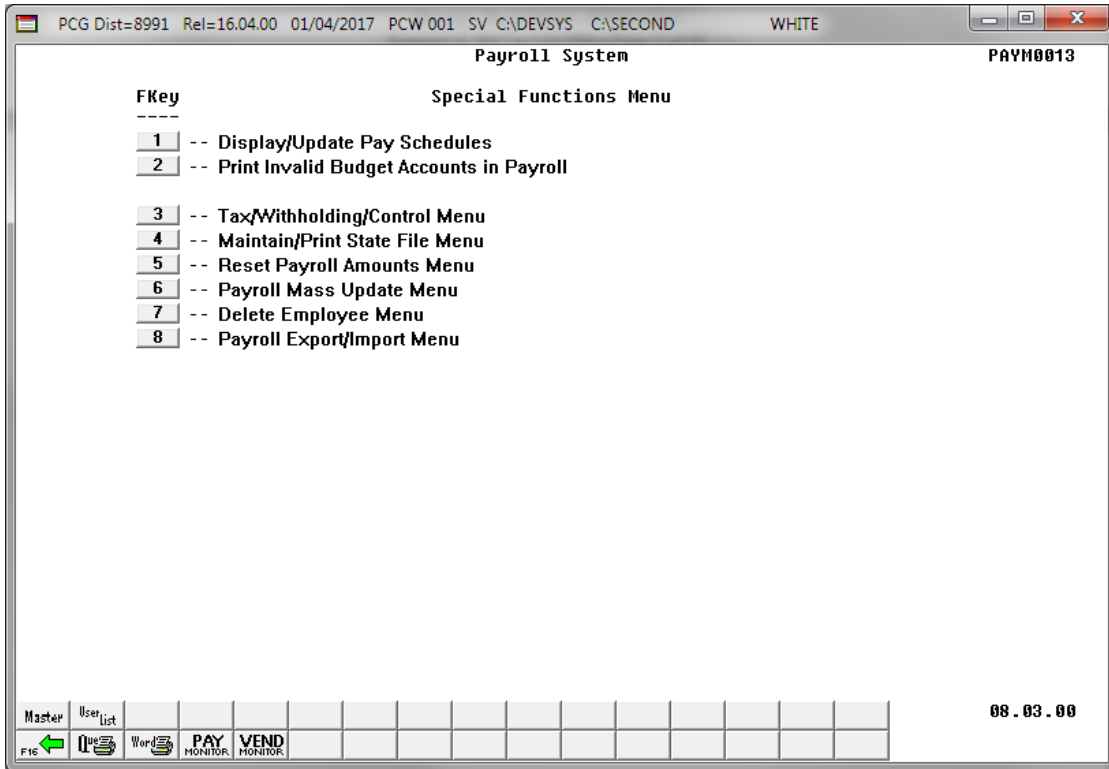
## Procedure B: Display/Modify a Pay Schedule

Step	Action
1	<p><b>For Pay Schedule modifications:</b> Select  (Pay Monitor) to verify the current payroll run is complete.</p> <p><i>Section H: Update/Display the Payroll Sequence Monitor provides detailed payroll update instructions where appropriate.</i></p>



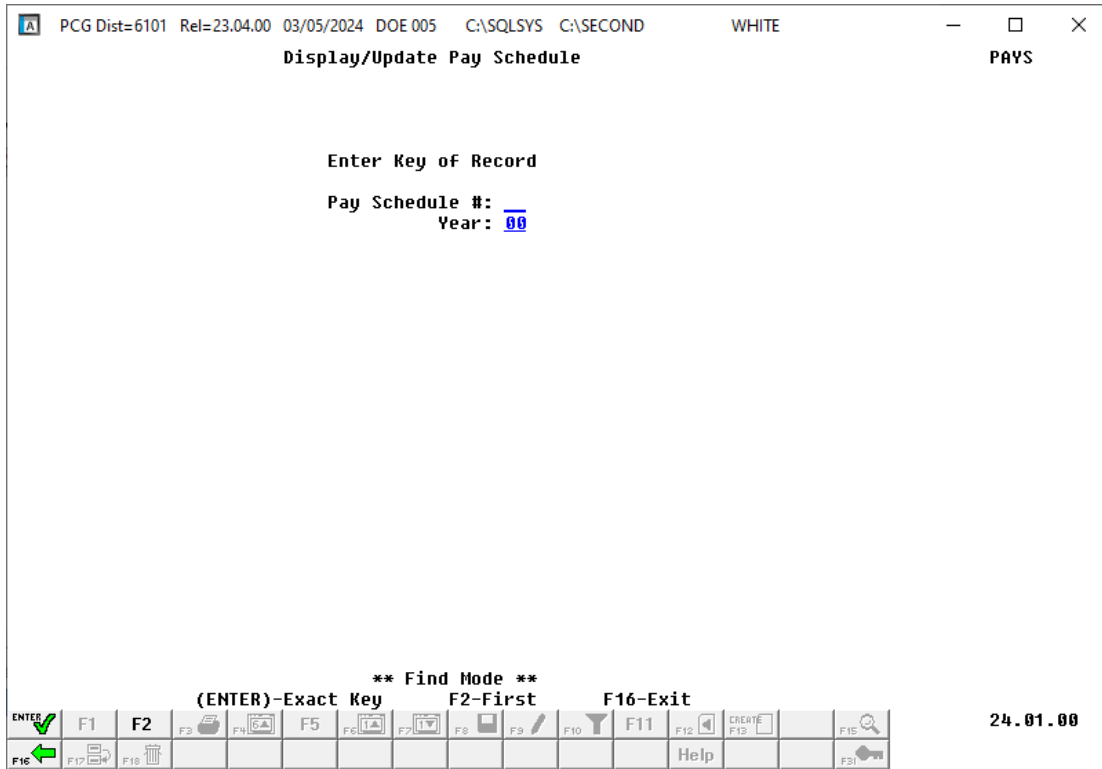
Step	Action
2	Select  (F13 - Special Functions Menu).



The following screen displays:



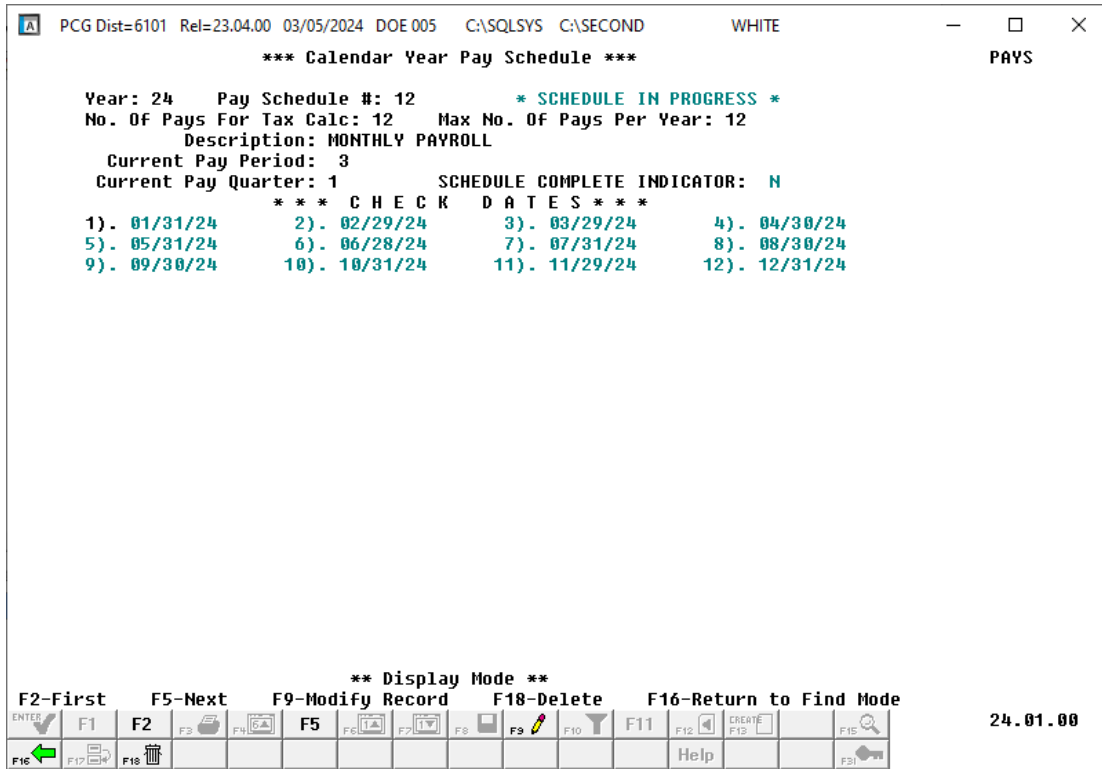
Step	Action
3	Select <b>1</b> (F1 - Display/Update Pay Schedules).




