



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

3/4/2024

Section B: Payroll Update Processing

***[Topic 5: Earnings History Processing,
V2.21]***

Revision History

Date	Version	Description	Author
3/4/2024	2.21	24.01.00 – Change valid values for Georgia state tax withholding marital status.	D. Ochala
12/11/2023	2.20	23.04.00 – Add Pension Code value 6 for Georgia State Employees’ Pension and Savings Plan (GSEPS). Update the <i>Earnings History Transfer</i> process.	D. Ochala
04/02/2018	2.19	18.01.00 – Add Contract Months field to the <i>Earnings History</i> screen.	D. Ochala
02/01/2018	2.18	18.01.00 – Update the sample reports produced from the <i>Print YTD Earnings’ Register</i> .	D. Ochala
04/03/2017	2.17	17.01.00 – Add GHI Opt/Tier field to the <i>Earnings History</i> screen.	D. Ochala
02/01/2016	2.16	15.04.00 – Update the <i>Employee Earnings History Detail Report</i> to show YTD totals for employer contributions.	D. Ochala
07/15/2015	2.15	15.02.00 – Add GHI Opt field to the <i>Earnings History</i> screen.	D. Ochala
04/02/2015	2.14	15.01.00 – The <i>Print YTD Earnings’ Register</i> reports now allow the user to create a .csv file export.	D. Ochala
08/14/2014	2.13	14.02.00 – Add employer deductions to earnings history report.	D. Ochala
07/25/2013	2.12	13.02.00 – Update ‘X’ and ‘Y’ Process Type codes. Update the <i>Earnings History Report</i> for separate PSERS totals. Allow <i>FICA switch</i> to be updated for issued checks.	D. Ochala
07/13/2012	2.11	12.02.00 – Add <i>New PSERS</i> and <i>GHI % Distribution</i> . Updated Earnings History Transfer information. Update screenshots.	D. Ochala
04/06/2012	2.10	11.04.00 – Add <i>Section 125 Flag</i> field to earnings history screens.	D. Ochala
10/11/2011	2.9	11.03.00 – Add screen print option to earnings history screens.	D. Ochala
03/31/2011	2.8	11.01.00 – Added <i>YTD Employer Benefits Register from Earnings History</i> report.	D. Ochala
01/31/2011	2.7	10.04.01 – Update employer OASDI and HI amounts on earnings history screens.	D. Ochala
06/30/2010	2.6	10.02.00 – Update State Marital Status Indicator. Add <i>Employee Earnings History Transfer Audit Trail Report</i> .	D. Ochala
03/29/2010	2.5	10.01.00 – Updated <i>Printing the YTD Earnings Registers</i> information and instructions.	D. Ochala
06/17/2009	2.4	09.02.00 – Added multiple ACH processing information and instructions.	C. W. Jones
04/01/2009	2.3	09.01.00 – Added CPI ethnicity code change information and <i>Earnings History Detail Report</i> screenshot examples.	C. W. Jones
05/29/2008	2.2	08.02.00 – Added updated <i>Select Employee</i> screen, <i>Summary by Class Report</i> sort, and <i>Exceptions Report</i> FICA agreement information and instructions.	C. W. Jones
03/25/2008	2.1	08.01.00 – Added <i>Annuity 3 – Annuity 5</i> information, and <i>Chk Bank, Chk No.</i> , and <i>DD Bank</i> field drop-down selection icon instructions, and screenshot examples.	C. W. Jones
09/27/2007	2.0	07.03.00 – Added EE pension field entry removal information and screenshot information and instructions.	C. W. Jones

Table of Contents

OVERVIEW	1
PROCEDURE A: SETTING/CLEARING EMPLOYEE SEARCH CRITERIA	5
PROCEDURE B: ADDING EARNINGS HISTORY RECORDS	6
B1. ADDING AN ADJUSTMENT (A) EARNINGS HISTORY RECORD.....	6
B2. ADDING A NONTAXABLE (N) AND/OR TAXABLE (T) THIRD PARTY SICK PAY EARNINGS HISTORY RECORD	23
B3. ADDING A W-2 ADJUSTMENT EARNINGS HISTORY RECORD.....	34
PROCEDURE C: UPDATING/DISPLAYING EARNINGS HISTORY INFORMATION	44
C1. DISPLAY A CONTROL (C) RECORD	44
C2. UPDATE/DISPLAY AN ISSUED CHECK (I), VOIDED CHECK (V), OR MANUAL (M) CHECK RECORD	53
C3. TRANSFER OF PAYROLL GROSS EARNINGS FOR AN ISSUED CHECK.....	65
C3.1. <i>Employee Earnings History Transfer Audit Trail Report – Example</i>	78
C4. UPDATE/DISPLAY AN ADJUSTMENT (A) RECORD	79
C5. UPDATE/DISPLAY A W-2 ADJUSTMENT RECORD	91
C6. UPDATE/DISPLAY A NONTAXABLE (N)/TAXABLE (T) ADJUSTMENT RECORD	103
PROCEDURE D: PRINTING EMPLOYEES’ EARNINGS HISTORY	115
D1. <i>Employee Earnings History Detail Report – Example</i>	121
PROCEDURE E: PRINTING THE YTD EARNINGS REGISTERS	123
E1.1. <i>Earnings History Summary Register – Example</i>	130
E1.2. <i>YTD Earnings Register Error Report – Example</i>	136
E1.3. <i>YTD Earnings Register – Detail by Account – Example</i>	137
PROCEDURE F: PRINTING THE YTD EMPLOYER BENEFITS REGISTER – SUMMARY BY EMPLOYEE	138
F1.1. <i>YTD Employer Benefits Register – Example</i>	145
F1.2. <i>YTD Employer Benefits Register Error Report – Example</i>	147

Overview

PCGenesis users may access earnings history information from either of the following menus:

- **Payroll System – Payroll Update Menu:** Add, update, display, and print earnings history information, and transfer gross salary information features are available from this menu.
- **Payroll System – Earnings History Menu:** Add, update, display, and print earnings history information, and transfer gross salary information features are available from this menu. The *Earnings History Menu* also allows the *Earnings History Registers* to be printed.

Processing earnings history information includes the following record types and procedures:

Control (C) Record: The *Control (C)* earning history record contains the employee’s name, address, payroll location code, and Social Security Number (SSN). This record must exist before adding any other earnings history information for the employee. PCGenesis automatically creates a *Control (C)* record for all *active* employees when performing *F13 – Update Earnings History with Current Pay*. PCGenesis automatically updates the employee’s *Control (C)* record when changes are made to an employee’s personnel information such as a name change via the *Update/Display Personnel Data* screen.

Issued Check (I) Record: To comply with Teacher Retirement System (TRS) reporting requirements, PCGenesis allows edits to the *Retirement Svc Credit (Retr svc credit)*, *Reas (Payment Reason Code)* and *Period End* fields for *Issued Check (I)*, *Voided (V)*, and *Manual Check (M)* earnings history information. PCGenesis also allows edits to the *FICA Switch* field for *Issued Check (I)*, *Voided (V)*, and *Manual Check (M)* earnings history information. This will facilitate correcting FICA errors on payments when the *FICA switch* is set incorrectly for an employee. The *FICA switch* can be changed from ‘M’ (Medicare-Only) to ‘Y’ (OASDI and Medicare) or visa versa. The *FICA switch* impacts how the W-2’s are produced at the end of the year. The Medicare-Only W-2 prints separately from the OASDI and Medicare W-2.



Adjustment (A) Record: Adding an earnings history *Adjustment (A)* record creates earnings history information. *Adjustment (A)* earnings history records serve as *audit trails* for the state’s Department of Audits. These *audit trails* identify how earnings history records were created. Adjustment records also modify employees’ W-2 information and determine the information reported to the Social Security Administration (SSA) and to the Internal Revenue Service (IRS).

When entering a prior year’s *Adjustment (A)* record, that year’s *Payroll Schedule* must still exist in PCGenesis. If nonexistent, add the *Payroll Schedule*. Refer to *Section I: Special Functions, Topic 1: Pay Schedule Processing* for instructions.

W-2 Adjustment (W) Record: The *Add Earnings History Record* and *Display/Update Earnings History Record and/or Transfer Gross Earnings* features include the ability to add and to update the *W-2 Adjustment (W)* record.

The *W-2 Adjustment* record allows the entry and/or modification to the W-2 statement's accumulated dollar amounts. For example, entries may be made to enter deceased employee W-2 information, to add employee moving expense information, to record uncollected Medicare and elective deferral items, and to record information that the normal PCGenesis payroll process does not capture. The *W-2 Adjustment* record also creates optional *Box 14* items such as employer matching pension plan contributions for W-2 printing. Note that the only effect of *W-2 Adjustment* record is to modify the contents of W-2 Statement boxes.



Non-Taxable (N)/Taxable (T) Third Party Sick Pay Records: The *Non-Taxable* and *Taxable Third Party Sick Pay* earnings history records are included on the employee's W-2, and serve as *audit trails* for the Department of Audits. If a *Third Party Sick Pay* record is present, PCGenesis selects the *Box 13 Third Party Sick Pay Check Box* on the employee's W-2 Statement.

Navigation: The *Update/Display* and *Transfer Earnings* feature allows the selection of navigation icons in the same manner as other PCGenesis payroll programs. The navigation features allow users to page forward  (F11 – Next History Record) and page backward  (F12 – Prev History Record) through an employee's earnings history information.

Update/Display an Earning History Record/Transfer Gross Earnings

Earnings History Transfers: The *Transfer* option allows the transfer of employees' gross salary information to a different account number to correct accounting information.

The following processing guidelines apply to transferring employees' earnings history:


- Review the earnings history record from which the funds will transfer before the transfer of gross salaries between funds occurs.
- PCGenesis calculates amounts based on the current year's tax tables. When transferring prior year's earnings validate and adjust the employer's share of the Old Age Survivor's Disability Insurance (OASDI), Health Insurance (HI), Teacher Retirement System (TRS), Georgia Health Insurance (GHI), and/or other employer deduction amounts accordingly.
- **Source Accounts:** If there is more than one *Source* account, the *Earnings History Transfer* function will display the first account, and will allow scrolling through the *Source* account numbers using  (F6 – Previous from Account) and  (F7 – Next from Account).
- Note that an *Earnings History Transfer Audit Trail Report* is available in the PCGenesis print queue after the earnings history transfer is complete.
- When PCGenesis is unable to post the earnings history transfer information to the General Ledger, the following message displays: "System unable to update the General Ledger. Unknown Fund Balance Code XXXX. Partial postings may have occurred and a restore is necessary. Please contact the Help Desk for assistance. Enter to continue." In this instance, contact the Technology Management Customer Support Center immediately. Do not continue processing!

Account Number 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.

Payroll/Annuity Codes: All description codes and annuity company information must exist in the payroll *Description* 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 corresponding annuity control code before entering the information for employees. Refer to *Payroll System Operations Guide, Section F: Payroll Description/Deduction/Annuity File Processing* for instructions.

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

Screen Print: The screen print feature allows the user to obtain a screen print of the earnings history 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'.

Earnings History Report Processing

Employee's Earnings History Report: The *Payroll Earnings History Detail Report* lists earnings history information for an individual employee, for one payroll class code, or for all employees. The user may select the Earnings History records based upon a date range. The user may enter the date range for the period, for the fiscal accumulation period, and for the YTD accumulation period. When generated for all employees or one payroll class code, the results may be sorted by employee name or by employee number. The *Earnings History Print* program prints all earnings history records allowing for an analysis of W-2 processing issues.

The *Payroll Earnings History Detail Report* also includes *W-2 Adjustment* record history information. A separate section for the "*W-2 History Period Covered*" provides the *Check Date*, and two (2) lines of *Box/Item* adjustments for each earnings history record. A separate section for the "*YTD W-2 Adjustment Period*" will print the year-to-date *W-2 Adjustment* record totals for the affected employees. The "*YTD W-2 Adjustment Period*" section provides the box, item, label, and description from the *Alpha Description File*, as well as the year-to-date accumulation of *W-2 Adjustment* record dollar amounts. *D1. Employee Earnings History Detail Report – Example* provides an example of this report.

Year-to-Date Earnings Registers: The *Year-to-Date (YTD) Earnings Registers* lists year-to-date earnings information in employee summary or account detail format. Print the *Registers* for a specific pay class, a specific employee, or for all employees. When printed for all employees, the report can be sorted by employee name or by employee name within pay class. Users may also request the *Detail by Account* format to print all accounts, or may print the results for a specific account. This format also includes *Third Party Sick Pay* results. When generated in the *Summary by Employee* format, the report checks to ensure that the employee OASDI and HI contribution amounts match the amounts calculated by the report program. The report program multiplies the gross salary by the employee contribution percentages. If the calculated percentages become disproportionate to the actual amounts taken, an error message displays. When this occurs, review and correct the discrepancy.

Included within the *Employee Register* is the *Earnings History Exceptions Report*. This report monitors manual and voided Payroll check processing, and is beneficial in the reconciliation of the *Quarterly 941 Report*. PCGenesis generates the *Earnings History Exceptions Report* when either of the following conditions exists:

- The transaction date is within the date range specified on the *Print Year-to-Date (YTD) Earnings Register: Summary by Employee* screen, but the check date is outside of the date range entered.
- The check date entered is within the date range specified on the *Print Year-to-Date (YTD) Earnings Register: Summary by Employee* screen, but the transaction date is outside of the date range entered.

The *Year-to-Date Earnings Register* contains a separate section entitled “*Earnings History Register for W-2 Adjustments*” to print the year-to-date *W-2 Adjustment* record totals for each employee. This section will print the year-to-date accumulation for each *Box/Item* combination. PCGenesis also prints year-to-date W-2 adjustment totals for each pay class when selecting the “*Name within Class*” sort option. Grand totals will also print for the year-to-date W-2 adjustments on the report.

PCGenesis prints an additional report, the *Earnings History Register for MM/DD/YY thru MM/DD/YY Error Report* to identify *FICA agreement* errors and earnings history exceptions. PCGenesis prints the report separately from the *Year-to-Date Earnings Register* to assist PCGenesis users in locating and correcting errors.

YTD Employer Benefits Register: The *Year-to-Date (YTD) Employer Benefits Register – Summary by Employee* summarizes the employer benefit amounts by employee based upon the earnings history records. The *Employer Benefits Registers* can be printed for a specific pay class, a specific employee, or for all employees. When printed for all employees, the report can be sorted by employee name or by employee name within pay class. The report checks to ensure that the employer OASDI and HI contribution amounts match the amounts calculated by the report program. The report program multiplies the gross salary by the employer contribution percentages. If the calculated percentages become disproportionate to the actual amounts taken, an error message displays. When this occurs, review and correct the discrepancy.

PCGenesis prints an additional report, the *YTD Employer Benefits Register Error Report* to identify FICA agreement errors and earnings history exceptions. PCGenesis prints the report separately from the *Year-to-Date Employer Benefits Register* to assist PCGenesis users in locating and correcting errors.