The following screen displays:



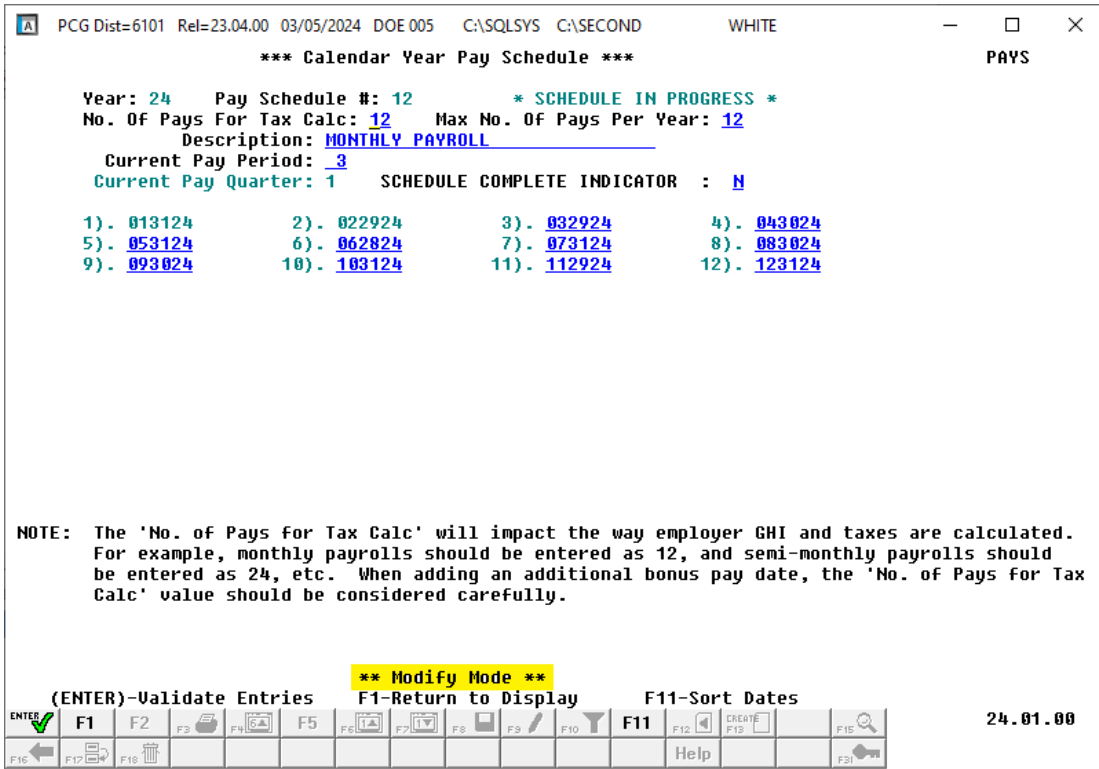
Step	Action
4	Enter the 2-digit <i>Payroll Schedule</i> number in the <b>Pay Schedule #</b> (Pay Schedule Number) field. <i>Valid entries in the “Pay Schedule #” field are 01 – 53. These entries must correspond with the Pay Schedule for Type C (Classes) in the Payroll Description file.</i>
5	Enter the 2-digit calendar year (YY) in the <b>Year</b> field.
6	Select  ( <b>Enter</b> - Exact Key). To start at the first record in the file, select  ( <b>F2</b> – First).





The following screen displays:



Step	Action
7	<p>Verify the message, “** Display Mode **” displays.</p> <p><b>For Pay Schedule modifications:</b> Select  (F9 - Modify Record), and proceed to Step 8.</p> <p><b>If displaying the Pay Schedule:</b> Review the information on the <i>Calendar Year Pay Schedule</i> screen.</p> <p>Select  (F2 - First) to view the first <b>Pay Schedule</b> record on file. Select  (F5 - Next Record) to view additional <b>Pay Schedule</b> records. Proceed to Step 11.</p>

For pay schedule modifications, the following screen displays:



Step	Action
8	<p>Verify the message, “** Modify Mode **” displays.</p> <p><b>For field corrections:</b> Make the appropriate modifications within the fields, and select  (Enter) <u>once</u>. Proceed to Step 9.</p> <p><b>For payroll date additions:</b> Enter the number in the <b>Max. No. of Pays Per Year</b> field, and select  (Enter) <u>once</u>. Enter the additional payroll run date(s) in the added ‘000000’ fields which display following the last pay date already entered. Select  (F11 - Sort Dates) to automatically put the dates in the correct order. Proceed to Step 9.</p> <p>The entry within the <b>Max. No. of Pays Per Year</b> field may be <u>greater than</u> the total number of payrolls entered in the <b>No. of Pays for Tax Calculation</b> field.</p> <p><b>If no data needs to be corrected:</b> Select  (F1 – Return to Display). Proceed to Step 11.</p>

For field corrections, the following screen displays:

PCG Dist=6101 Rel=23.04.00 03/05/2024 DOE 005 C:\SQLSYS C:\SECOND WHITE

\*\*\* Calendar Year Pay Schedule \*\*\* PAYS

Year: 24 Pay Schedule #: 12 \* SCHEDULE IN PROGRESS \*  
 No. Of Pays For Tax Calc: 12 Max No. Of Pays Per Year: 12  
 Description: MONTHLY PAYROLL  
 Current Pay Period: 3  
 Current Pay Quarter: 1 SCHEDULE COMPLETE INDICATOR : N

1). 013124	2). 022924	3). 032924	4). 043024
5). 053124	6). 062824	7). 073124	8). 083024
9). 093024	10). 103124	11). 112924	12). 123124

NOTE: The 'No. of Pays for Tax Calc' will impact the way employer GHI and taxes are calculated. For example, monthly payrolls should be entered as 12, and semi-monthly payrolls should be entered as 24, etc. When adding an additional bonus pay date, the 'No. of Pays for Tax Calc' value should be considered carefully.

\*\*\* Modify Mode \*\*\*

(ENTER)-Validate Entries F1-Return to Display F11-Sort Dates

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 Help F31

24.01.00

For payroll date additions, the following screen displays:

PCG Dist=6101 Rel=23.04.00 03/05/2024 DOE 005 C:\SQLSYS C:\SECOND WHITE

\*\*\* Calendar Year Pay Schedule \*\*\* PAYS

Year: 24 Pay Schedule #: 12 \* SCHEDULE IN PROGRESS \*  
 No. Of Pays For Tax Calc: 12 Max No. Of Pays Per Year: 13  
 Description: MONTHLY PAYROLL  
 Current Pay Period: 3  
 Current Pay Quarter: 1 SCHEDULE COMPLETE INDICATOR : N

1). 013124	2). 022924	3). 32924	4). 043024
5). 053124	6). 062824	7). 073124	8). 083024
9). 093024	10). 103124	11). 112924	12). 123124
13). 000000			

↑  
Payroll date added in Step 8.



NOTE: The 'No. of Pays for Tax Calc' will impact the way employer GHI and taxes are calculated. For example, monthly payrolls should be entered as 12, and semi-monthly payrolls should be entered as 24, etc. When adding an additional bonus pay date, the 'No. of Pays for Tax Calc' value should be considered carefully.