Comma-Delimited Export Files: The options available from the *Print YTD Earnings’ Register Menu* allow the user to produce a comma-delimited export file (.csv file) in addition to the printed report. The export files contain the same information that prints on the reports, but puts the data into data files. This feature allows users to perform data analysis on the *YTD Earnings’ Register* data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced. The following menu options allow a comma-delimited export file to be created:

- *YTD Earnings’ Register: Summary by Employee*
- *YTD Earnings’ Register: Detail by Account*
- *YTD Earnings’ Register: YTD Employer Benefits Register – Summary by Employee*

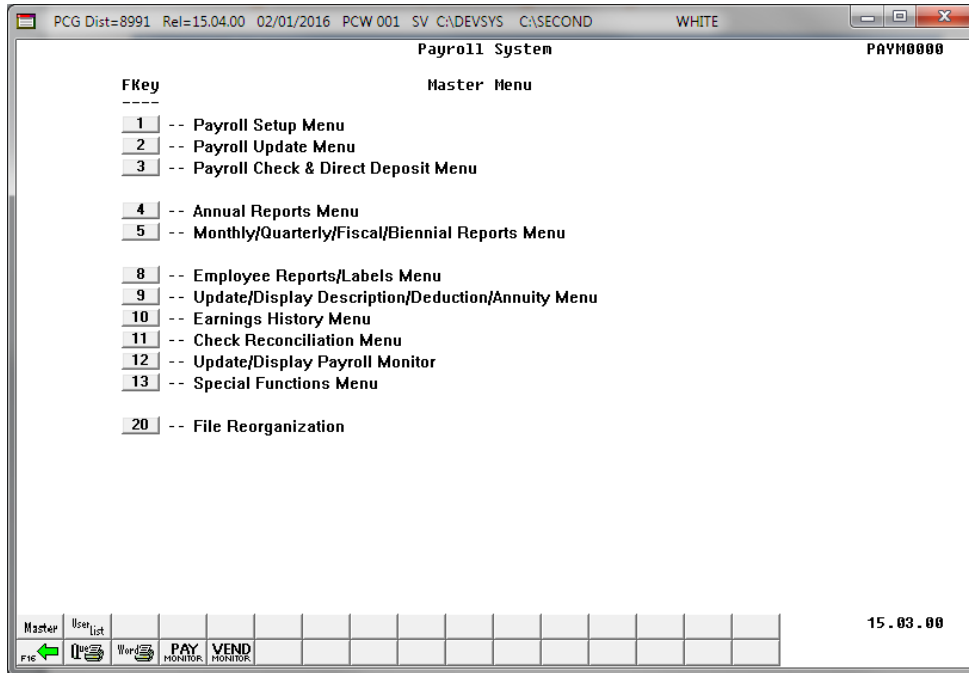
Procedure A: Setting/Clearing Employee Search Criteria

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

Procedure B: Adding Earnings History Records

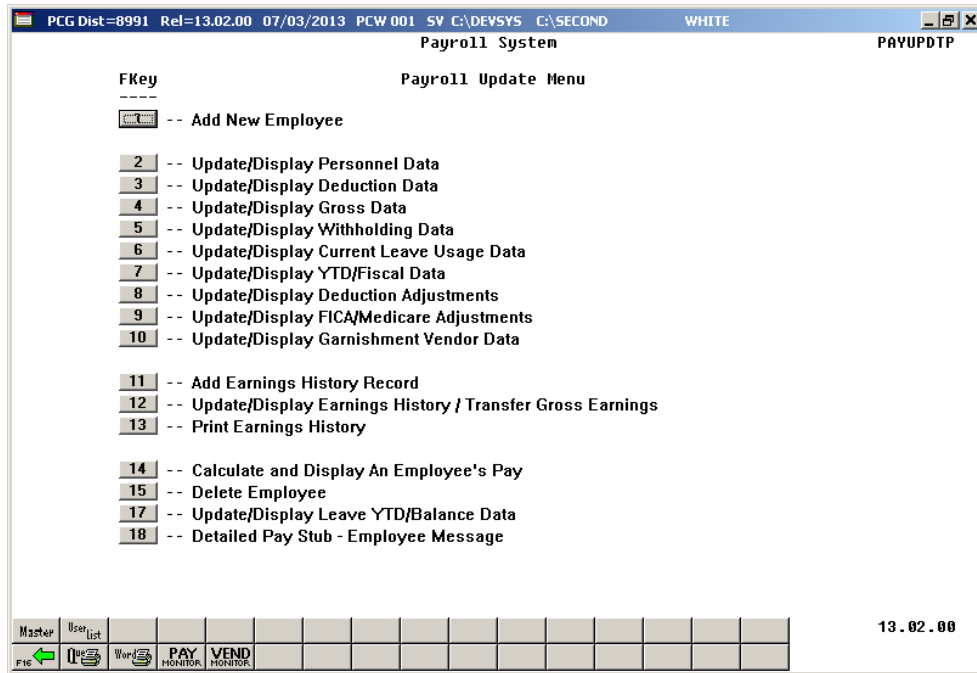
Users assigned the Display Only (C) security access will not be able to perform this procedure.

B1. Adding an Adjustment (A) Earnings History Record

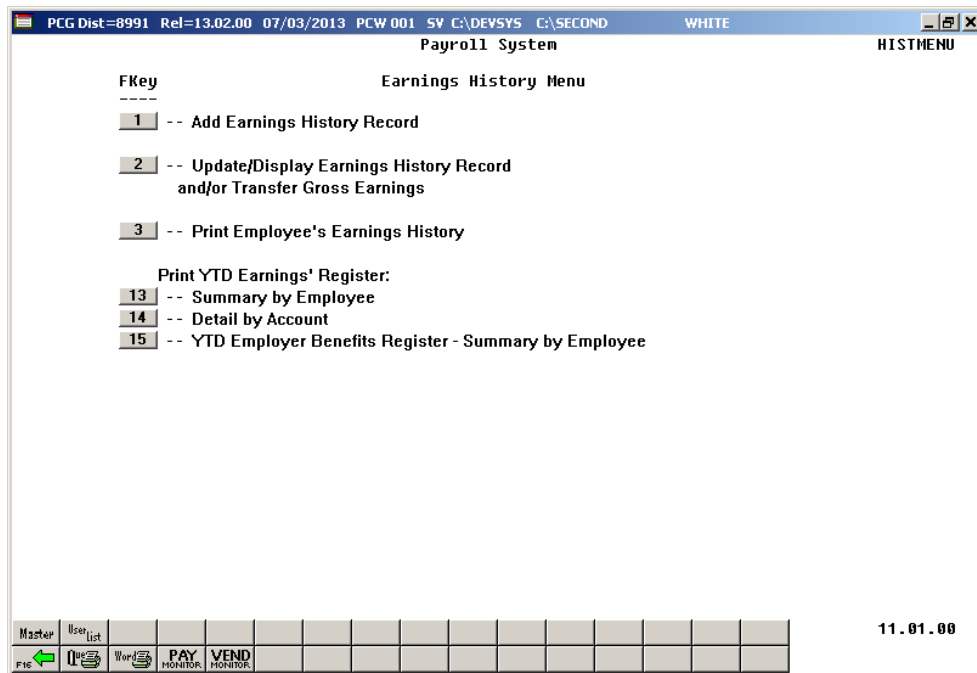


Step	Action
1	Select 2 (F2 - Payroll Update Menu) or 10 (F10 - Earnings History Menu).

For Step 1- **2** (F2) selections, the following screen displays:

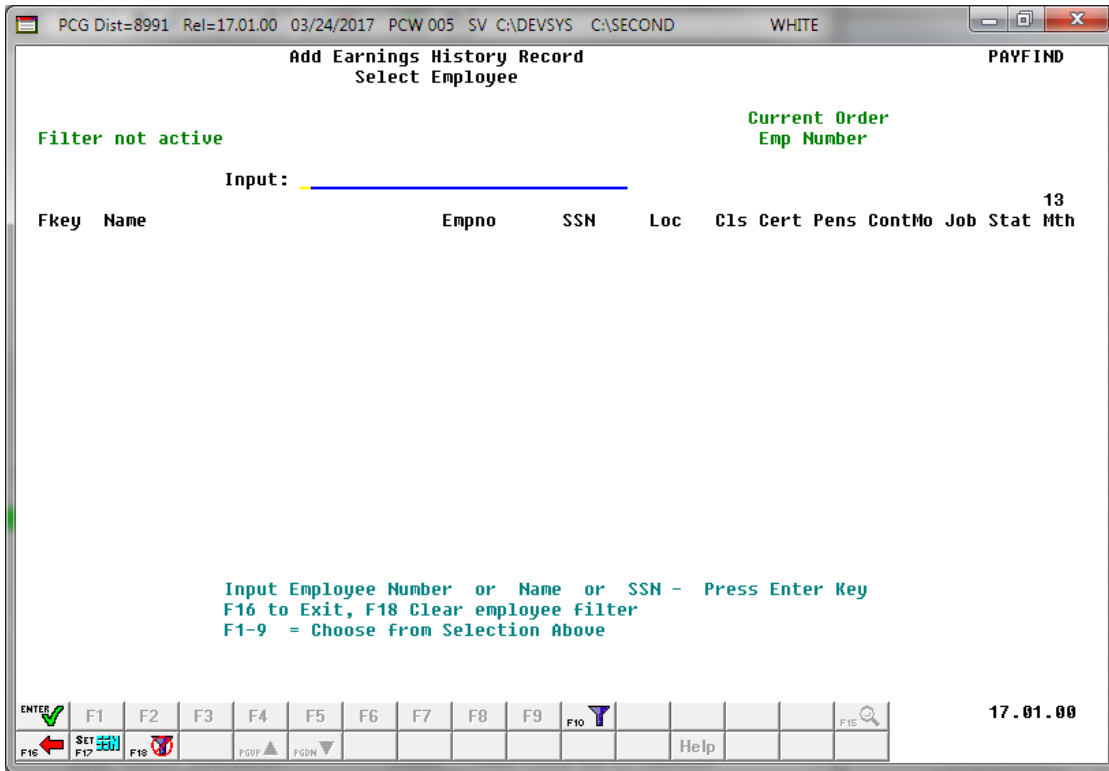



For Step 1- **10** (F10) selections the following screen displays:



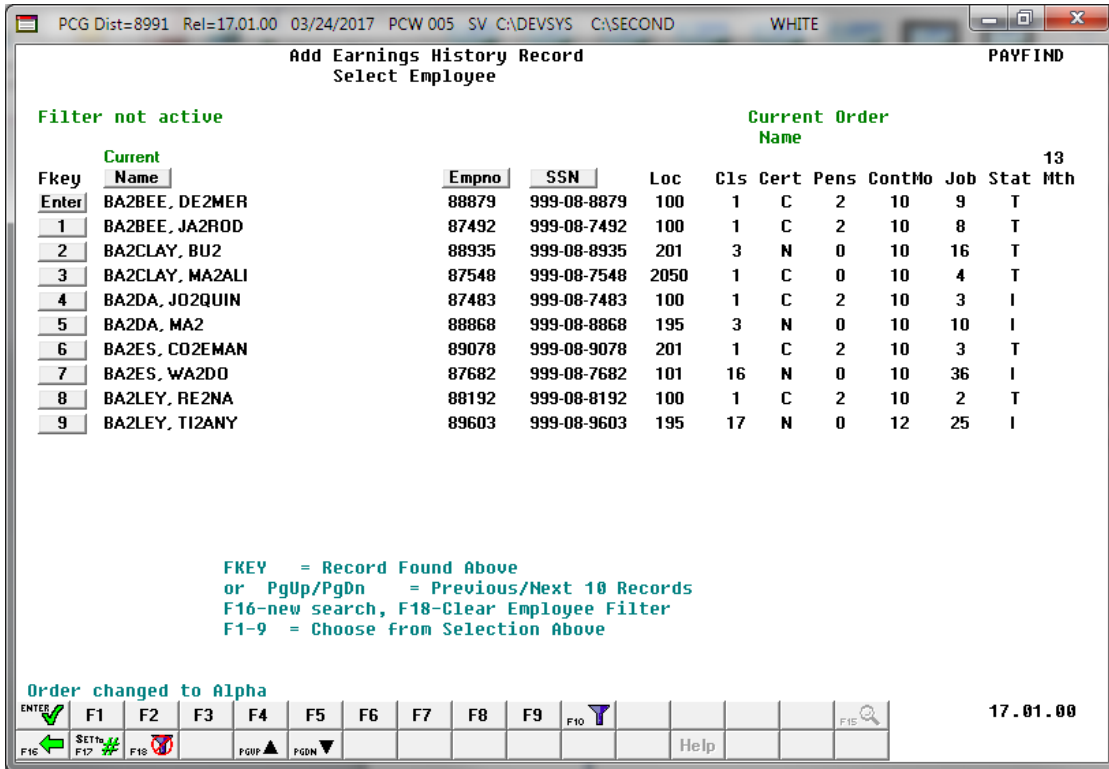
Step	Action
2	<p>For Step 1-F2 selections: Select 11 (F11 - Add Earnings History Record).</p> <p>For Step 1-F10 selections: Select 1 (F1 - Add Earnings History Record).</p>




The following screen displays:



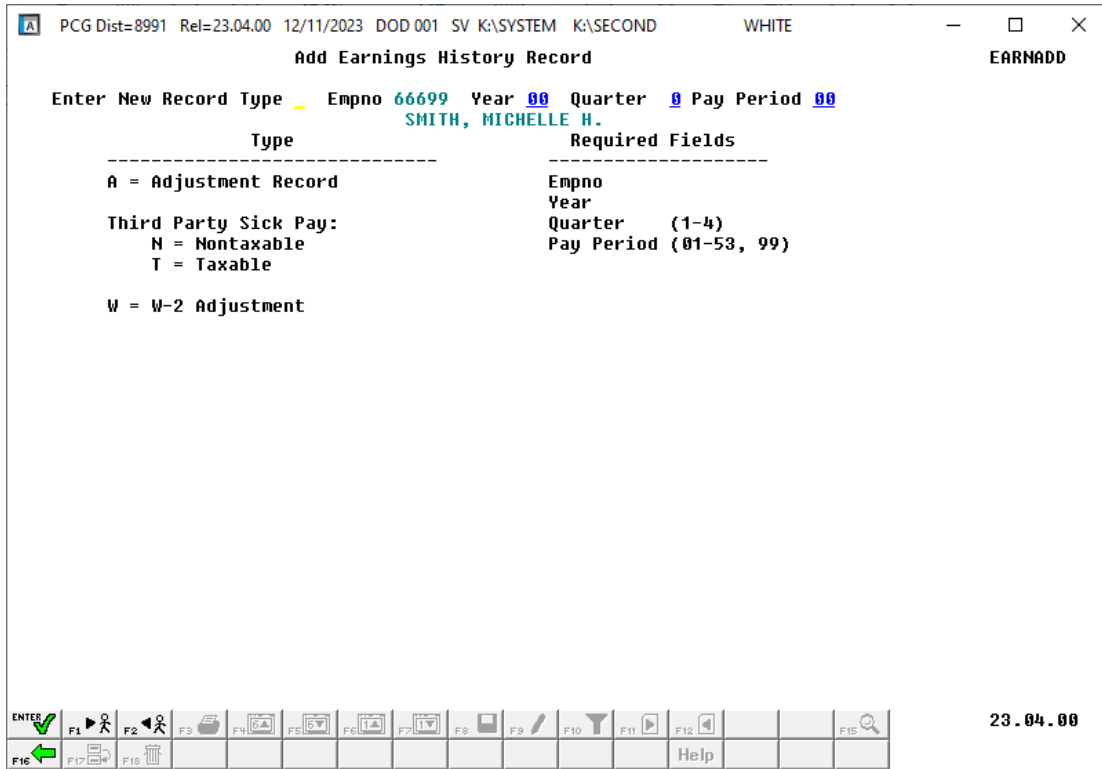
Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. 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:



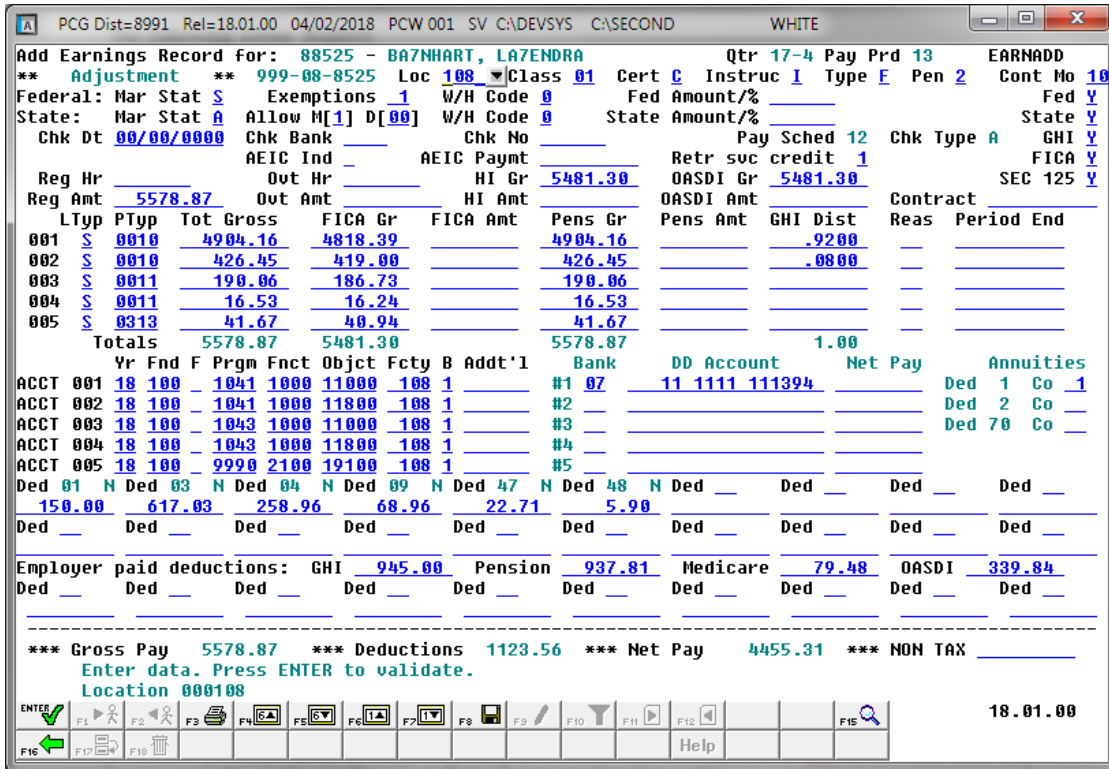
Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll 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	Enter A (Adjustment) in the Enter New Record Type field.
6	Enter the earnings history payroll year (YY) in the Year field.
7	Enter the appropriate code in the Quarter field to define the earnings history adjustment's payroll quarter. Valid Values: 1 = First Quarter: January – March 2 = Second Quarter: April – June 3 = Third Quarter: July – September 4 = Fourth Quarter: October –December
8	Enter 01 through 53 in the Pay Period field to define the payroll period or enter 99 (Undefined/Does Not Apply to a Specific Payroll Period) to identify the payroll period as "Undefined".
9	Select  (Enter).

The following screen displays:




PCGenesis allows up to 40 account entries. To scroll between the accounts, select (F4 – Scroll down 5 lines), (F5 – Scroll up 5 lines), (F6 – Page Down 1 line), or select (F7 – Page Up 1 line).



Step	Action
10	Verify, enter, or select the drop-down selection icon in the Loc (Location) field to choose the employee’s 4-digit primary pay location code.
11	Verify, enter, or select the drop-down selection icon in the Class field to choose the employee’s 2-digit job class code.
12	Verify or enter the appropriate code in the Cert (Certification) field to define the employee’s certification level. Valid Values: N = Non Certified/Classified C = Classified
13	Verify or enter the appropriate code in the Instruc (Instructional) field. Valid Values: I = Instructional N = Non Instructional




Step	Action
14	<p>Verify or enter the appropriate code in the Type field to define the employee's payroll status.</p> <p>Valid Values: F = Full-time P = Part-time S = Substitute</p>
15	<p>Verify or enter the appropriate code in the Pen (Pension Code) field.</p> <p>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</p>
16	<p>Enter the total number of contract months the employee <i>works</i> in the Cont Mo (Contract Months) field, where appropriate.</p> <p>Valid values: 9 - 12 = Number of contract months</p>
17	<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</p>
18	<p>Verify or enter the number of federal income tax exemptions in the Federal: 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>
19	<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>
20	<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 19 (1, 2, or 3 entries). Values less than 1.00 are regarded as percentages (%).</i></p>



Step	Action
21	<p>Verify or enter the federal income tax switch code in the Fed (Federal) field.</p> <p>Valid Values: Y = Compute withholding N = Do NOT compute withholding</p>
22	<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: 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> <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>
23	<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><u>NOTE:</u> 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>
24	<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>
25	<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 and 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 24 (1, 2, or 3 entries). Values less than 1.00 are regarded as percentages (%).</i></p>

Step	Action
26	Verify or enter the state income tax switch code in the State field. Valid Values: Y = Compute withholding N = Do NOT compute withholding
27	Enter the date (MM/DD/CCYY) in the Chk Dt (Check Date) field.
28	For payroll checks: Enter the code, or select the drop-down selection icon  within the Chk Bank (Check Bank) field to choose the bank. <i>Enter payroll checks and direct deposits through Manual or Regular Payroll check processing. Refer to the appropriate topic within Section C: Payroll Check and Direct Deposit Statement Processing for instructions.</i>
29	For payroll checks: Enter the check number within the Chk No (Check Number) field to choose the check number.
30	PCGenesis defaults the entry in the Pay Sched (Payroll Schedule) field based on the employee's pay class.
31	PCGenesis defaults to A (Adjustment) record in the Chk Type (Check Type) field.
32	Enter or verify the entry of Y (Yes) or N (No) in the GHI (Georgia Health Insurance) field to define the employee's participation status.
33	Enter the appropriate code in the AEIC Ind (Advanced Earned Income Credit Indicator) field, or leave the field blank to define the employee's current AEIC participation. Valid Values: 1 = Single or married with one spouse filing 2 = Married with both spouses filing
34	If entering an AEIC indicator: Enter the amount of employee's current AEIC pay in the Adv EIC Paymt (Advanced Earned Income Credit Payment) field.
35	Enter the appropriate code in the Retr svc credit (Service Indicator) field to define the employee's Teacher Retirement System (TRS) service credit. Valid values: 0 = No service credit 1 = Service credit earned for the month
36	Verify or enter the FICA tax switch code in the FICA (Federal Insurance Contributions Act) field to define the employee's FICA participation. Valid Values: Y = Compute OASDI/Medicare N = Do NOT compute OASDI/Medicare M = Compute Medicare only

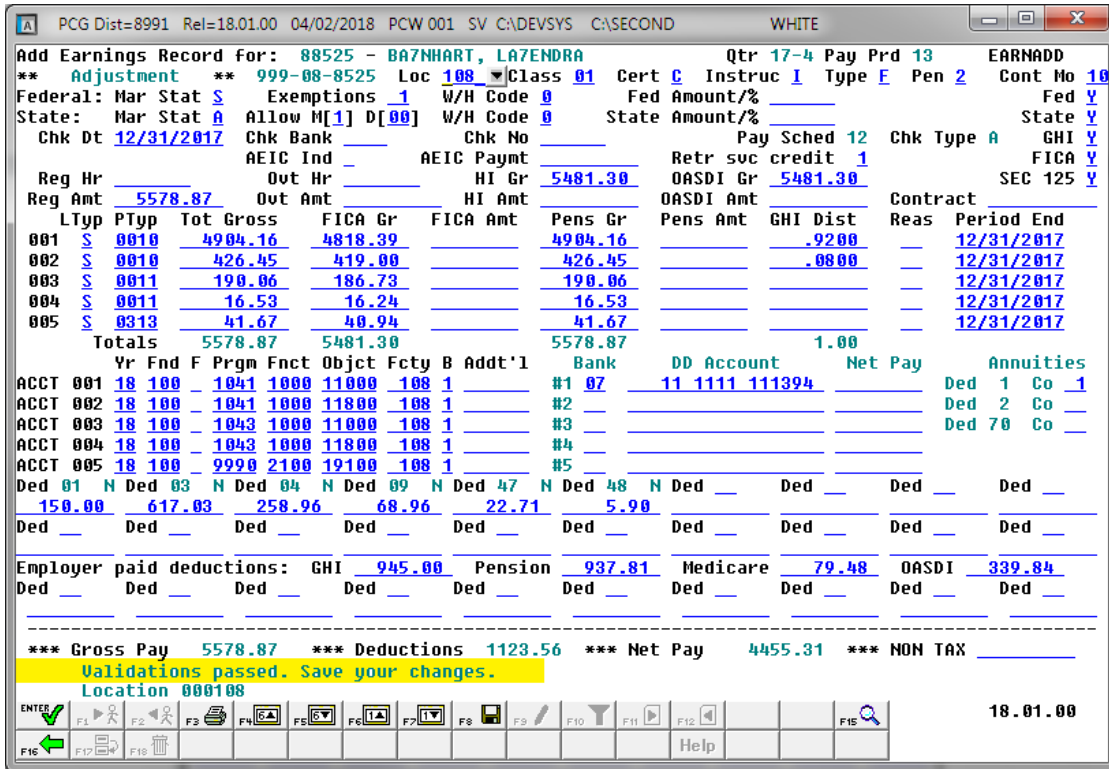
Step	Action
37	<p>Optional</p> <p>Enter the total number of regular hours the employee works in the Reg Hr (Regular Hours) field.</p> <p><i>If making an entry in the Reg Hr field, an entry is required in the Reg Amt field.</i></p>
38	<p>Optional</p> <p>Enter the total number of overtime hours the employee works in the Ovt Hr (Overtime Hours) field.</p>
39	<p>Optional</p> <p>Enter the amount of the employee's <u>regular</u> pay in the Reg Amt (Regular Amount) field.</p>
40	<p>Optional</p> <p>Enter the amount of the employee's <u>overtime-gross</u> pay in the Ovt Amt (Overtime Amount) field.</p>
41	<p>If the FICA indicator is Y (Yes):</p> <ul style="list-style-type: none"> • Enter the amount of the employee's gross salary that will determine the employee's health insurance calculations in the HI Gr (Health Insurance Gross). • Enter the employee's health insurance deduction amount in the HI Amt (Health Insurance Amount) field. • Enter the employee's OASDI calculation amount in the OASDI Gr (Old Age, Survivors and Disability Insurance Gross) field. • Enter the employee's OASDI deduction amount in the OASDI Amt (Old Age, Survivors, and Disability Insurance Amount) field.
42	<p>Enter or verify the entry of Y (Yes) or N (No) in the Section 125 (IRS Section 125 Cafeteria Benefit Plan) field to define the employee's participation status in a Section 125 Plan.</p>
43	<p>Optional</p> <p>Enter the amount of the employee's annual contract salary in the Contract (Contract Amount) field.</p>


Step	Action
Repeat steps 44 - 54 for each gross distribution account	
44	<p>Enter or select the drop-down selection icon  in the LTyp (Line Processing Type) field to choose the payroll processing type.</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
45	<p>Enter or select the drop-down selection icon  in the PTyp (Pay Type) field to define the employee’s pay type. The Pay Type is used to define earnings categories for printing on the new detailed pay stub.</p>
46	<p>Optional</p> <p>Enter the employee’s gross salary amount in the Tot Gross (Total Gross Salary) field.</p>
47	<p>If the FICA indicator is Y (Yes): Enter the employee’s FICA gross salary’s calculation amount in the FICA Gr (Federal Insurance Contributions Act Gross) field.</p>
48	<p>If the FICA indicator is Y (Yes): Enter the FICA amount in the FICA Amt (Federal Insurance Contributions Act Amount) field.</p>
49	<p>Optional</p> <p>Enter the employee’s pension calculation amount in the Pens Gr (Pension Gross) field.</p>
50	<p>Optional</p> <p>Enter the employee’s pension deduction amount in the Pens Amt (Pension Amt) field.</p>

Step	Action
51	<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>
52	<p>Enter or select the drop-down selection icon  in the Reas (Reason) field to choose the reason for the record’s creation.</p>
53	<p>Enter the date MM/DD/CCYY in the Period End (Period Ending) field.</p>
54	<p>Enter or select the drop-down selection icon  in the Acct# Yr Fnd F Prgm Fnct Objct Fcty B Addt’l field(s) to choose the account information.</p>
<p>Repeat step 55 - 57 for each net pay distribution to a direct deposit account</p>	
55	<p>For direct deposits: Enter the code, or select the drop-down selection icon  within the DD Bank (Direct Deposit Bank) field to choose the bank.</p>
56	<p>For direct deposits: Enter the bank account information, up to eighteen (18) alphanumeric characters within the DD Account (Direct Deposit Account) field.</p>
57	<p>For direct deposits: Enter the amount of net pay distribution to this Direct Deposit Bank and Account within the Net Pay field.</p>
<p>Repeat step 58 for each <u>Annuity</u> which applies to this adjustment record</p>	
58	<p>If the employee participates in an annuity: Enter or verify the 2-digit annuity company code in the Co (Annuity Company Code) fields. Annuity Company Code(s) should be entered in the Co field(s) only if entering annuity <u>deduction amount(s)</u> for any of the corresponding Annuity Company Code(s) fields.</p> <p><i>NOTE: If there is/are no annuity deduction amount(s), clear the existing code(s) from the Co (Annuity Company Code) field(s).</i></p>

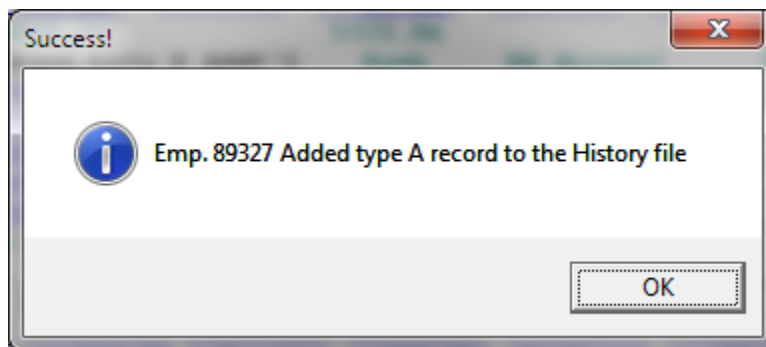
Step	Action
Repeat step 59 for each deduction which applies to this adjustment record	
<p>59</p>	<p>Enter the employee’s deduction amount(s) in the Ded 1 – 20 (Deduction 1 - 20) fields. <i>PCGenesis allows the entry of negative (-) amounts for refunding deductions.</i> <i>PCGenesis defaults the entry in the two-digit Deduction Code field based on the employee’s payroll information record. Refer to Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information for the instructions on modifying existing deduction information.</i></p>
Steps 60 - 64 apply to the entry of Employer Paid Deductions	
<p>60</p>	<p>Enter the GHI premium’s dollar amount paid by the employer in the GHI (Georgia Health Insurance Employer Contribution) field.</p>
<p>61</p>	<p>Enter the pension premium’s dollar amount paid by the employer in the Pension (Pension Employer Contribution) field.</p>
<p>62</p>	<p>Enter the Medicare dollar amount paid by the employer in the Medicare (Medicare Employer Contribution) field.</p>
<p>63</p>	<p>Enter the OASDI dollar amount paid by the employer in the OASDI (OASDI Employer Contribution) field.</p>
<p>64</p>	<p>Enter the deduction code(s) and the employer’s deduction amount(s) in the Ded (Deduction) fields. <i>These fields represent the employer paid amounts. A deduction may have an employer amount only if the employee’s deduction screen Employer contribution flag is set to "Y" for the deduction.</i> <i>PCGenesis allows the entry of negative (-) amounts for refunding deductions.</i></p>
<p>65</p>	<p>If a Non-tax deduction was included in the Adjustment record: Enter the employee’s gross salary amount that is deducted <u>before taxes</u> for nontaxable income reporting in the ***NON TAX (Non Taxable Income) field. <i>PCGenesis allows the entry of negative (-) amounts for refunding Non-tax deductions.</i></p>
<p>66</p>	<p>Select  (Enter).</p> <p>Select  (F3 – Print this data) to obtain a screen print of the Add Earnings History Record screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

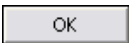
The following screen displays:



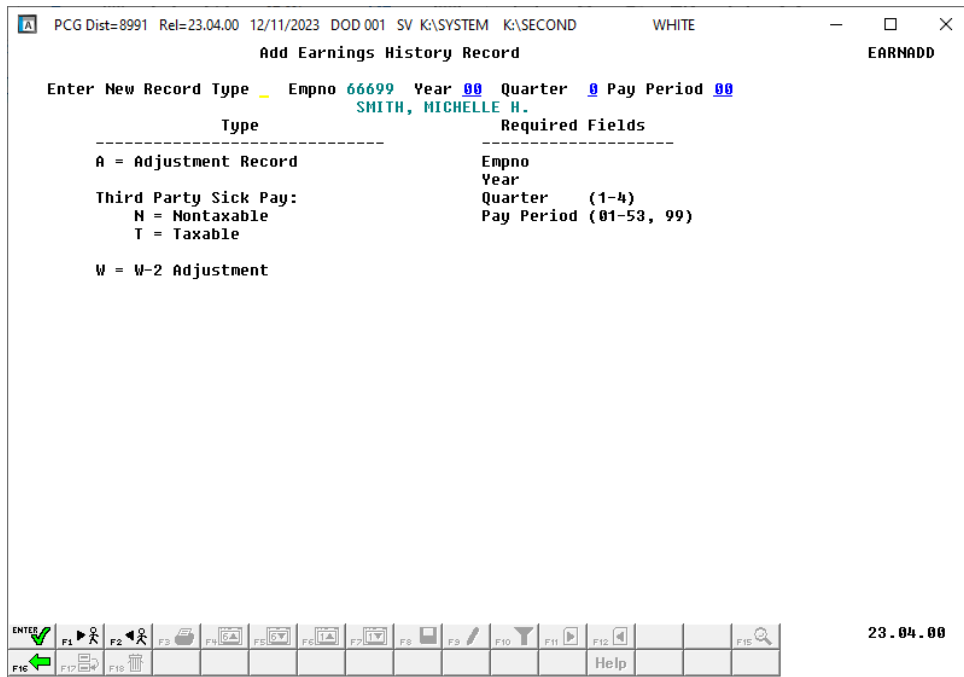
Step	Action
67	Verify "Validations passed. Save your changes." displays and select  (F8 – Save your changes).