\*\*\* Modify Mode \*\*\*

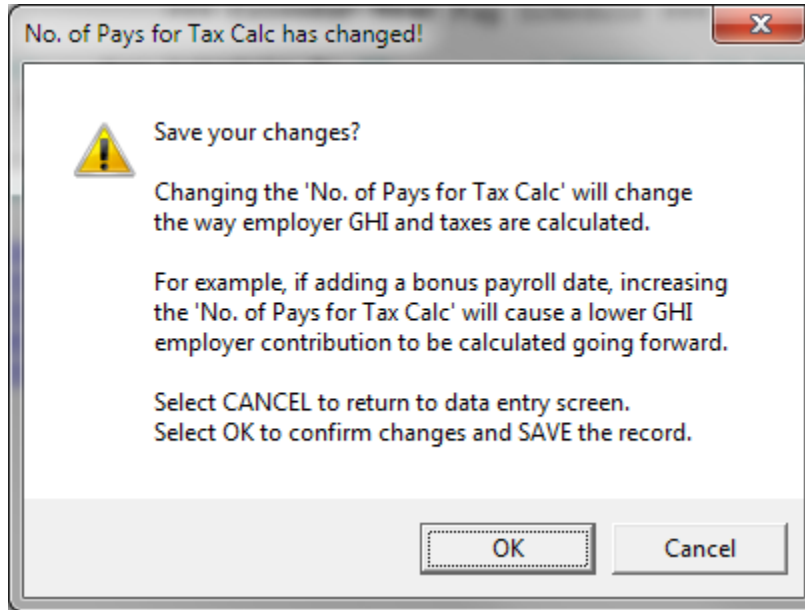
(ENTER)-Modify Record F11-Sort Dates F16-Reenter



ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 Help F31

24.01.00

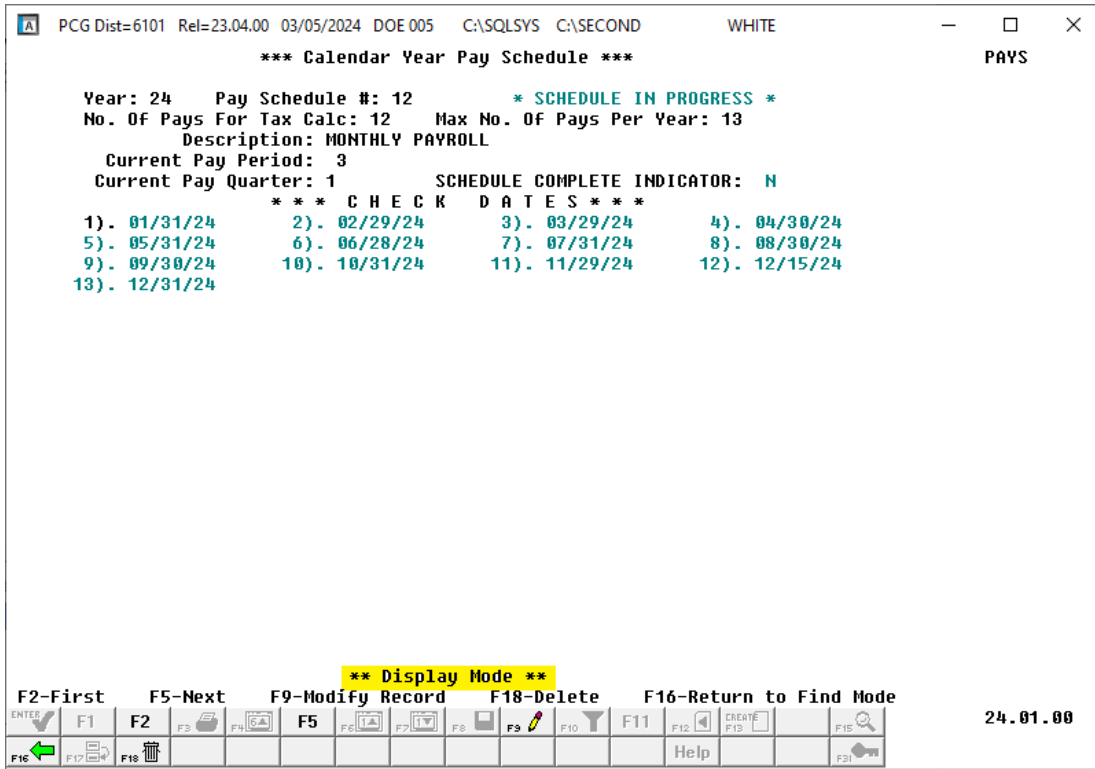
Step	Action
9	<p>Verify the screen's entries are correct, and select  (<b>Enter</b> – Modify Record).</p> <p>If the information is incorrect, select  (<b>F16</b> – Reenter), and return to <i>Step 8</i>.</p>


If the **No. of Pays for Tax Calc** field has been changed, the following warning message will display:



Step	Action
10	<p><b><u>If the No. of Pays for Tax Calc field has been changed:</u></b> Carefully review the warning screen.</p> <p>Changing the <b>No. of Pays for Tax Calc</b> field will change the way employer GHI and taxes are calculated. For example, if adding a bonus payroll date, increasing the <b>No. of Pays for Tax Calc</b> field will cause a lower GHI employer contribution to be calculated going forward.</p> <p>Select  (<b>OK</b>) to save the changes.</p> <p>Select  (<b>Cancel</b>) to cancel the changes, and return to <i>Step 9</i>.</p>

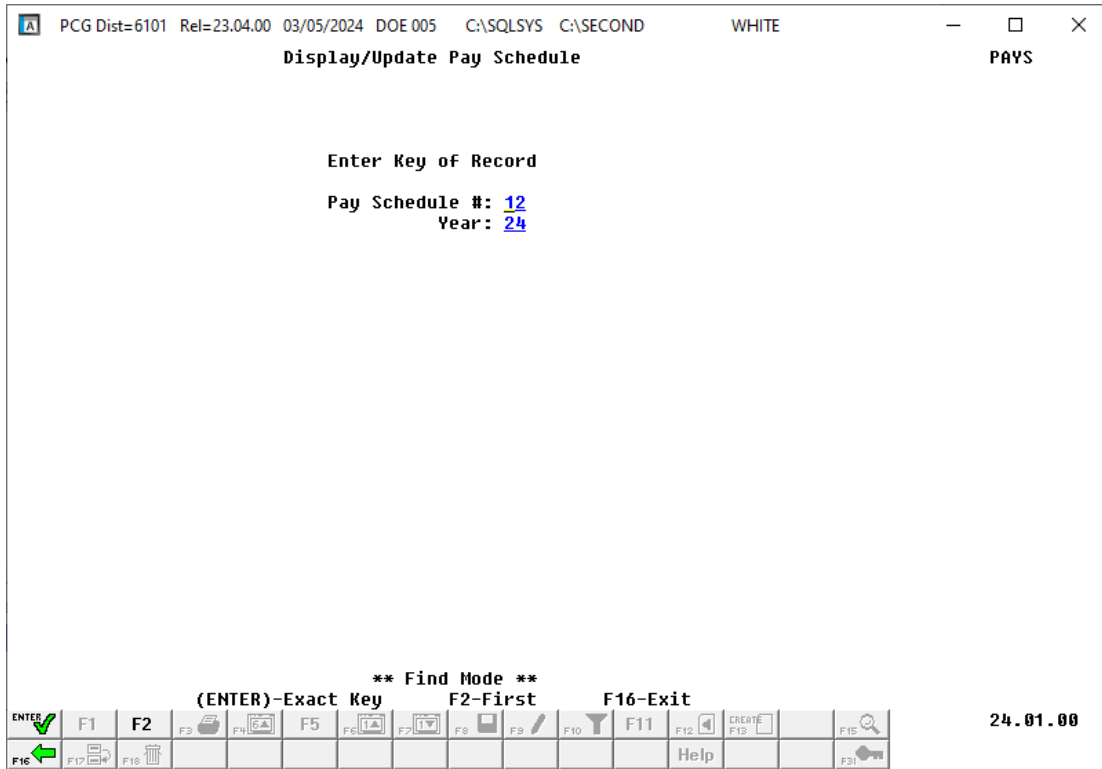
The following screen displays:




Step	Action
11	<p>Verify the message, “** Display Mode **” displays.</p> <p>Select  (F16 - Return to Find Mode).</p>