The following dialog box displays:



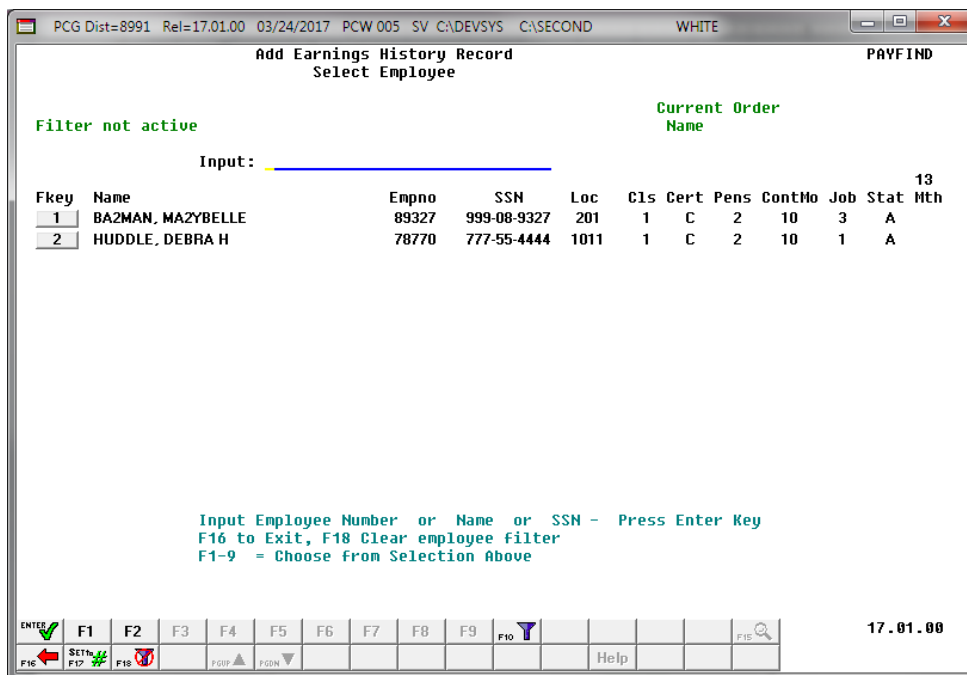
Step	Action
68	Select  (OK).



The following screen displays:



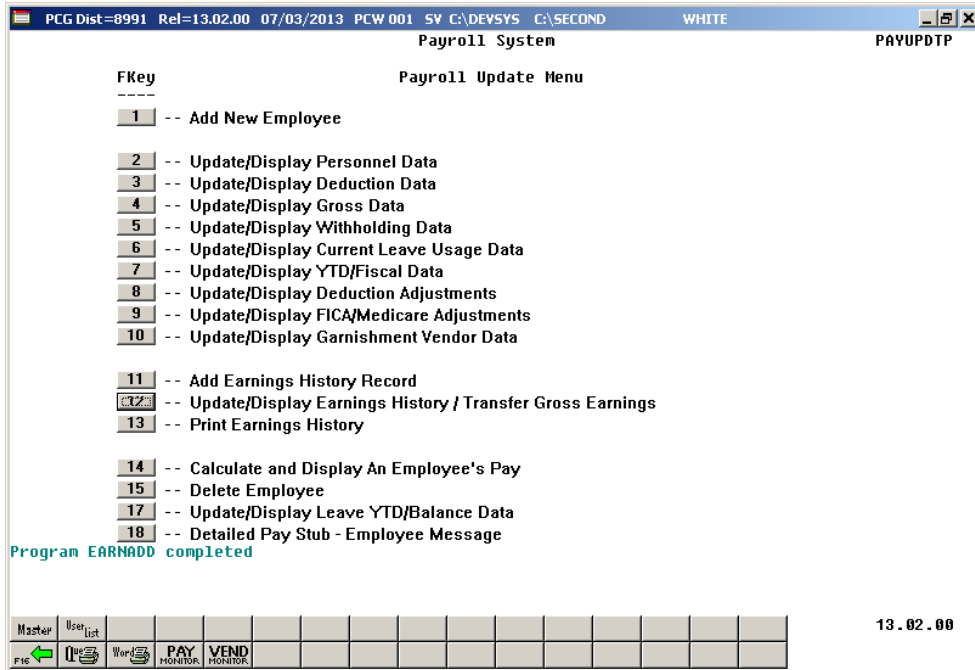
Step	Action
69	Select  (F16 -Exit) to return to the <i>Add Earnings History Record – Select Employee</i> screen.

The following screen displays:

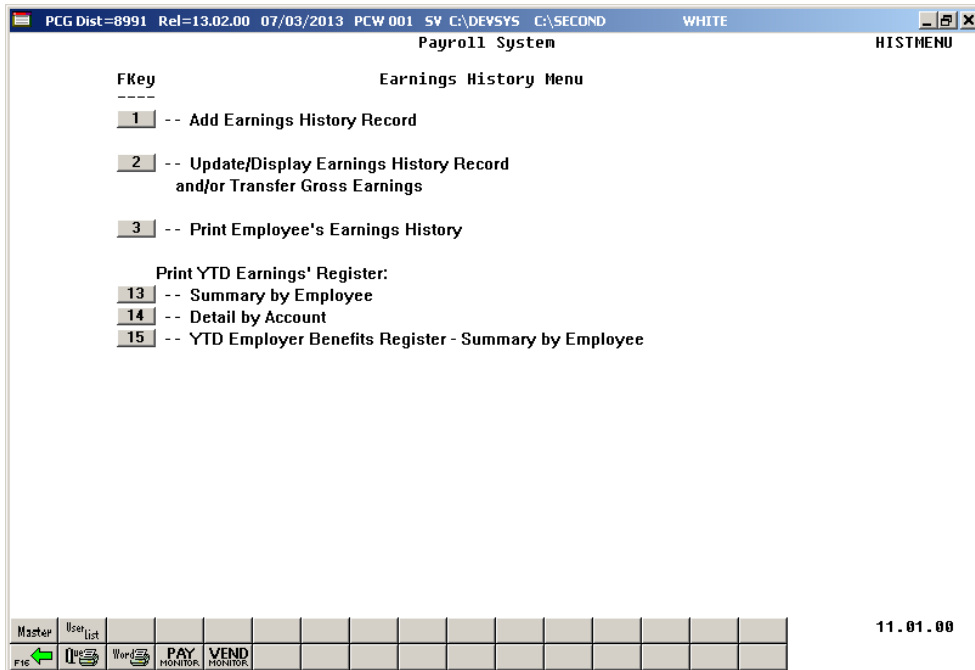




Step	Action
70	<p>F2: Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i>.</p> <p>F10: Select  (F16 – Exit) to return to the <i>Payroll System – Earnings History Menu</i>.</p>

For Step 1-F2 selections, the following screen displays:



For Step 1-F10 selections, the following screen displays:

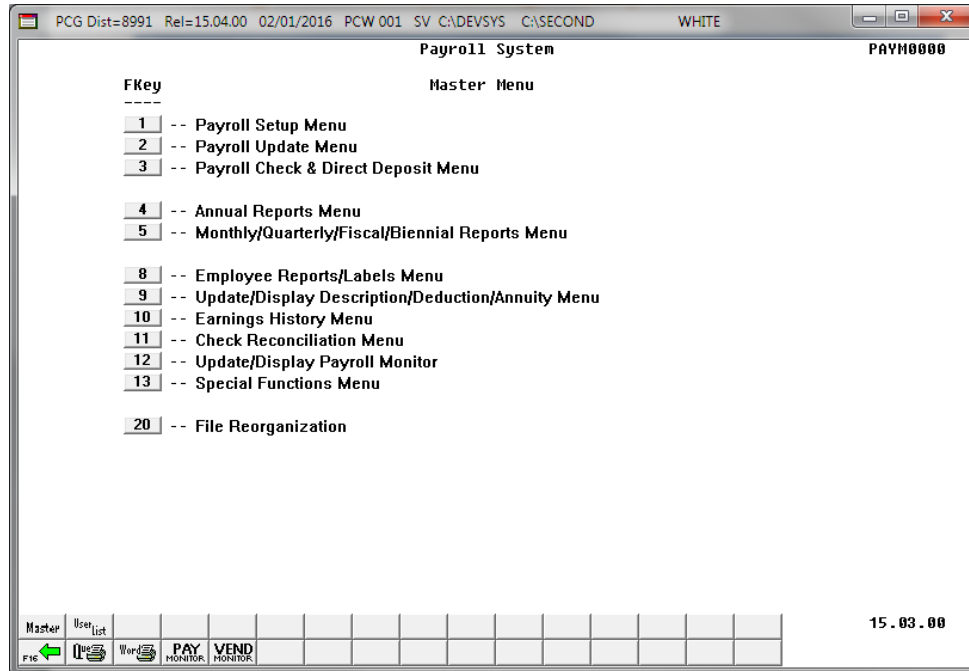


Step	Action
71	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

B2. Adding a Nontaxable (N) and/or Taxable (T) Third Party Sick Pay Earnings History Record

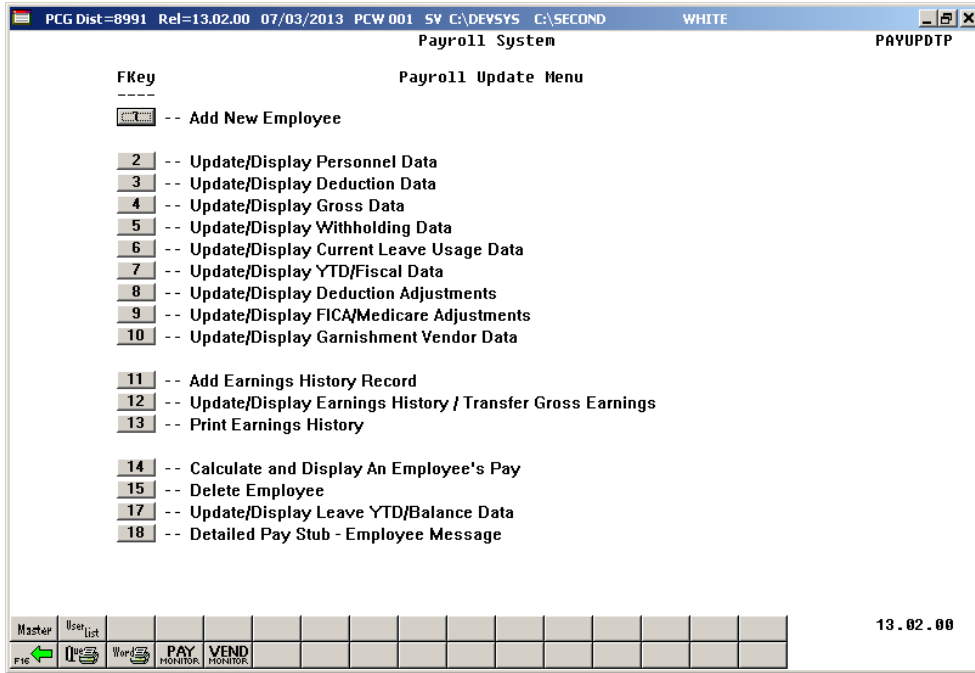
Although the screenshot examples display N (Non Taxable) Third Party Sick Pay record information, the instructions also pertain to the entry of a Taxable (T) record, and includes instructions that are specific to Taxable records.

Entering gross pay for Non Taxable and Taxable Third Party Sick Pay earnings history record selects (checks) Box 13 on the employee's W2 Statement.

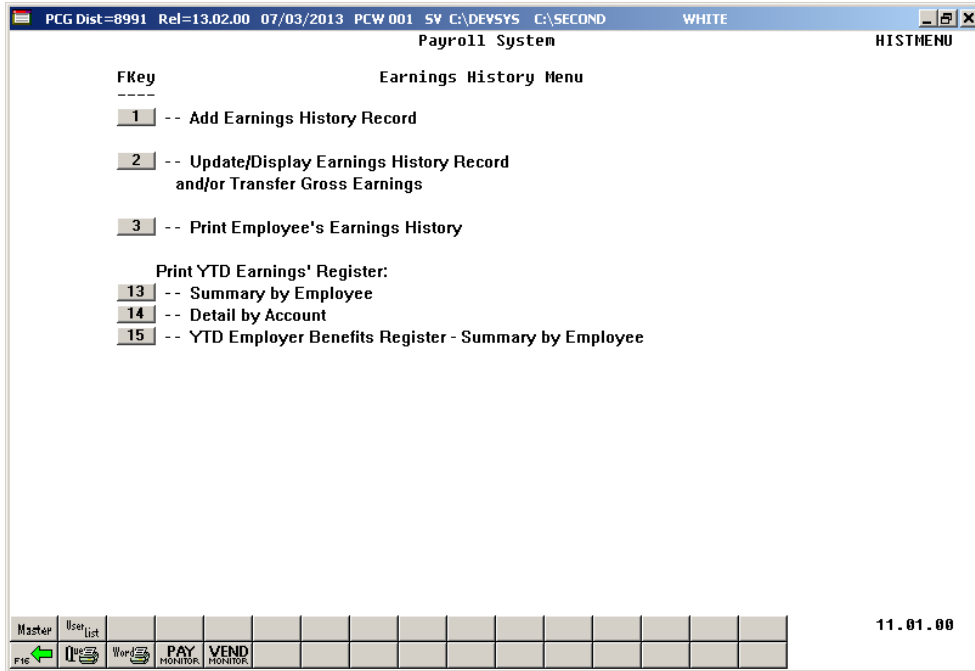


Step	Action
1	Select 2 (F2 - Payroll Update Menu) or 10 (F10 - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:




For **Step 1-F10** selections the following screen displays:

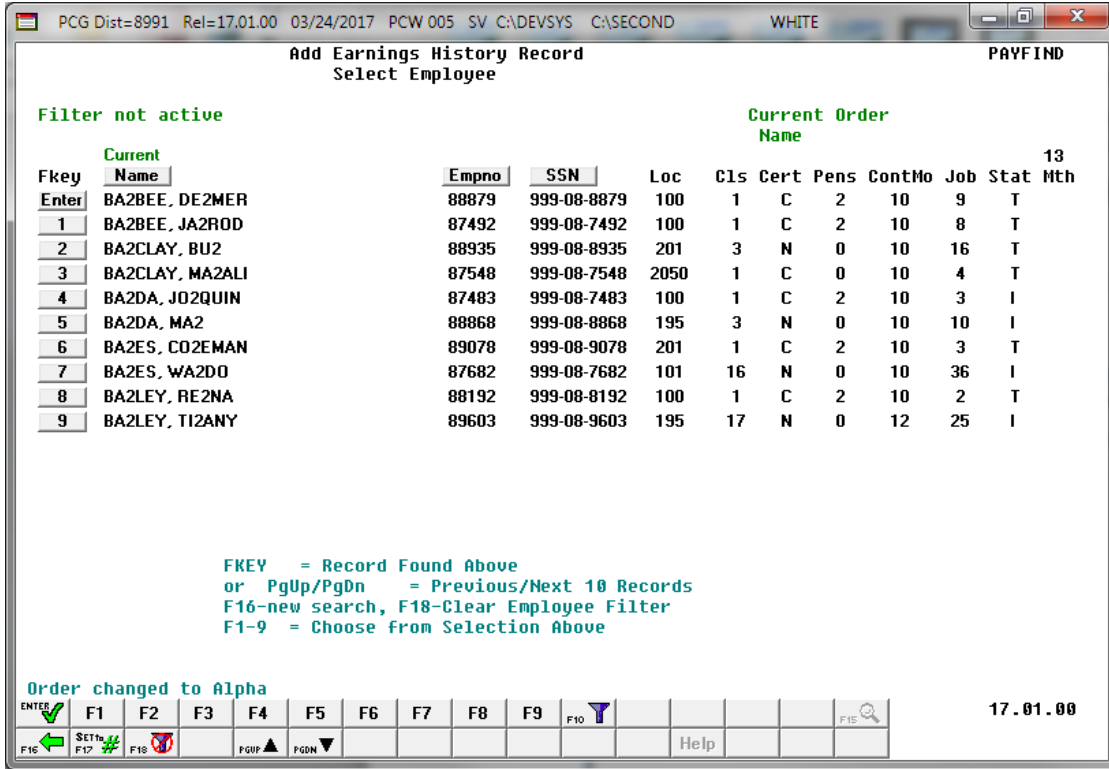





Step	Action
2	<p>For Step 1-F2 selections: Select 11 (F11 - Add Earnings History Record).</p> <p>For Step 1-F10 selections: Select 1 (F1 - Add Earnings History Record).</p>

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:

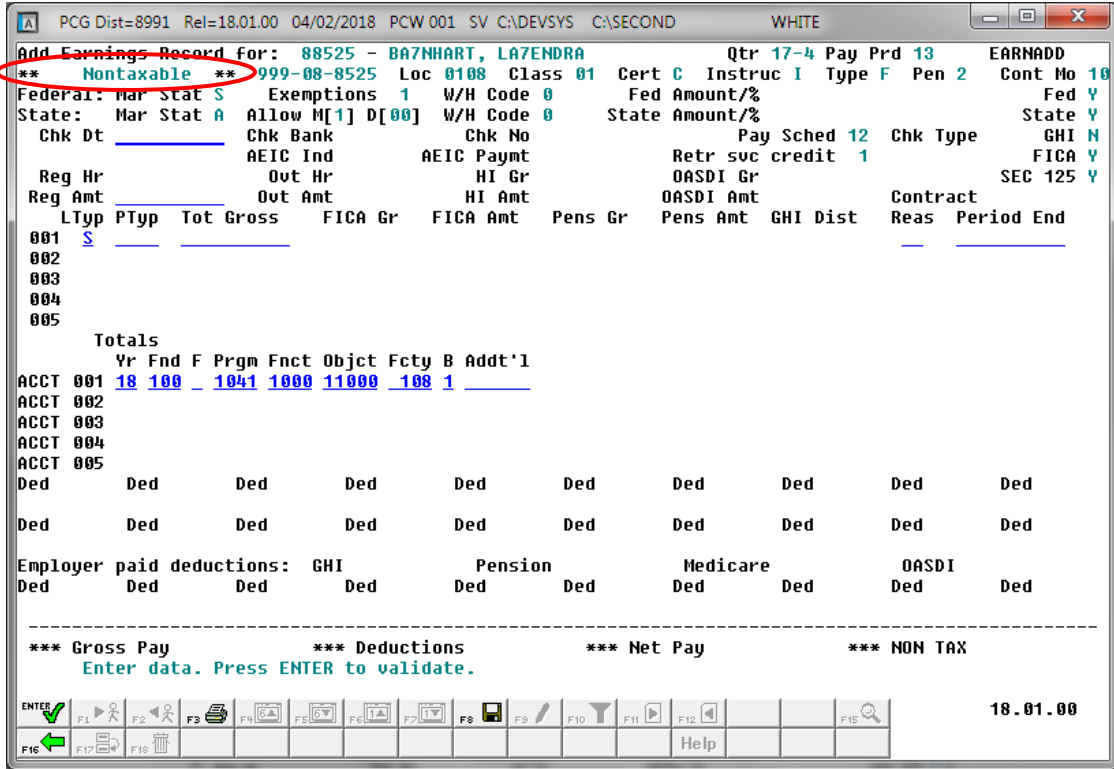


Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll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

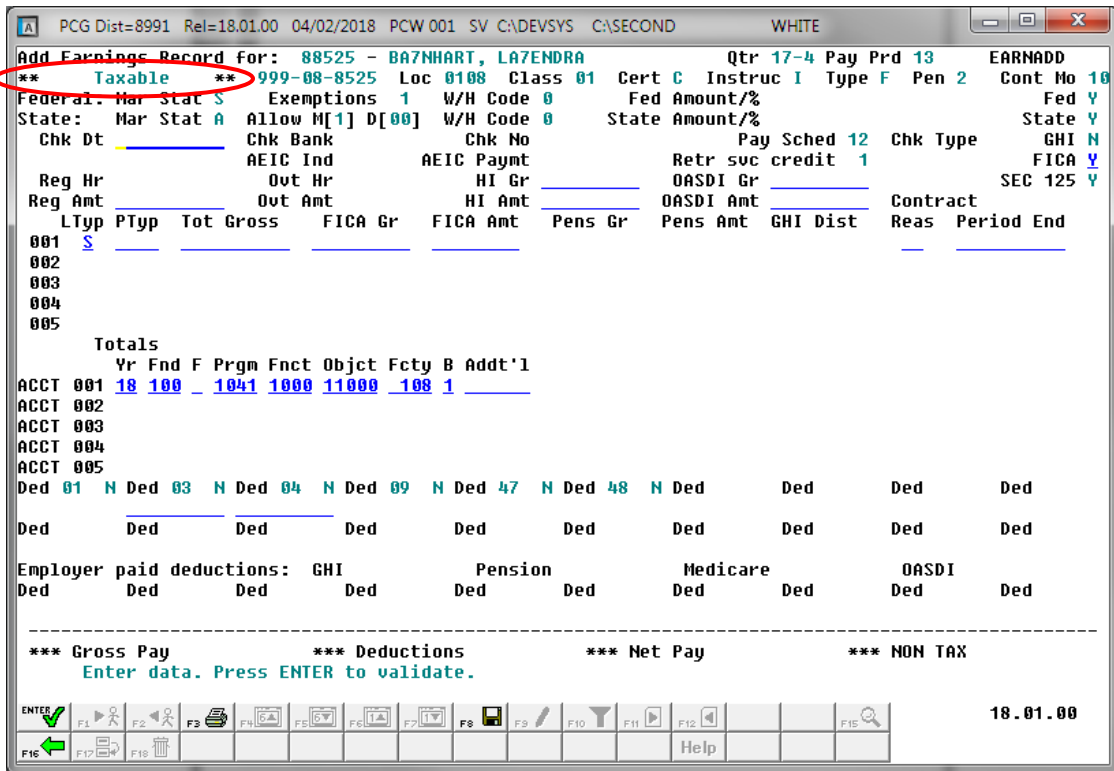
The following screen displays:




Step	Action
5	Enter the appropriate code in the Enter New Record Type field. Valid Values: T = Taxable third party sick pay N = Non-taxable third party sick pay
6	Enter the earnings history payroll year (YY) in the Year field.
7	Enter the appropriate code in the Quarter field to define the earnings history adjustment’s payroll quarter. Valid Values: 1 = First Quarter: January – March 2 = Second Quarter: April – June 3 = Third Quarter: July – September 4 = Fourth Quarter: October –December
8	Enter 01 through 53 in the Pay Period field to define the payroll period or enter 99 (Undefined/Does Not Apply to a Specific Payroll Period) to identify the payroll period as “Undefined”.
9	Select  (Enter). <i>Although examples of the Taxable (T) and Non Taxable (N) earnings history records are provided on the following page, the remaining screenshot examples apply to the entry of a Non Taxable earnings history record.</i>



For Step 5-N (Non Taxable) entries, the following screen displays:



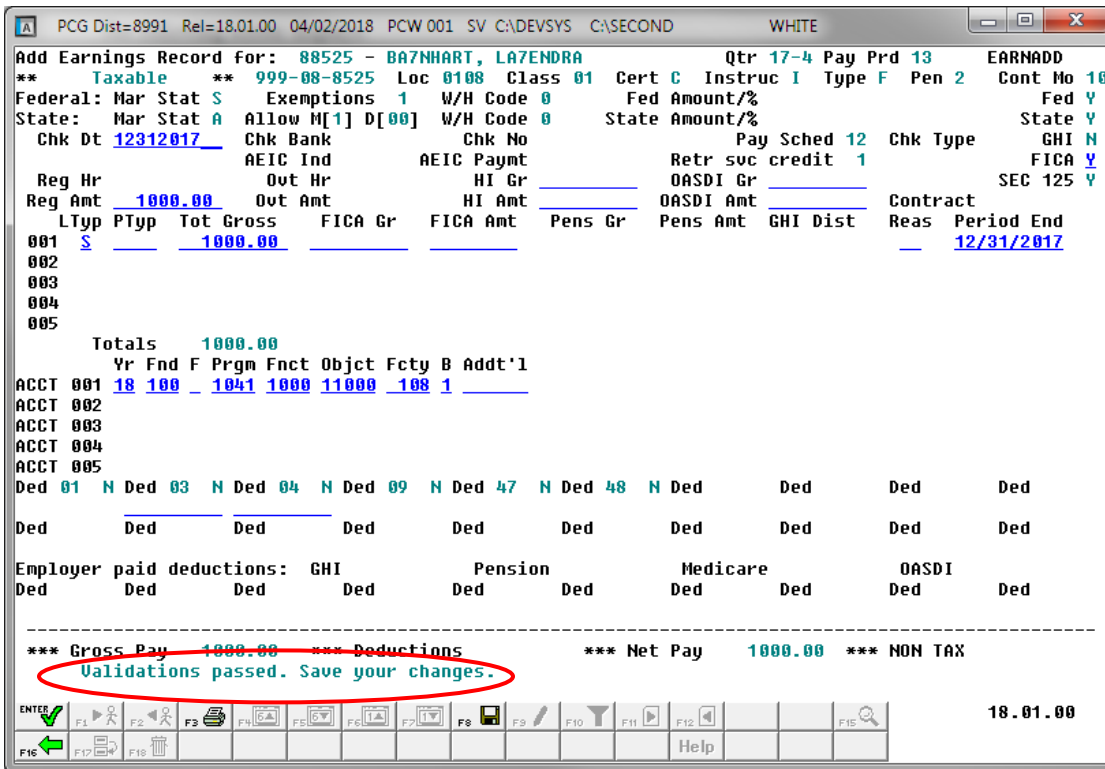
For Step 5-T (Taxable) entries, the following screen displays:




Step	Action
10	For Non-Taxable and Taxable Sick Pay: Enter the date (MM/DD/CCYY) in the Chk Date (Check Date) field.
11	For Non-Taxable and Taxable Sick Pay: Enter the dollar amount in the Reg Amt (Regular Amount) field.
12	For Taxable Sick Pay: Enter the appropriate code in the FICA (Federal Insurance Contributions Act) field.
13	For Non Taxable and Taxable Sick Pay: Enter the pay type or select the drop-down selection icon  in the LTyp (Line Processing Type) field to identify the payroll processing type.
Complete Steps 14 - 20 for each LTyp entered in Step 13.	
14	For Non-Taxable and Taxable Sick Pay: Enter the pay type or select the drop-down selection icon  in the PTyp (Pay Type) field to define the employee's pay type. <i>Future PCGenesis report and employee pay stub enhancements may include this information. This information may also be useful for Third Party interfaces with PCGenesis.</i>
15	For Non-Taxable and Taxable Sick Pay: Enter the employee's gross salary amount or pay rate in the Tot Gross (Total Gross Salary) field.
16	For Taxable Sick Pay: Enter the gross salary dollar amount in the FICA Gr (Federal Insurance Contributions Act Gross Salary) field.
17	For Taxable Sick Pay: Enter the dollar amount in the FICA Amt (Federal Insurance Contributions Act Amount) field.
18	For Non-Taxable and Taxable Sick Pay: Make no entries in the Reas (Pay Reason) field.
19	For Non-Taxable and Taxable Sick Pay: The Period End (Pay for Period Ending) field's entry will default to the check's date.
20	For Non Taxable and Taxable Sick Pay: Verify, enter or select the drop-down selection icon  to select the specific account(s) to which the employee's <u>Third Party Sick Pay</u> was charged in the Acct# Yr Fnd F Prgm Fnct Objet Fcty B Addt'l field(s). <i>When not charging a specific account, enter the year in the Yr field, and 0 (zero) in the remaining account information fields.</i>
21	For Taxable Sick Pay: Enter the dollar amount in the OASDI Gr (Old Age Survivor's Disability Insurance Gross) and OASDI Amt (OASDI Amount) fields.

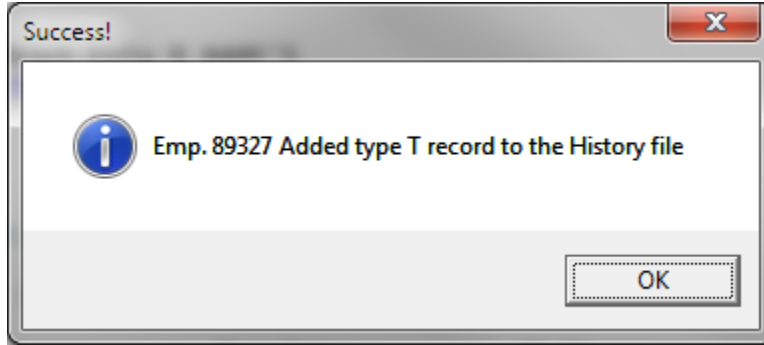
Step	Action
22	For Taxable Sick Pay: Enter the amount in the HI Gr (Health Insurance Gross) and HI Amt (Health Insurance Amount) fields.
23	For Taxable Sick Pay: Enter the amount in the Ded 03 (Federal tax) and Ded 04 (State tax) fields.
24	Select  (Enter). Select  (F3 – Print this data) to obtain a screen print of the Add Earnings History Record screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.


The following screen displays:



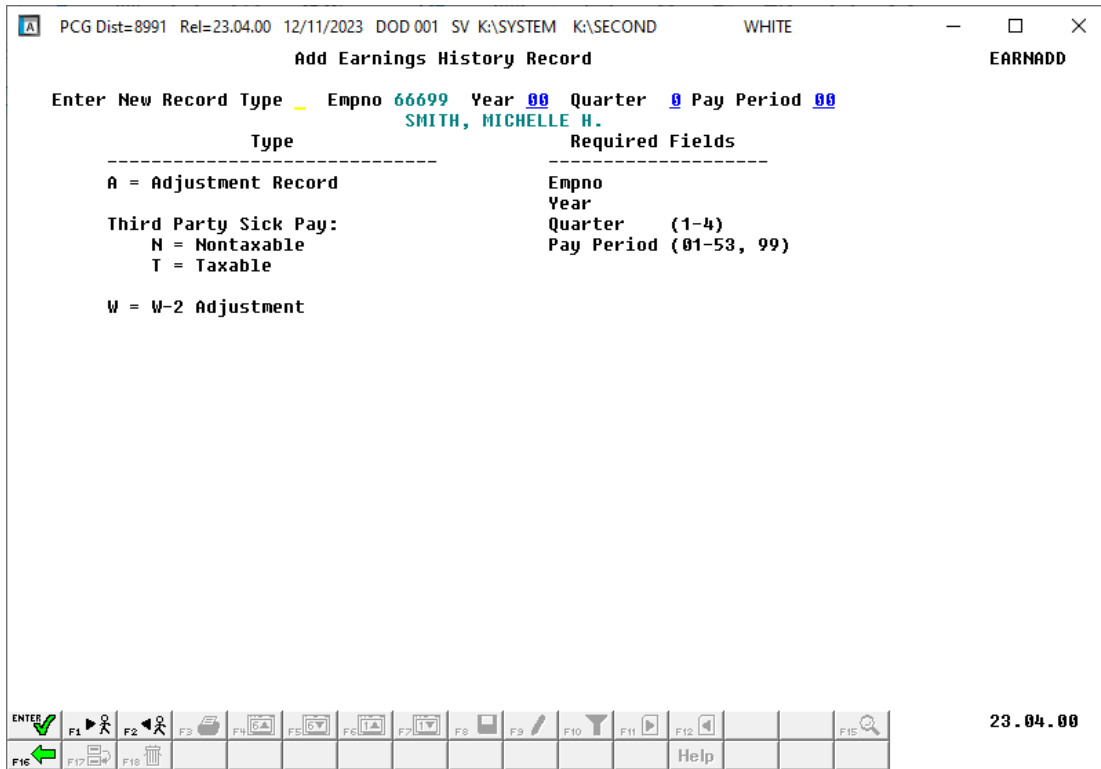
Step	Action
25	Verify “Validations passed. Save your changes.” displays and select  (F8 – Save your changes).