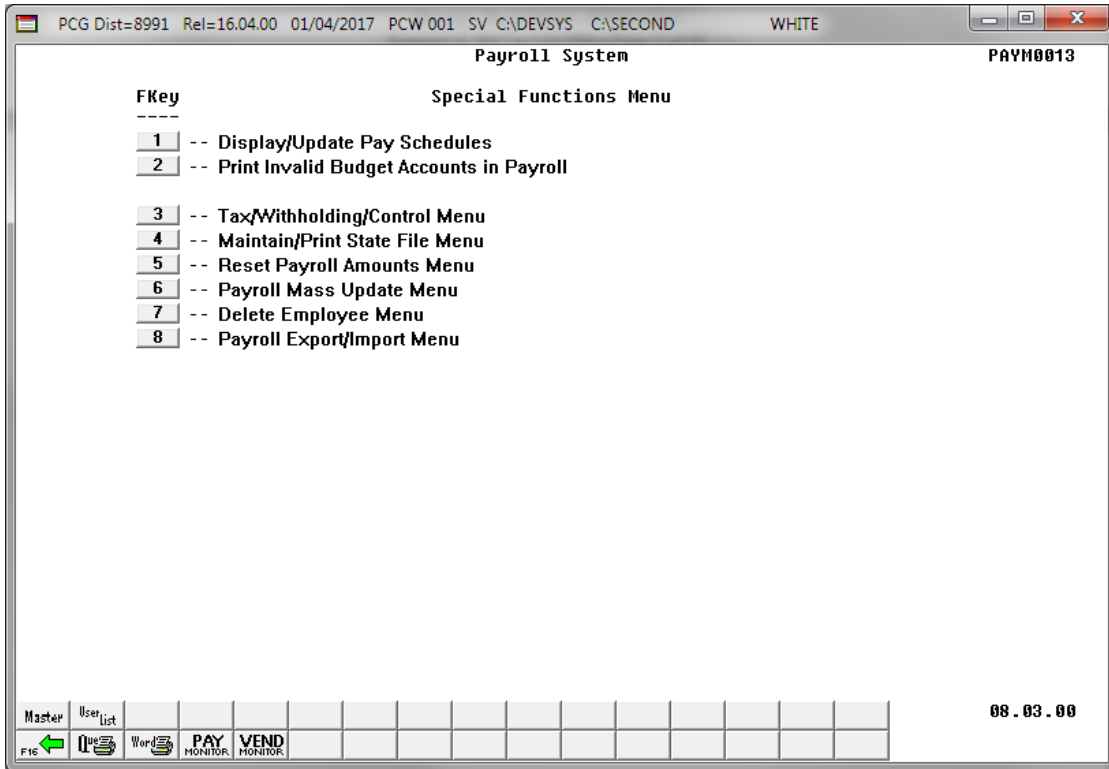



The following screen displays:



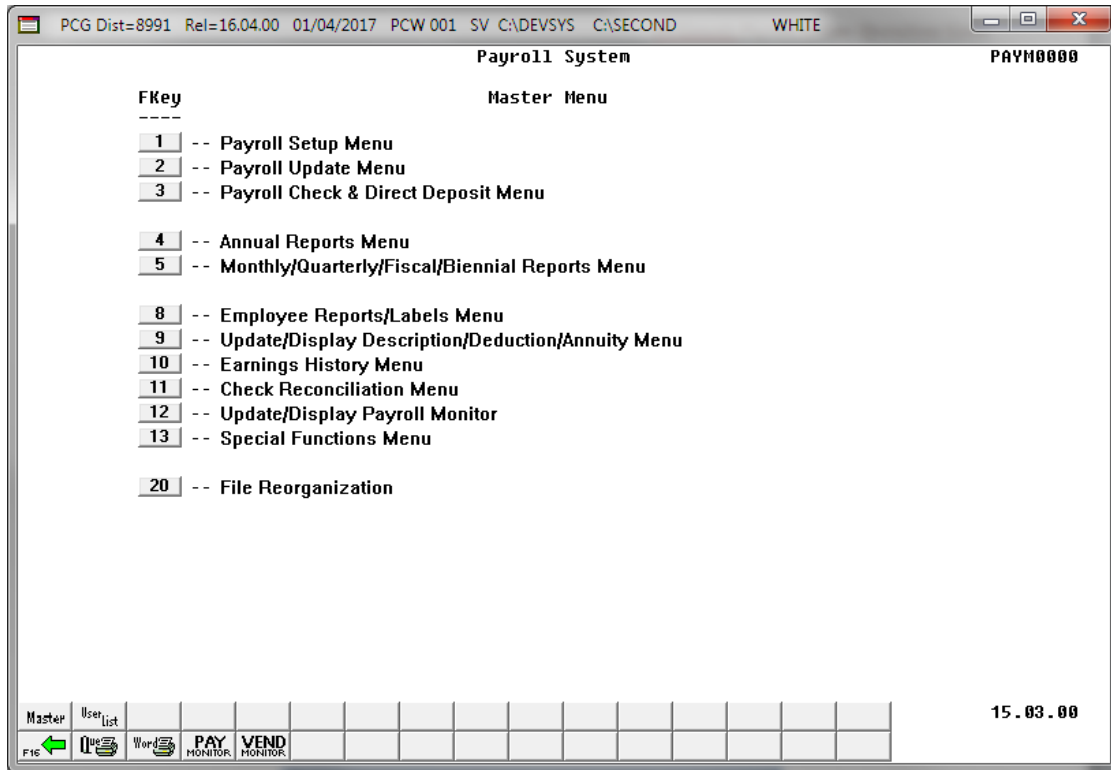
Step	Action
12	Select  (F16 - Exit) to return to the <i>Payroll System – Special Functions Menu</i> .

The following screen displays:



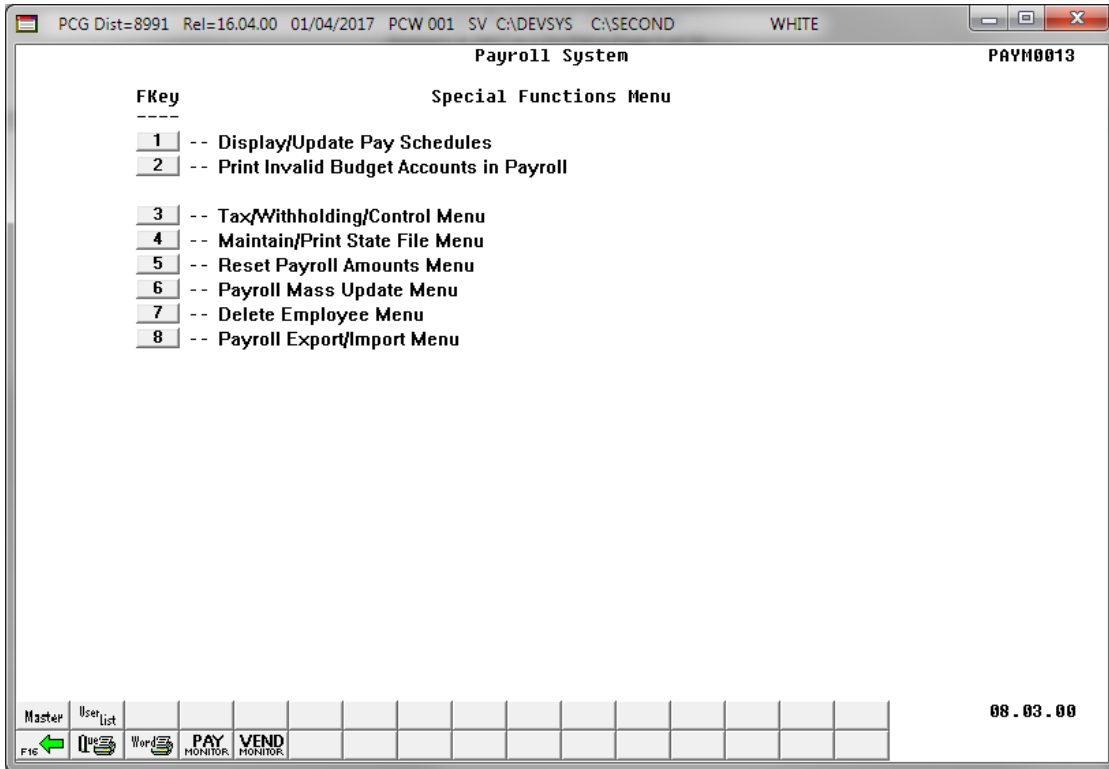
Step	Action
13	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

## Procedure C: Delete a Pay Schedule



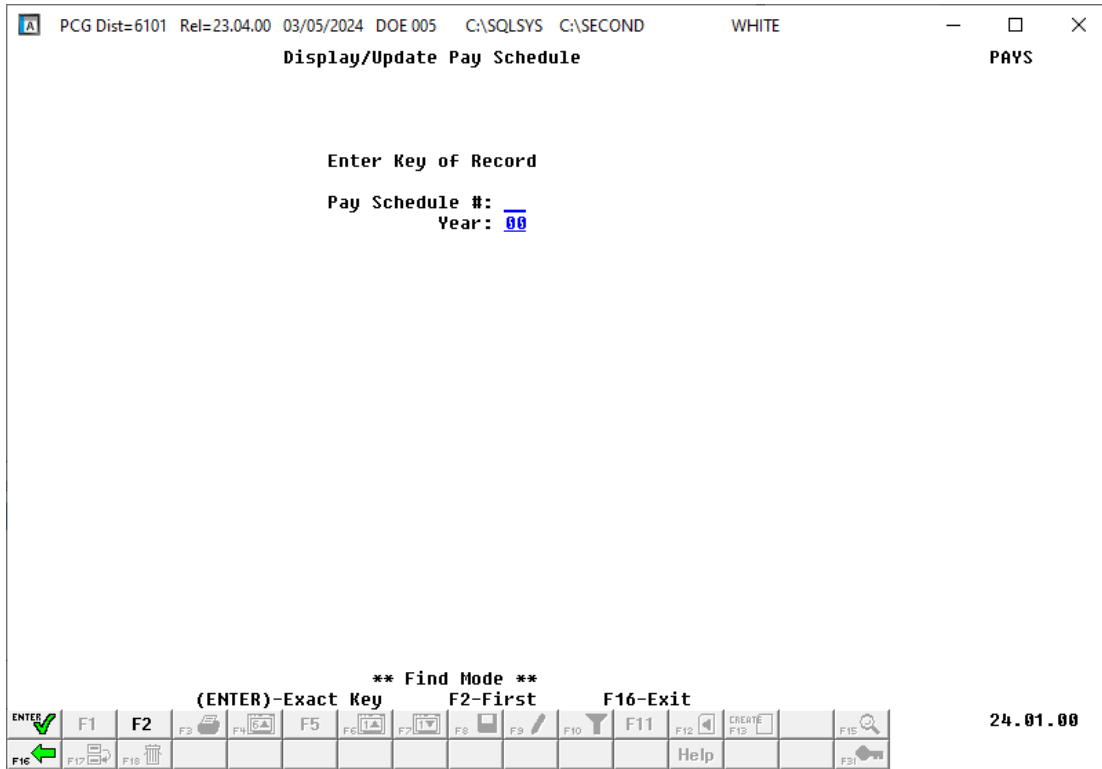
Step	Action
1	Select <b>13</b> (F13 - Special Functions Menu).


The following screen displays:



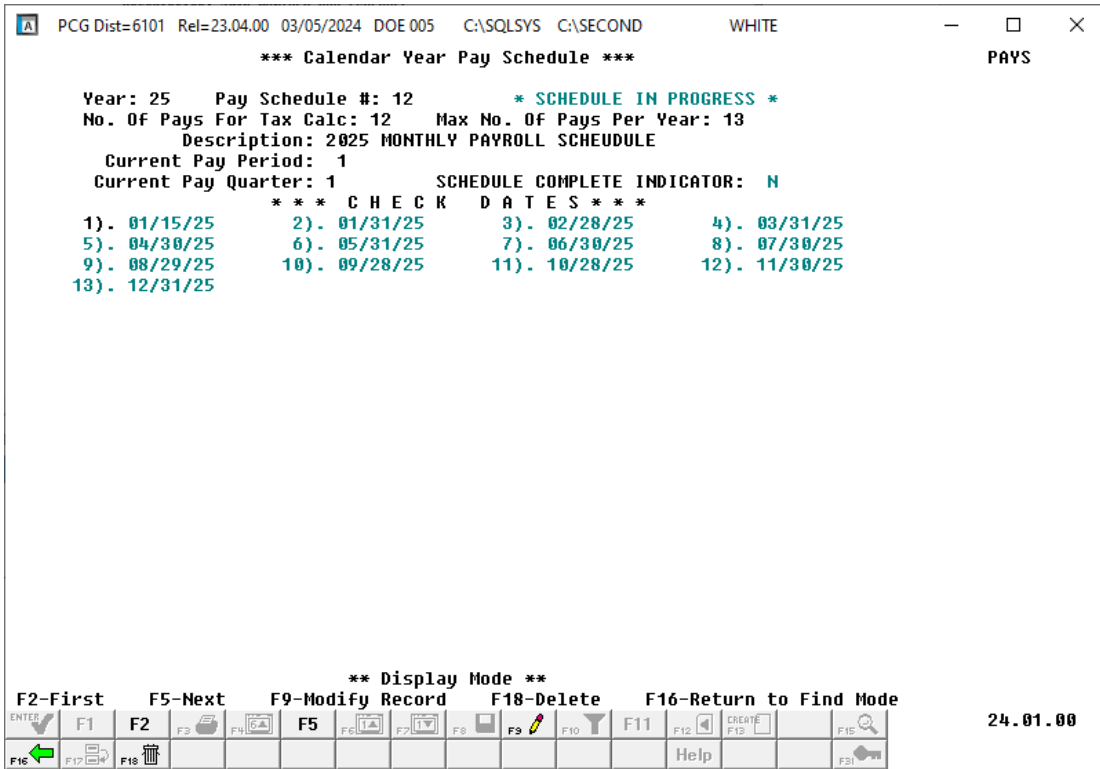
Step	Action
2	Select <b>1</b> (F1 - Display/Update Pay Schedules).


The following screen displays:



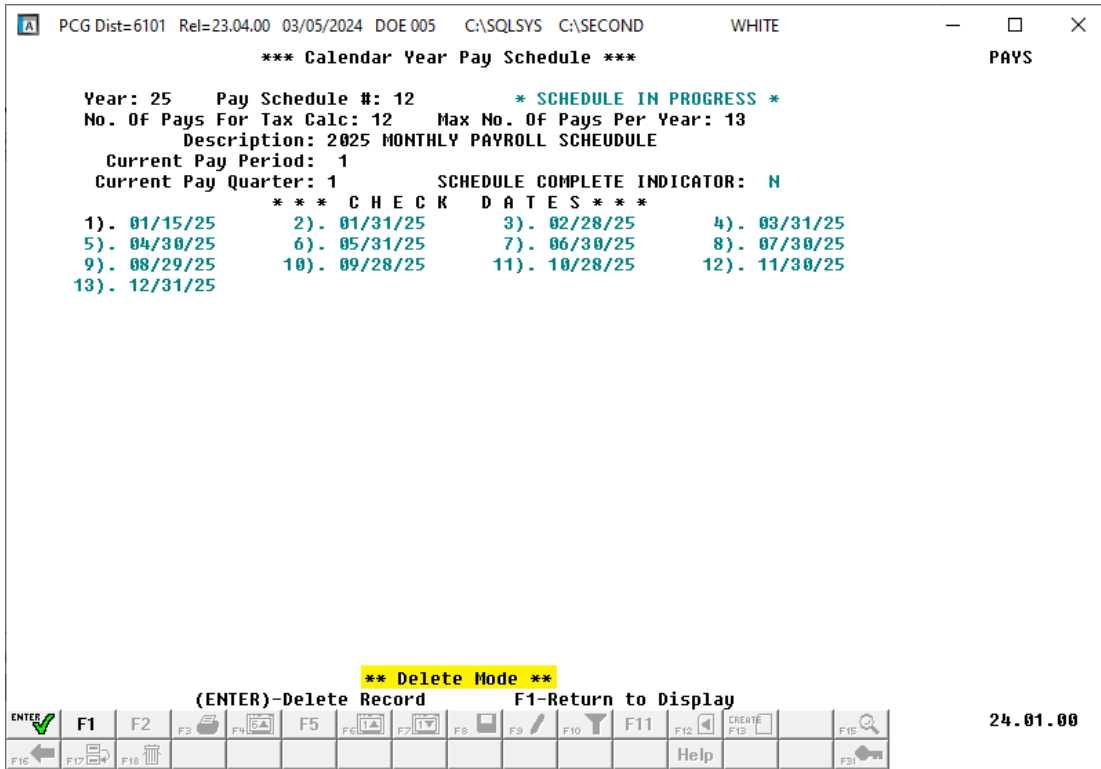
Step	Action
3	Enter the 2-digit <i>Payroll Schedule</i> number in the <b>Pay Schedule #</b> (Pay Schedule Number) field. <i>Valid entries in the Pay Schedule # field are 01 – 53. These entries must correspond with the Pay Schedule for Type C (Classes) in the Payroll Description file.</i>
4	Enter the 2-digit calendar year (YY) in the <b>Year</b> field.
5	Select  ( <b>Enter</b> - Exact Key).