The following dialog box displays:



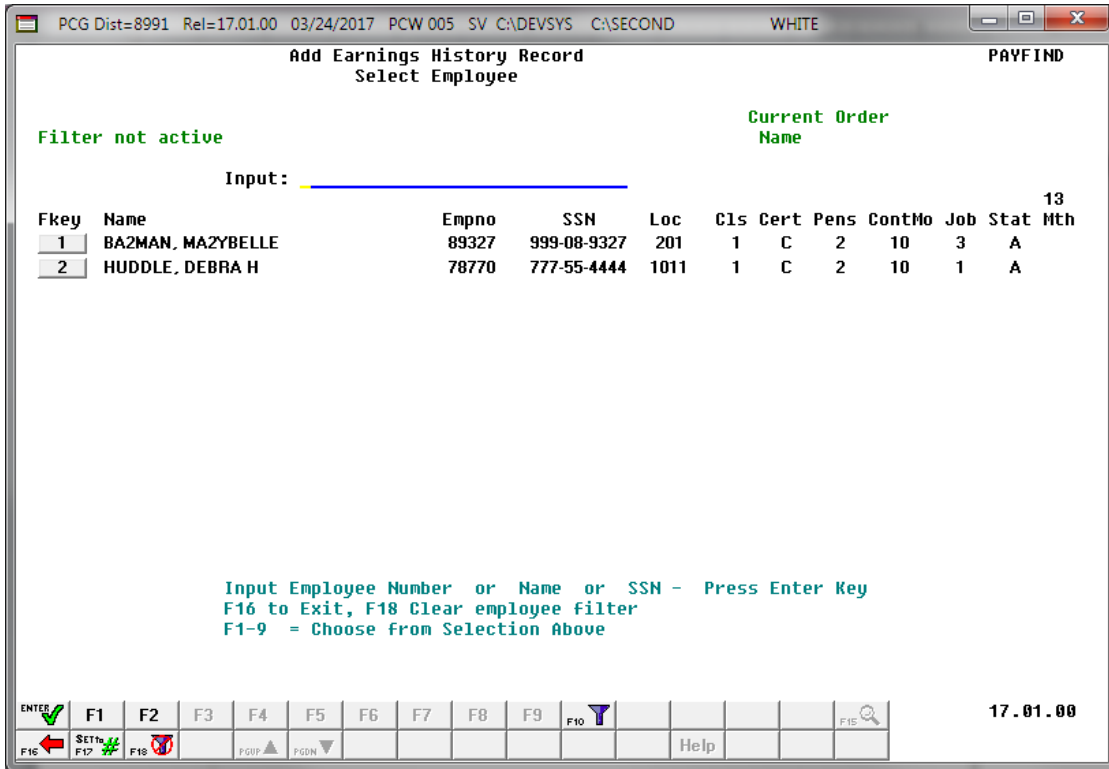
Step	Action
26	Select  (OK).



The following screen displays:



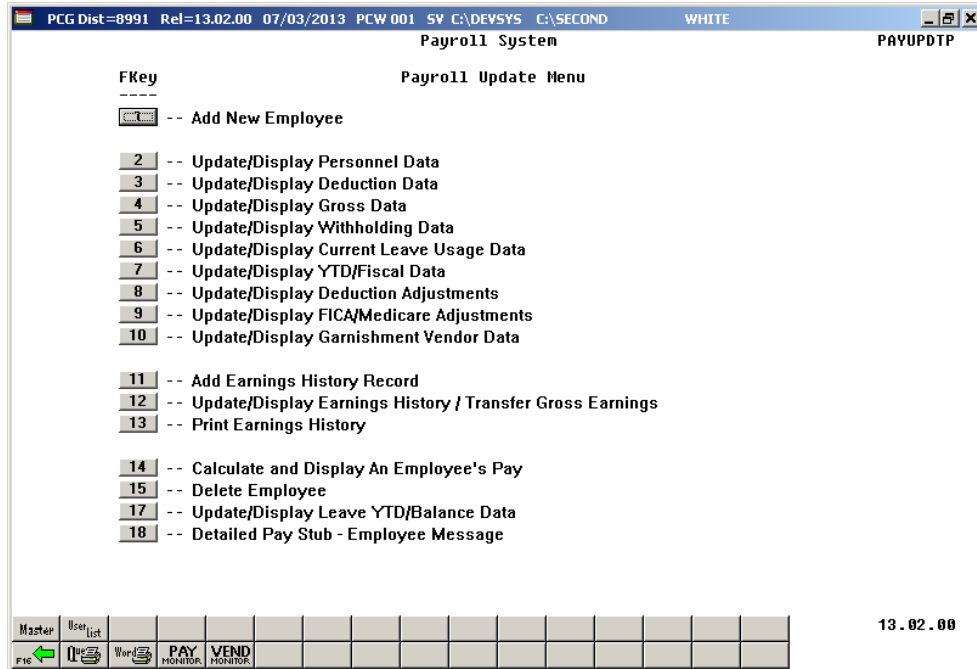
Step	Action
27	Select  (F16 – Exit) to return to the <i>Add Earnings History Record – Select Employee</i> screen.

The following screen displays:

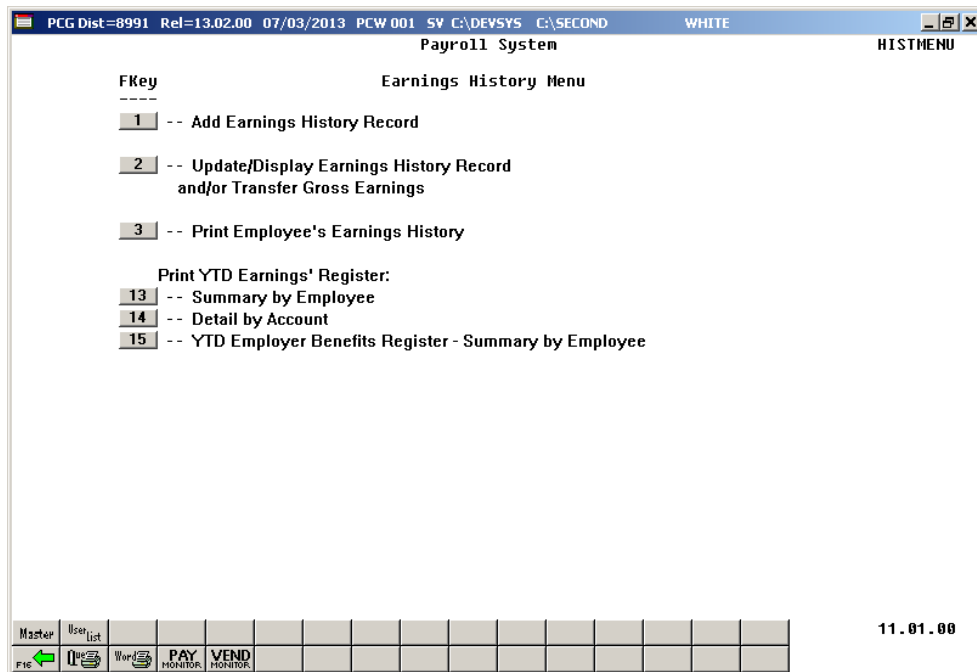




Step	Action
28	<p>F2: Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i>.</p> <p>F10: Select  (F16 – Exit) to return to the <i>Payroll System – Earnings History Menu</i>.</p>

For **Step 1-F2** selections, the following screen displays:



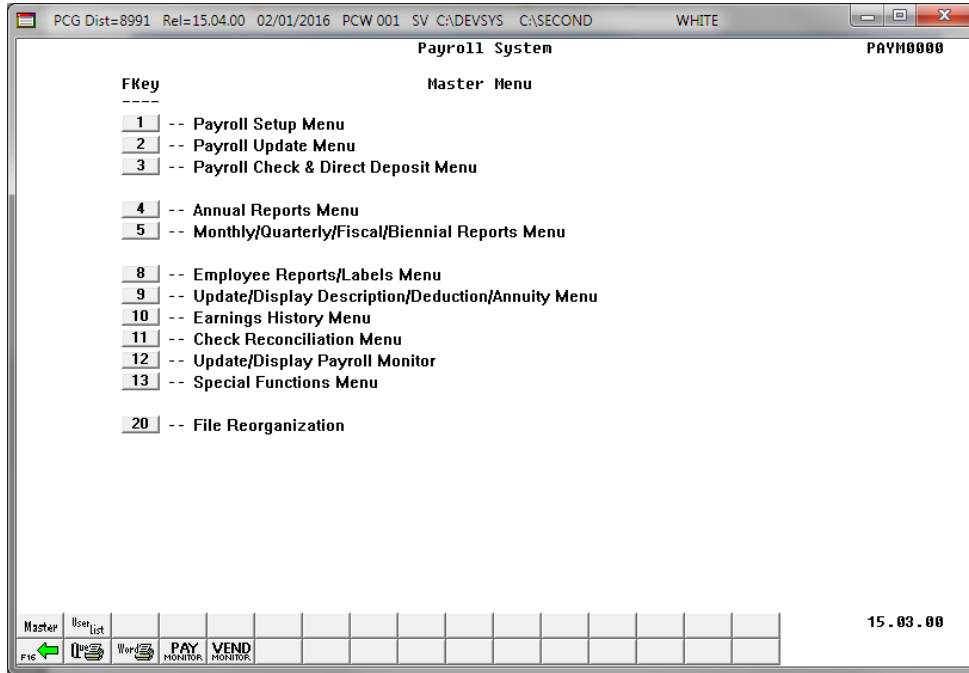
For **Step 1-F10** selections, the following screen displays:



Step	Action
29	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> .

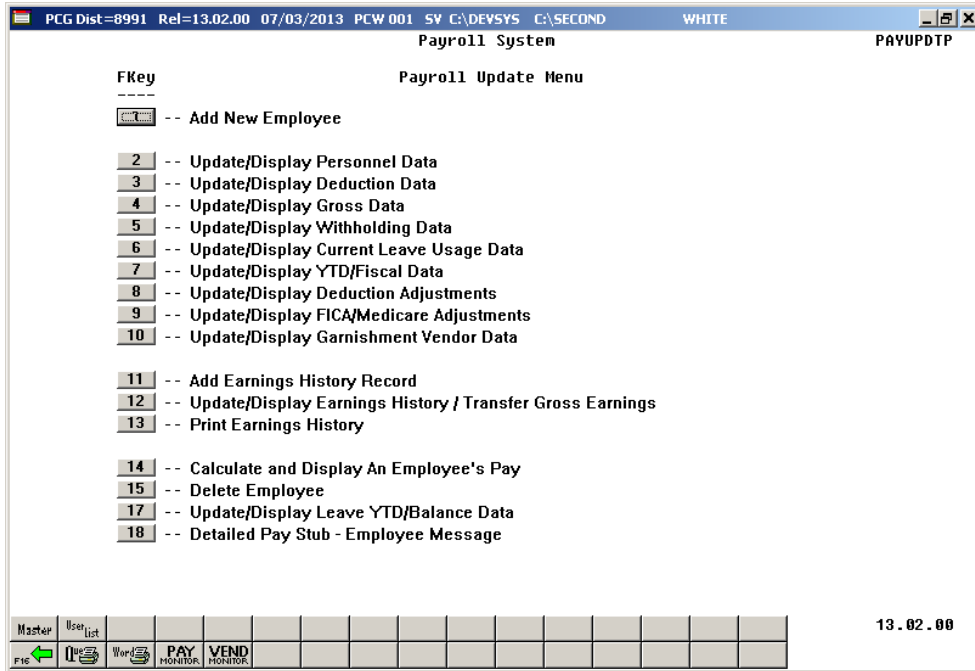
B3. Adding a W-2 Adjustment Earnings History Record

W-2 Adjustment records are designed to allow modifications to the entries in various boxes on the W-2 Statement. These entries may include information regarding deceased employees, to add employee moving expenses, for uncollected Medicare costs, etc not captured through the normal payroll process.

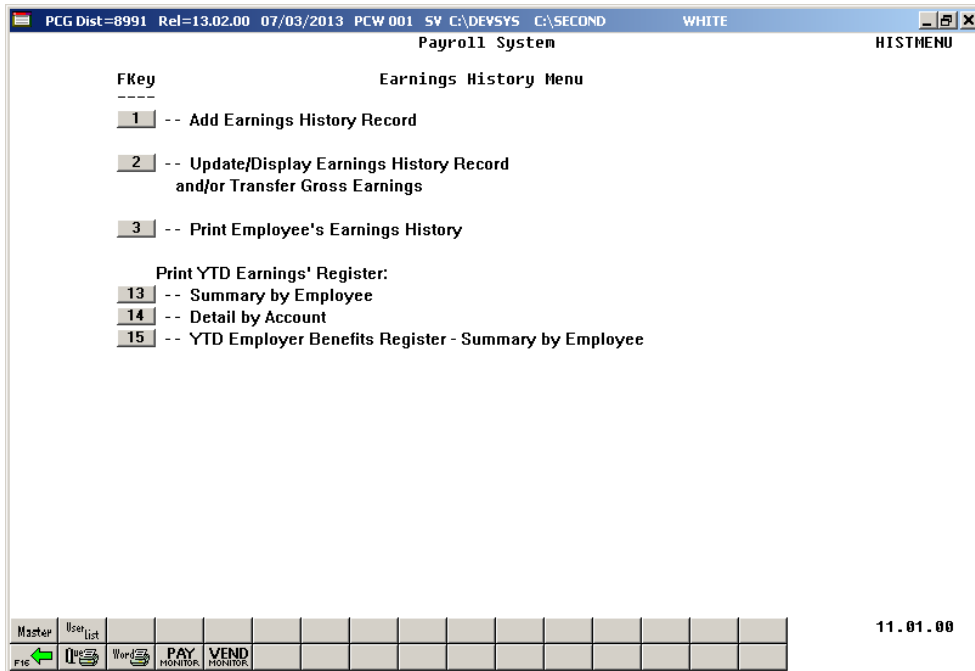


Step	Action
1	Select 2 (F2 - Payroll Update Menu) or 10 (F10 - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:




For **Step 1-F10** selections the following screen displays:

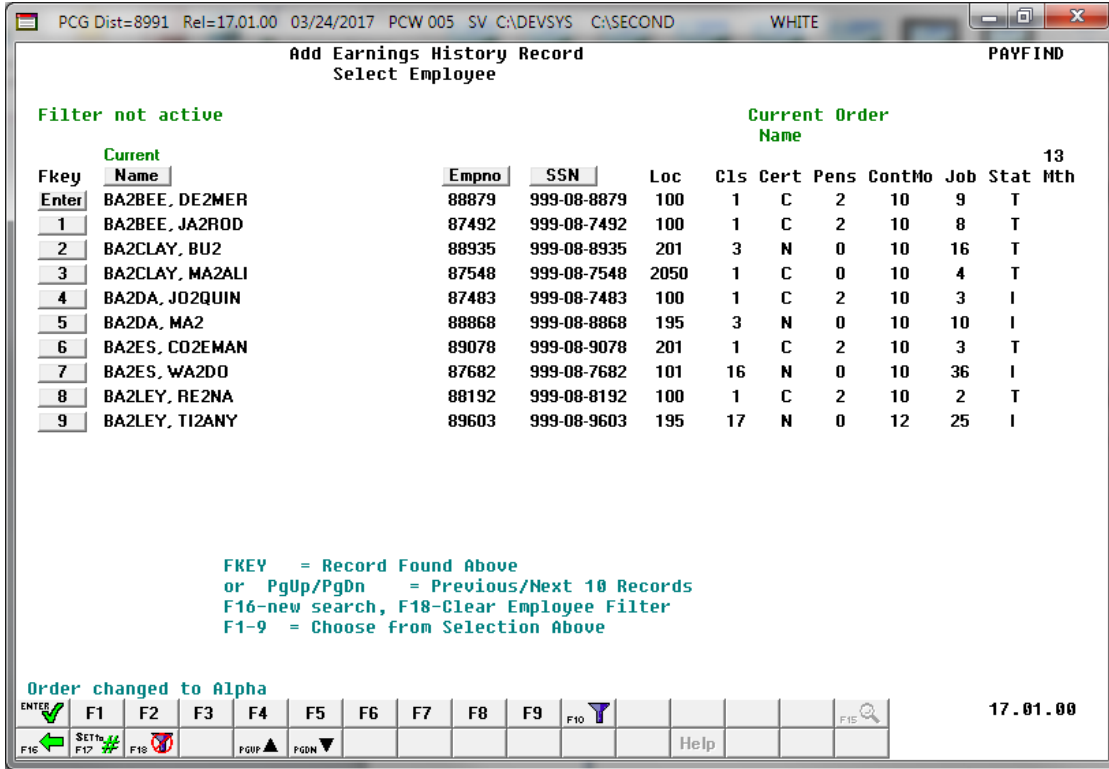





Step	Action
2	<p>For Step 1-F2 selections: Select 11 (F11 - Add Earnings History Record).</p> <p>For Step 1-F10 selections: Select 1 (F1 - Add Earnings History Record).</p>

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:

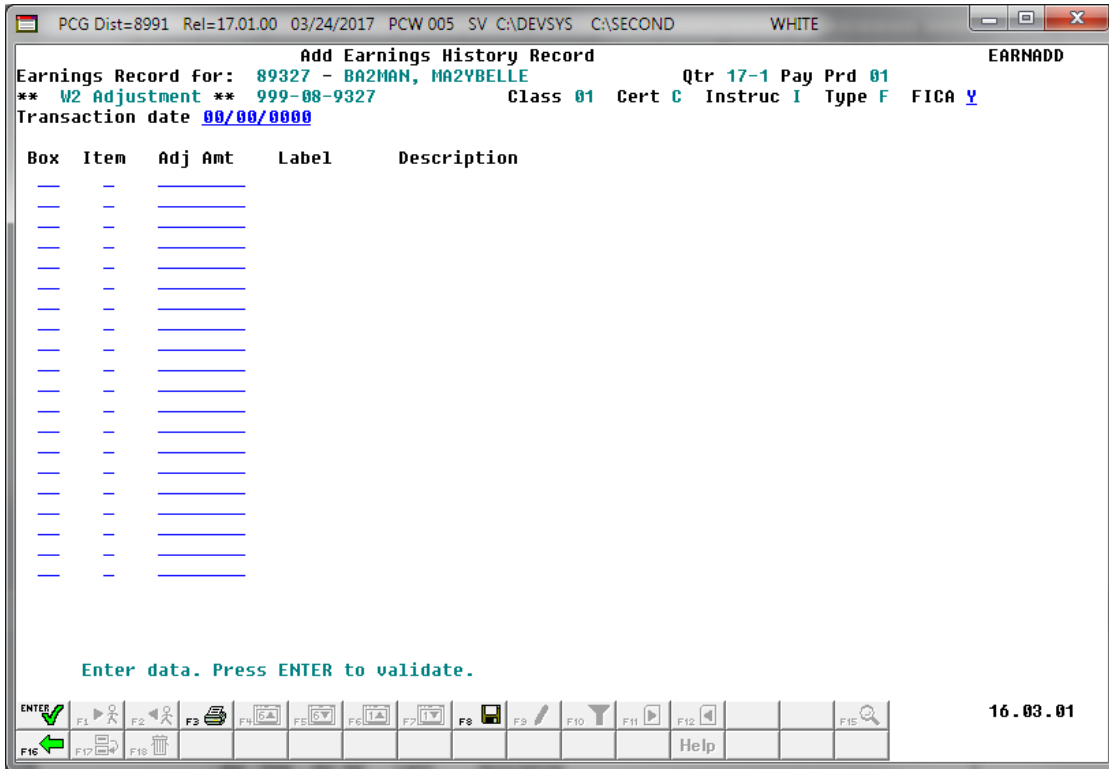


Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll 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	Enter W (W-2 Adjustment) in the Enter New Record Type field.
6	Enter the earnings history payroll year (YY) in the Year field.
7	Enter the appropriate code in the Quarter field to define the earnings history adjustment's payroll quarter. Valid Values: 1 = First Quarter: January – March 2 = Second Quarter: April – June 3 = Third Quarter: July – September 4 = Fourth Quarter: October –December
8	Enter 01 through 53 in the Pay Period field to define the payroll period or enter 99 (Undefined/Does Not Apply to a Specific Payroll Period) to identify the payroll period as "Undefined".
9	Select  (Enter).

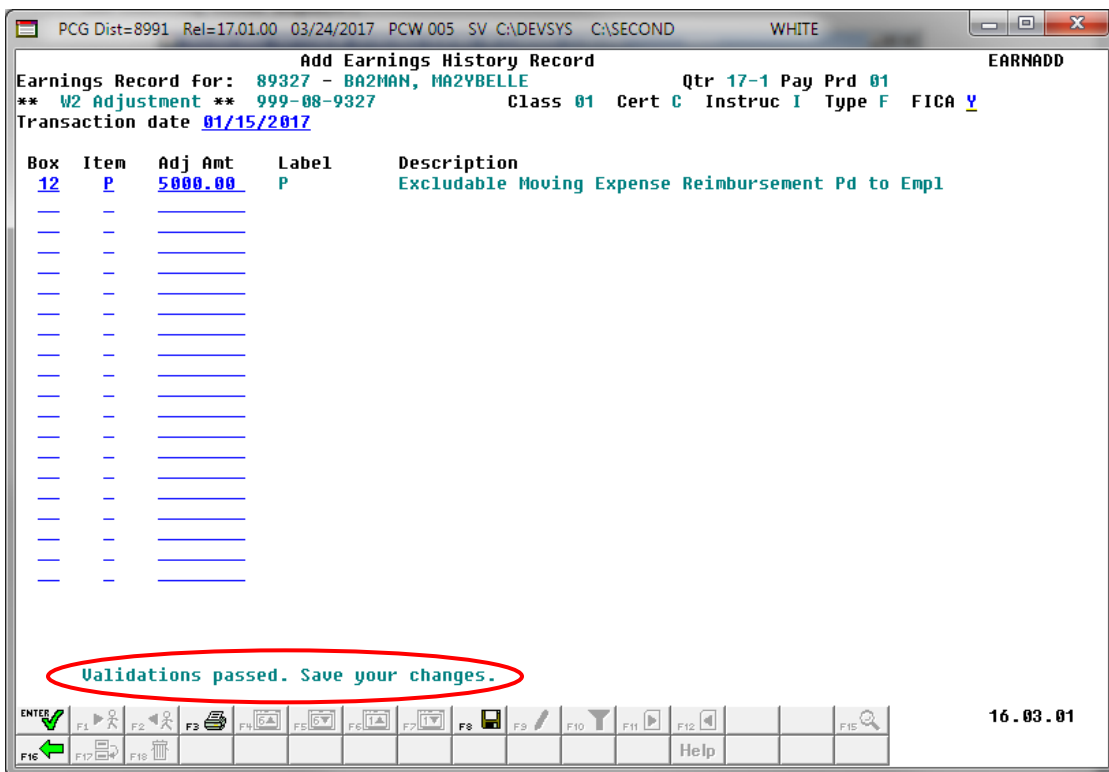
The following screen displays:




Step	Action
10	Verify or enter the employee’s FICA tax switch in the FICA (Federal Insurance Contributions Act) field.
11	Enter the date (MM/DD/CCYY) in the Transaction date field.

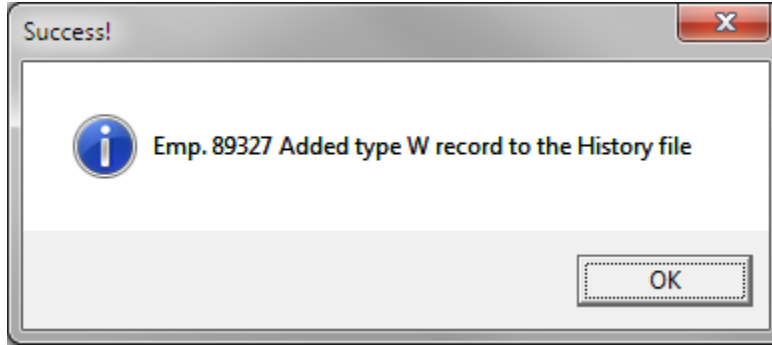
Step	Action
12	Select on the drop-down selection icon  or enter the information in the Box field. <i>PCGenesis automatically populates the Label and Description field's entry based on the Box and Item field's selection.</i>
13	Enter the adjusted dollar amount in the Adj Amt (Adjustment Amount) field.
14	Select  (Enter). Select  (F3 – Print this data) to obtain a screen print of the Add Earnings History Record screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

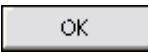
The following screen displays:



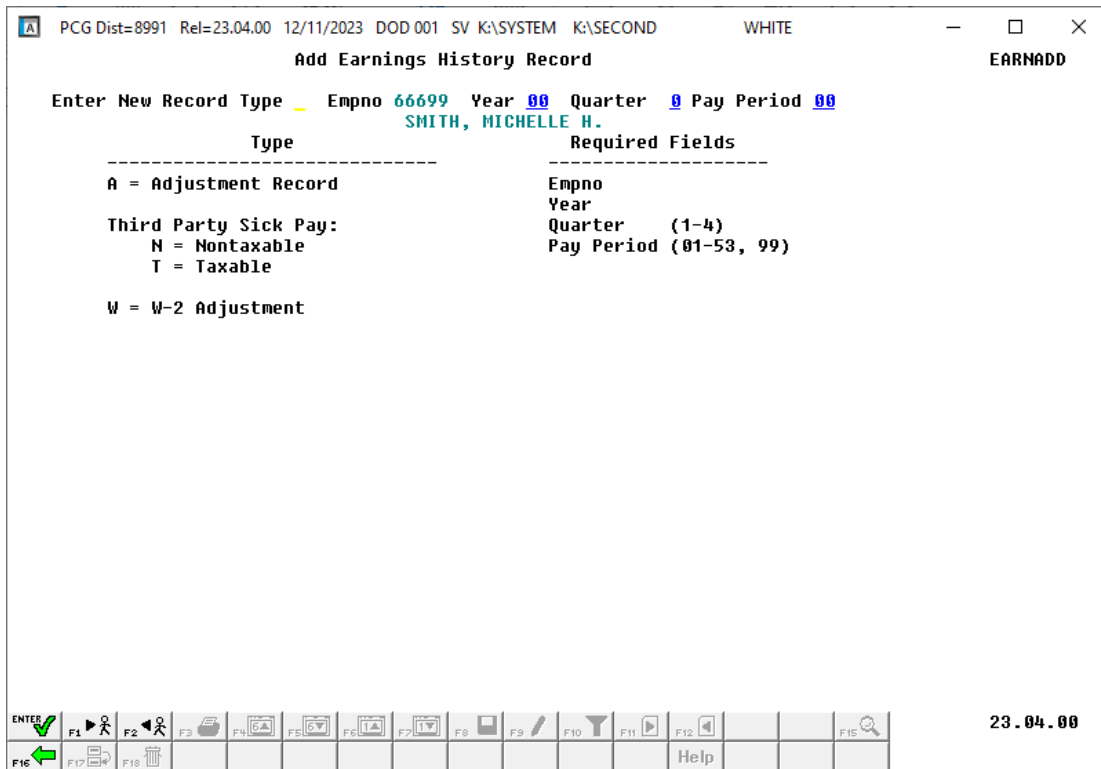
Step	Action
15	Verify “Validations passed. Save your changes.” displays, and select  (F8 – Save changes).


The following dialog box displays:



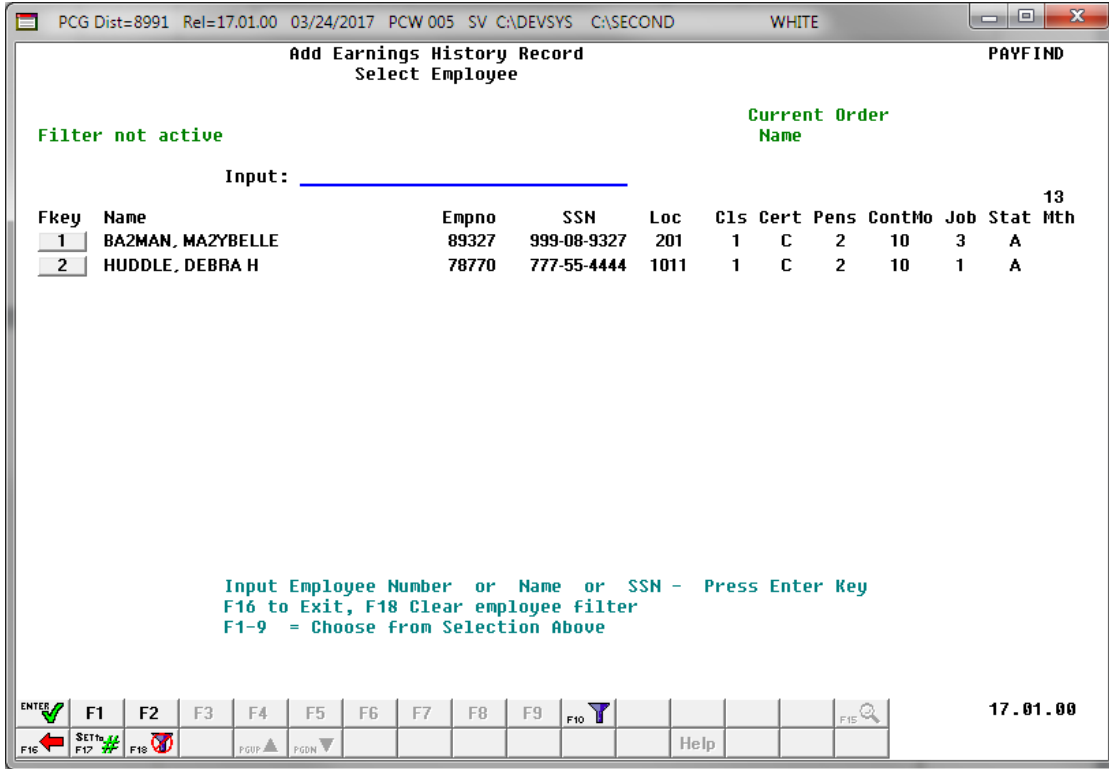
Step	Action
16	Select  (OK).