The following screen displays:



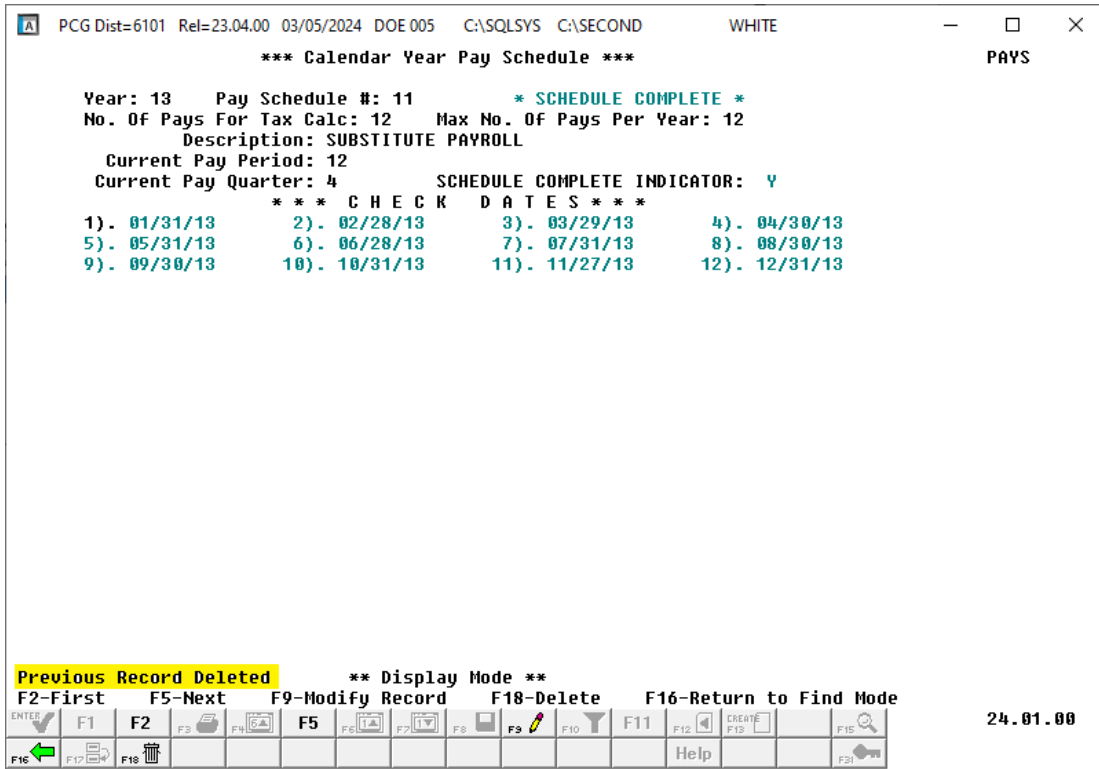
Step	Action
6	Verify the message, “ <i>*** Display Mode ***</i> ” displays. Select  (F18 - Delete).

The following screen displays:




Step	Action
7	<p>Verify the message, “** Delete Mode **” displays.</p> <p>Select  (Enter - Delete Record) to delete the record.</p> <p>Select  (F1 – Return to Display) to cancel the delete command.</p>

The following screen displays:

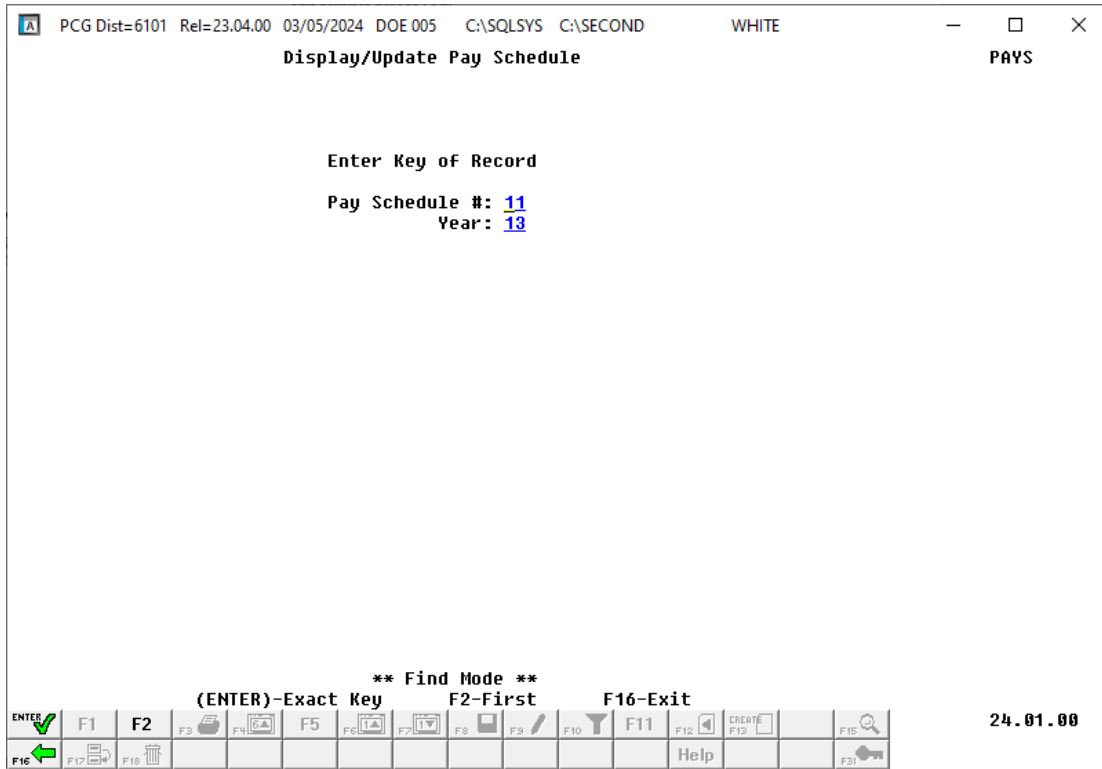



PCGenesis displays the next Pay Schedule record on file.

Step	Action
8	Verify the message, “** Display Mode **” displays. Select  (F16 - Return to Find Mode).

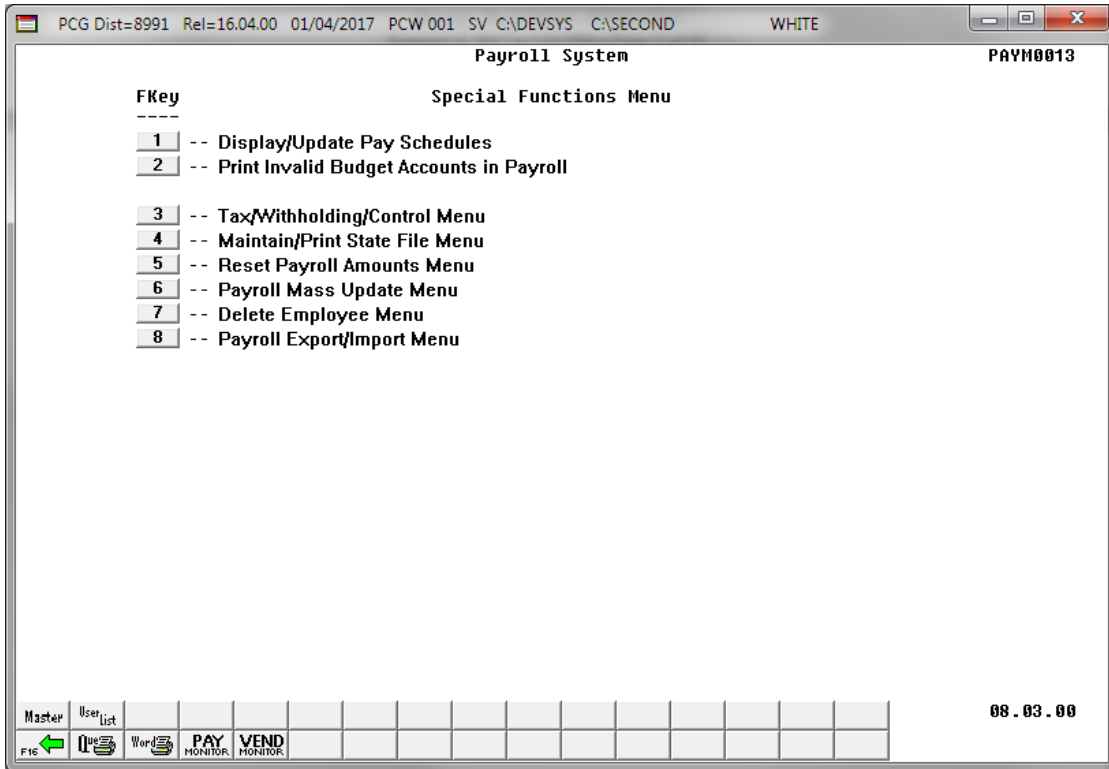




The following screen displays:



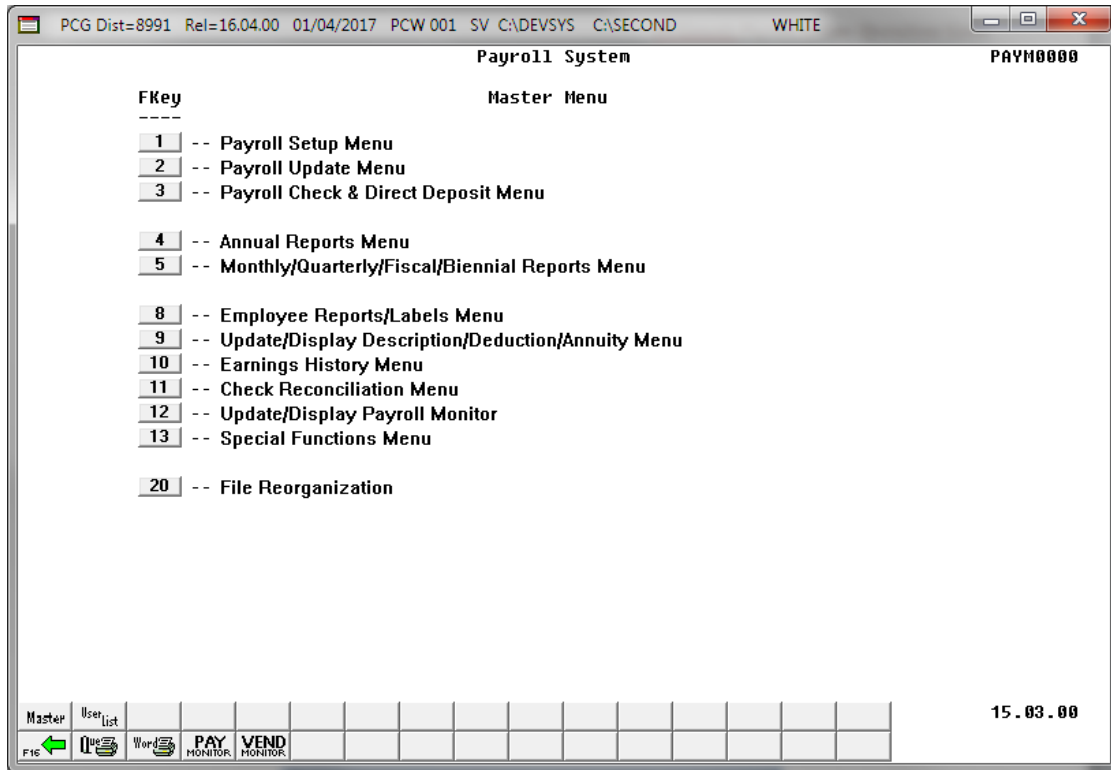
Step	Action
9	Select  (F16 - Exit) to return to the <i>Payroll System – Special Functions Menu</i> .

The following screen displays:



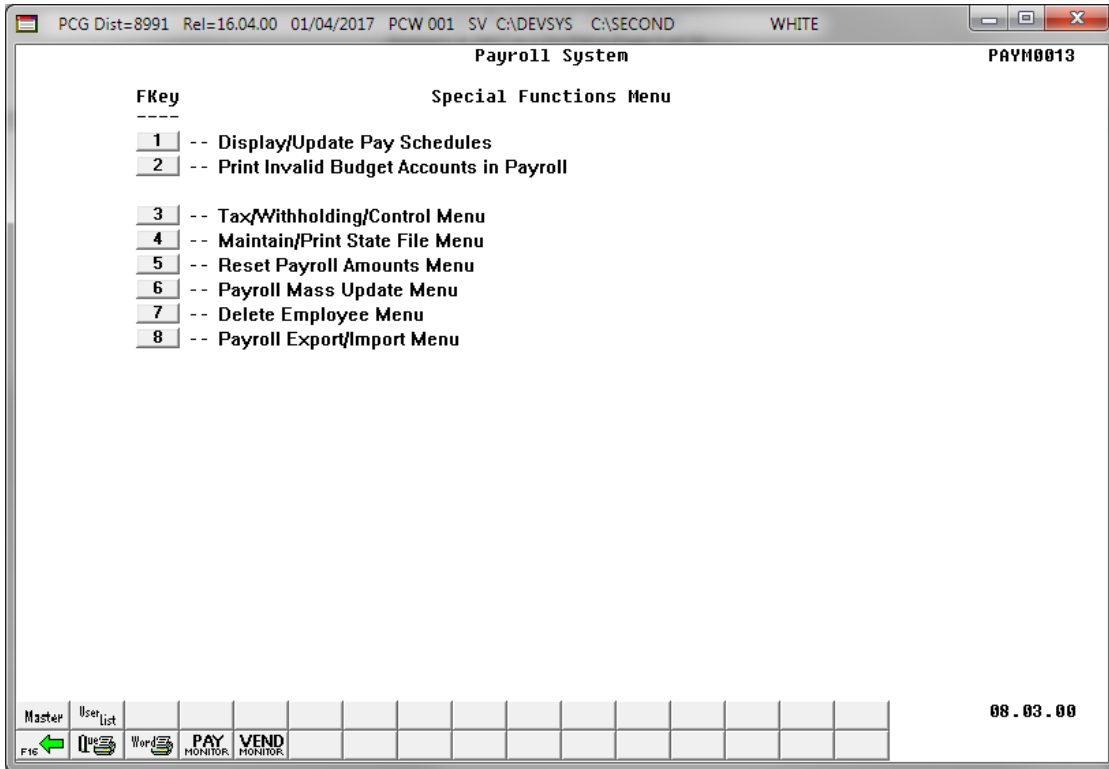
Step	Action
10	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

## Procedure D: Mass Update Employee Pay Schedules



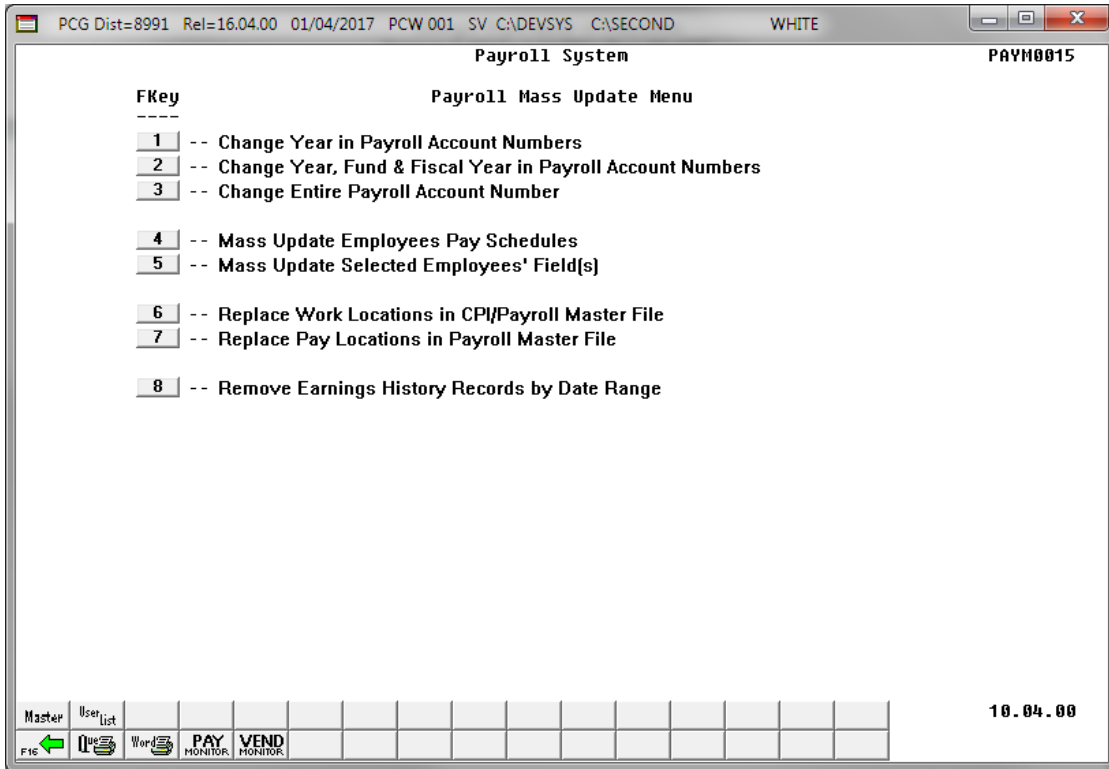
Step	Action
1	Select <b>13</b> (F13 - Special Functions Menu).

The following screen displays:



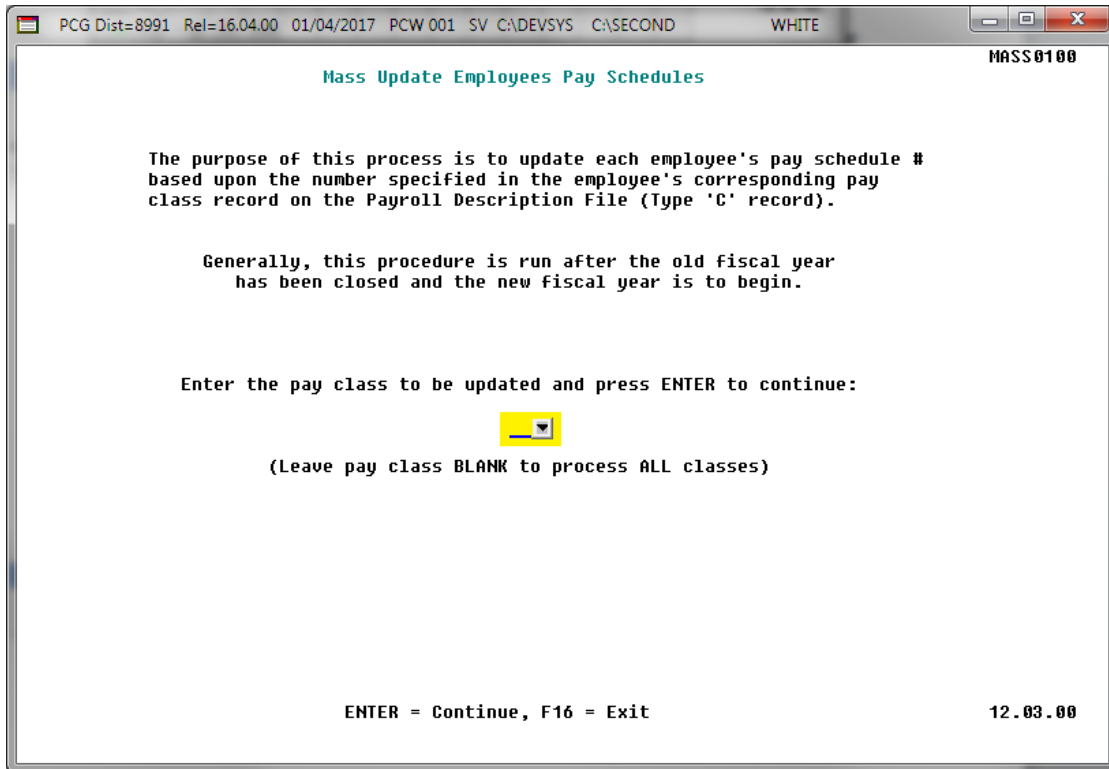
Step	Action
2	Select <b>6</b> (F6 - Payroll Mass Update Menu).


The following screen displays:



Step	Action
3	Select <b>4</b> (F4 - Mass Update Employees Pay Schedules).

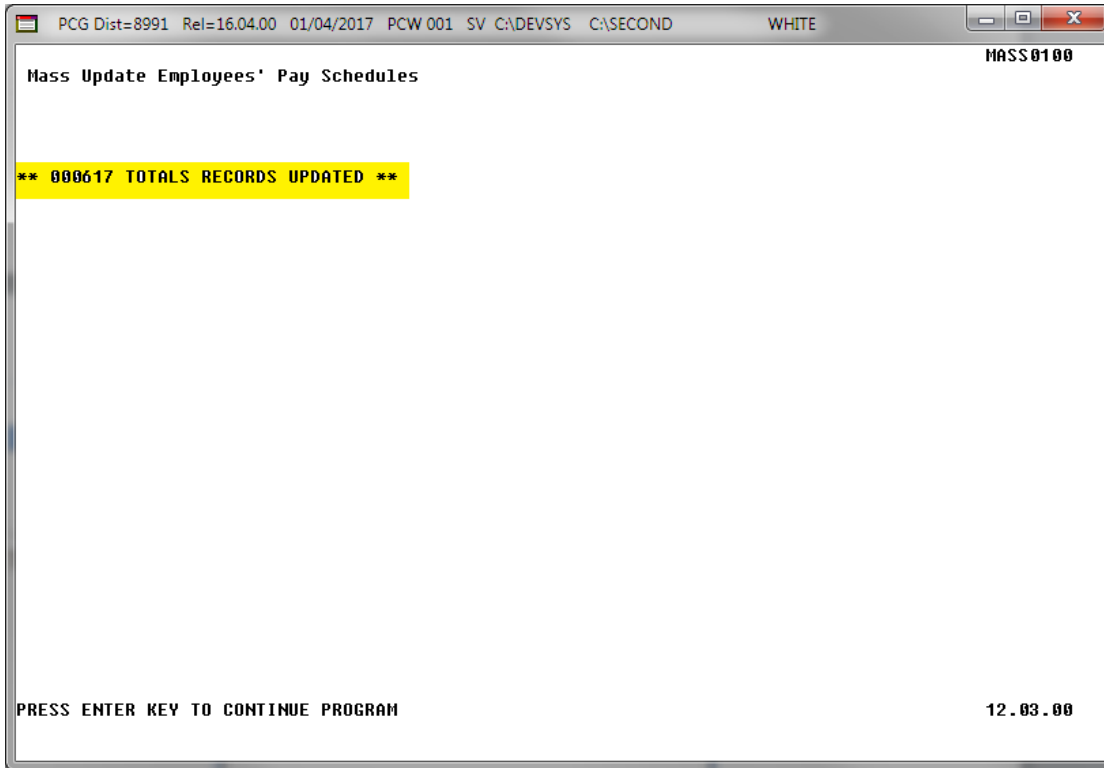
The following screen displays:



Step	Action
4	Review the information on the <i>Mass Update Employees Pay Schedules</i> screen.
5	<p><b>To update an individual pay class:</b> Enter the pay class code or select the select the drop-down selection icon  in the field.</p> <p><b>To update all pay classes:</b> Leave the <b>Enter the pay class to be updated</b> and select <b>Enter to continue</b> field blank.</p>

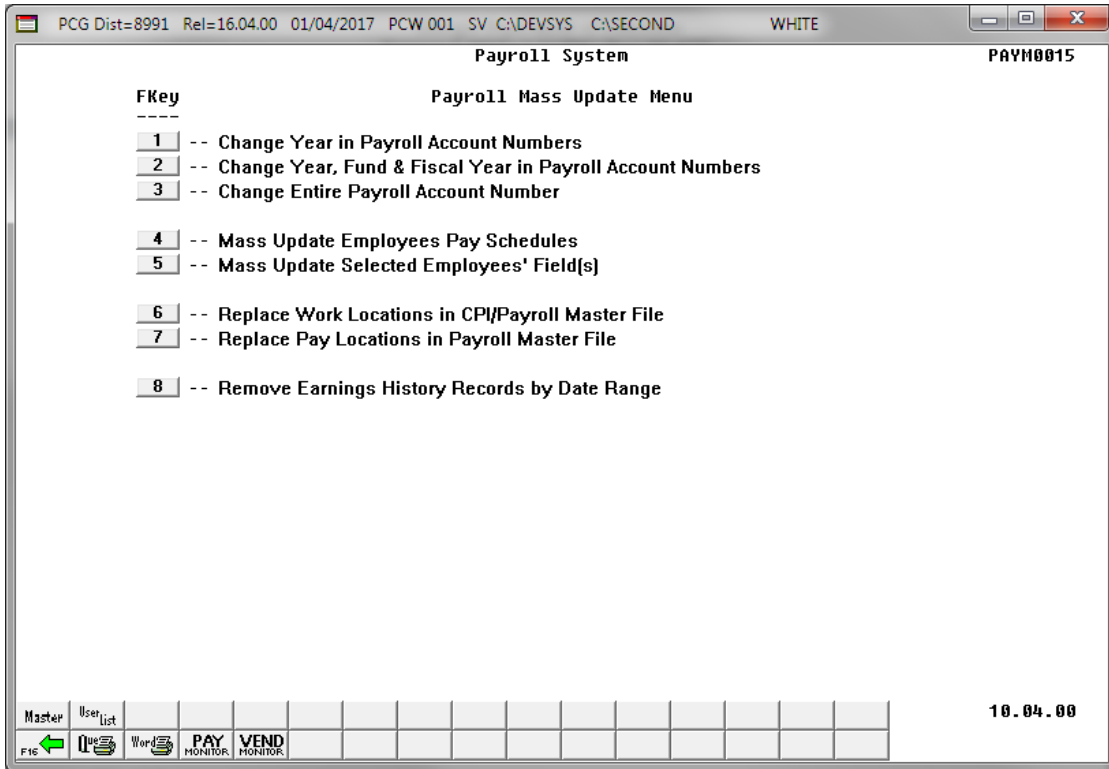
Step	Action
6	Select <b>Enter</b> (to Continue) twice. <i>“** Processing Request**”</i> briefly displays.



The following screen displays:



Step	Action
7	Review the screen’s information, or screen-print the screen where appropriate, and select <b>Enter</b> (to Continue).

The following screen displays:



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