The following screen displays:



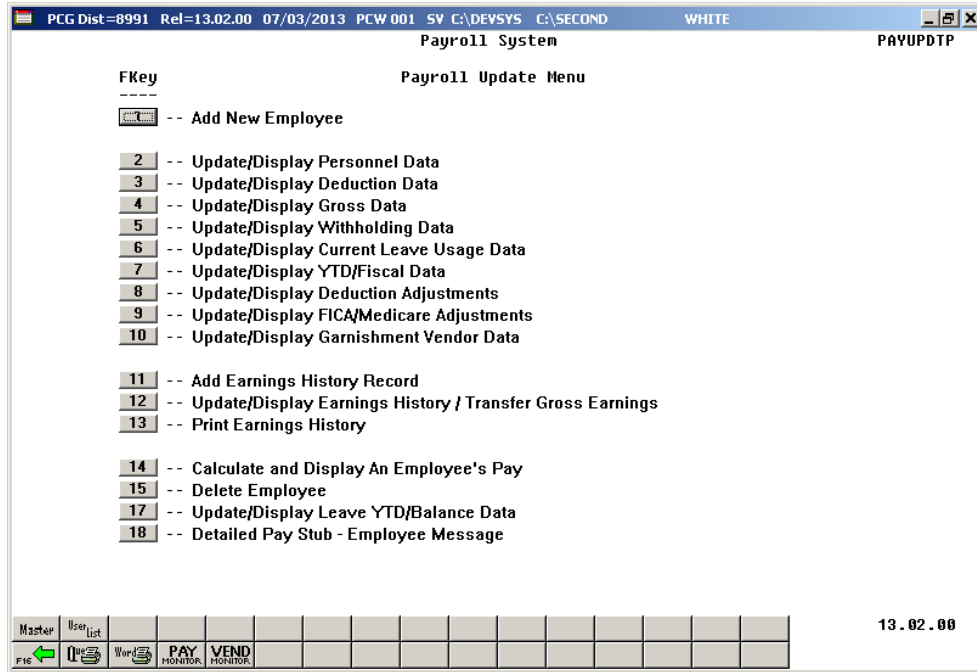
Step	Action
17	Select  (F16 - Exit) to return to the <i>Add Earnings History Record – Select Employee</i> screen.

The following screen displays:

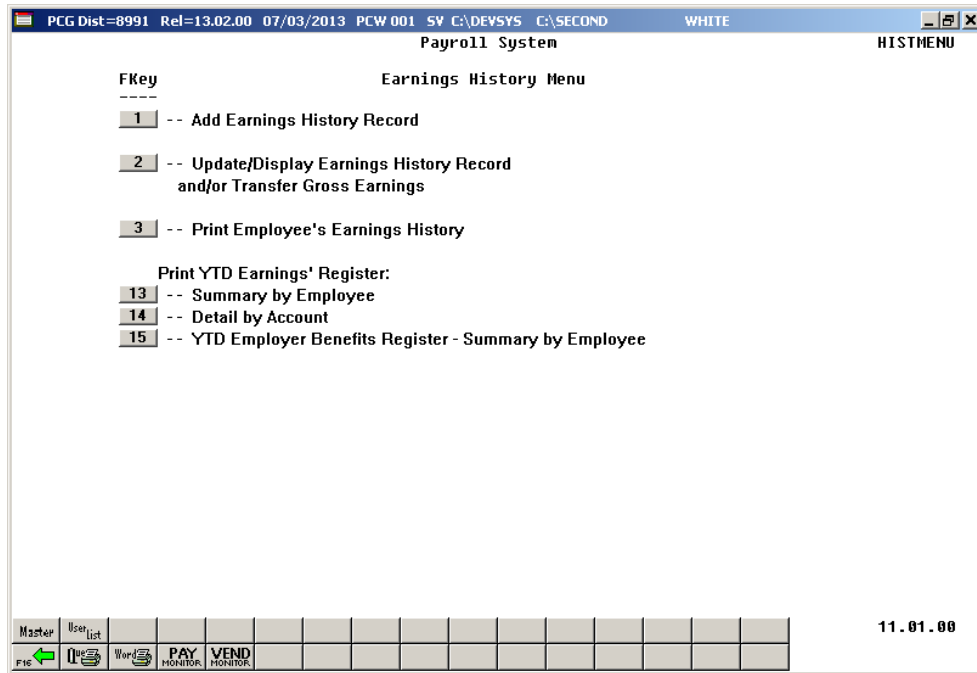




Step	Action
18	<p>F2: Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i>.</p> <p>F10: Select  (F16 – Exit) to return to the <i>Payroll System – Earnings History Menu</i>.</p>

For Step 1- **2** (F2) selections, the following screen displays:




For Step 1- **10** (F10) selections, 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> .

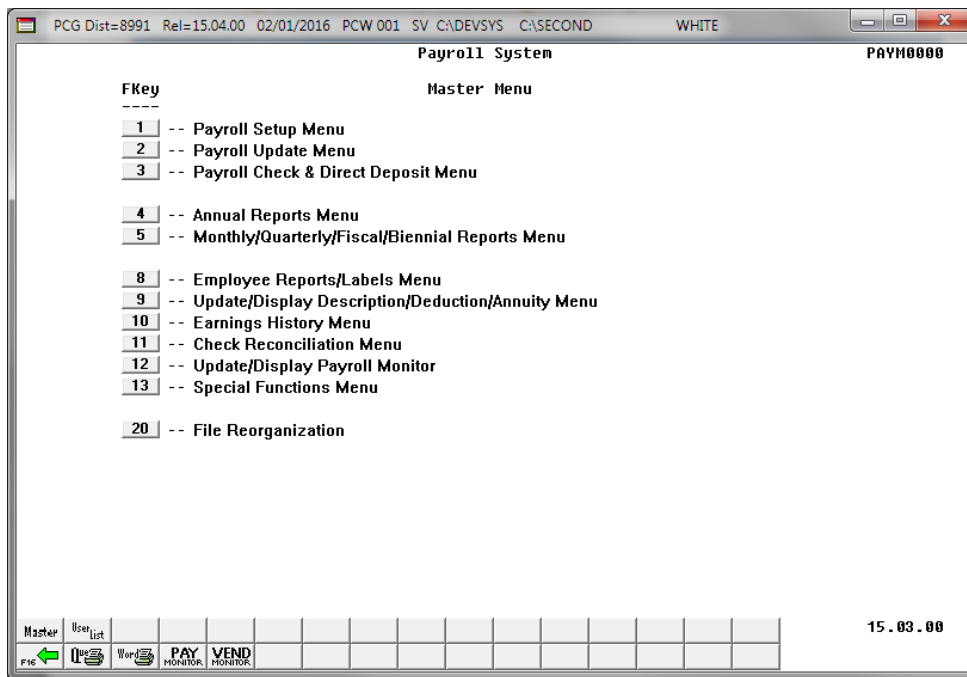
Procedure C: Updating/Displaying Earnings History Information



Users assigned the Display Only (C) security access will only be able to view (display) earnings history information. For these users, the  (F9 – Switch to Update Mode) icon will not be available for selection.

Selecting F10 (Earnings History Menu) from the Payroll System Master Menu to access this feature will not display the Payroll module icons displayed in the screenshot example on Page 51. To display these icons, and to update/display earnings history information or to transfer gross earnings from Payroll System – Payroll Update Menu, follow the instructions beginning at Step 1 below.

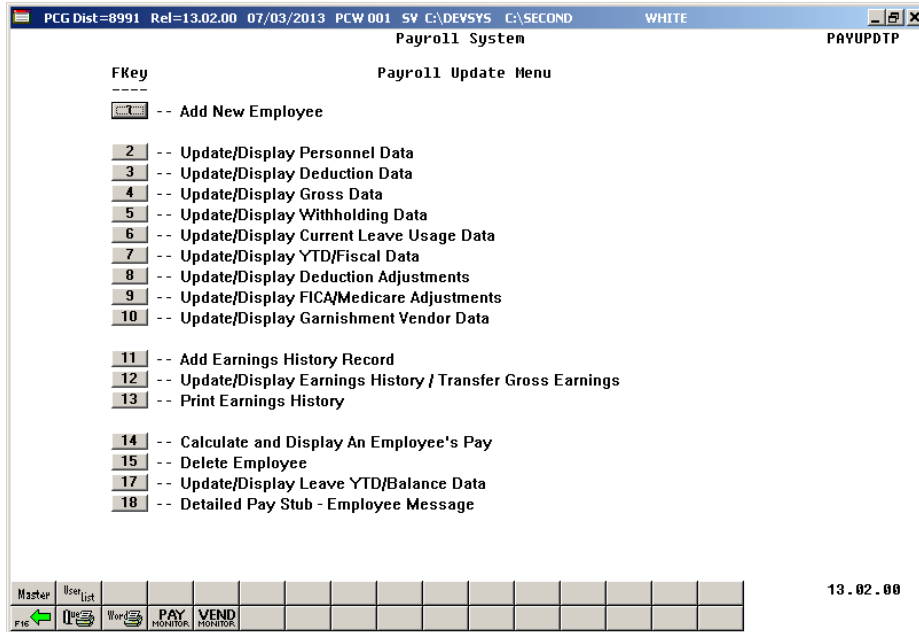
Selecting  (F11) or  (F12) when offered displays the employee’s next earnings history record for example the employee’s Issued Check (I) record. Selecting F4 and/or F5 when offered allows scrolling up and down on specific pages for account information. F6 and F7 provide the same functionality for viewing account lines.

C1. Display a Control (C) Record

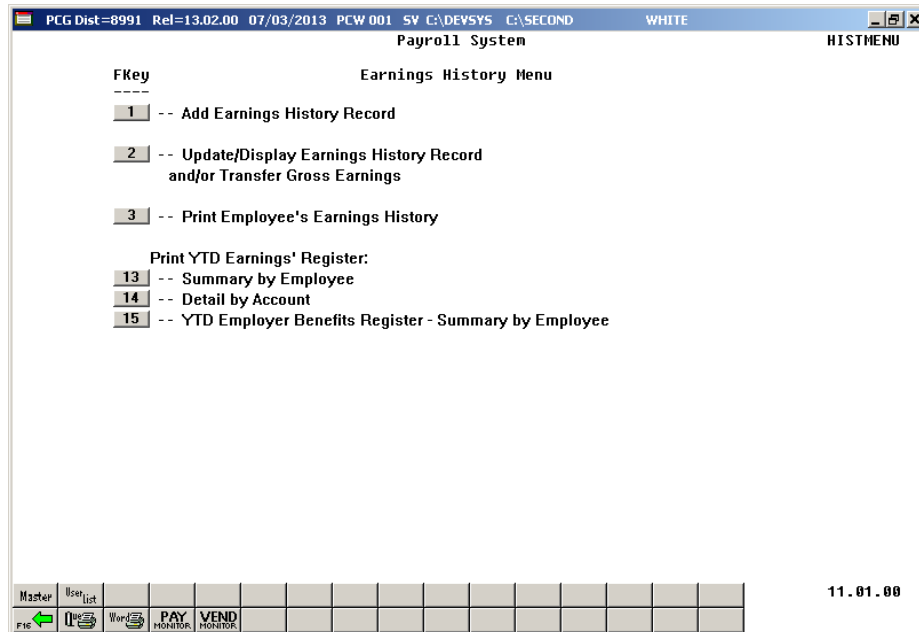


Step	Action
1	Select  (F2 - Payroll Update Menu) or  (F10 - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:




For **Step 1-F10** selections, the following screen displays:

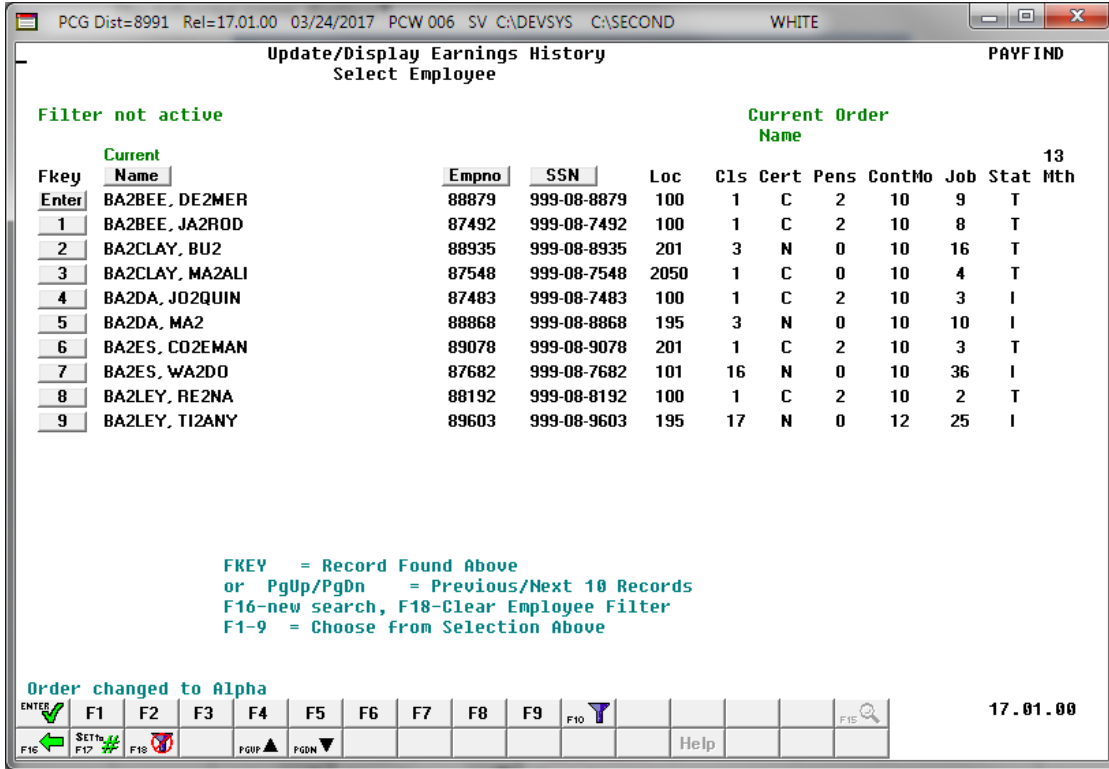





Step	Action
2	<p>For Step 1-F2 selections: Select 12 (F12 – Update/Display Earnings History/Transfer Gross Earnings).</p> <p>For Step 1-F10 selections: Select 2 (F1 - Update/Display Earnings History and/or Transfer Gross Earnings).</p>

The following screen displays:

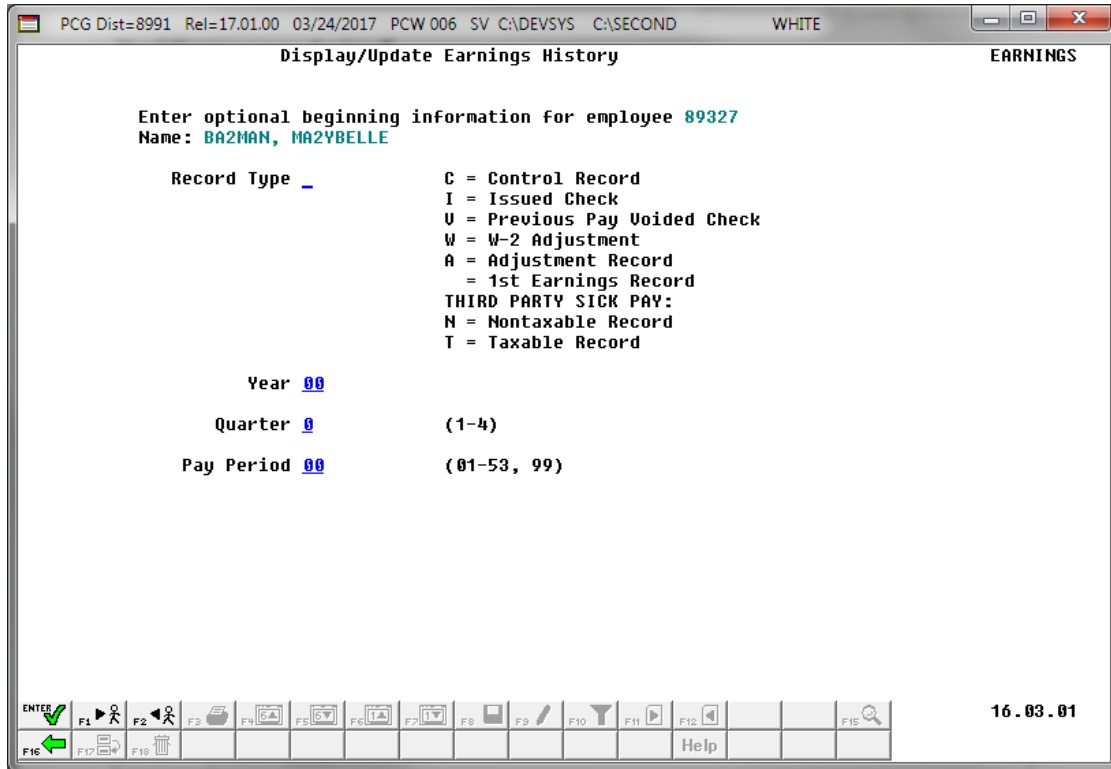
Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. 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>

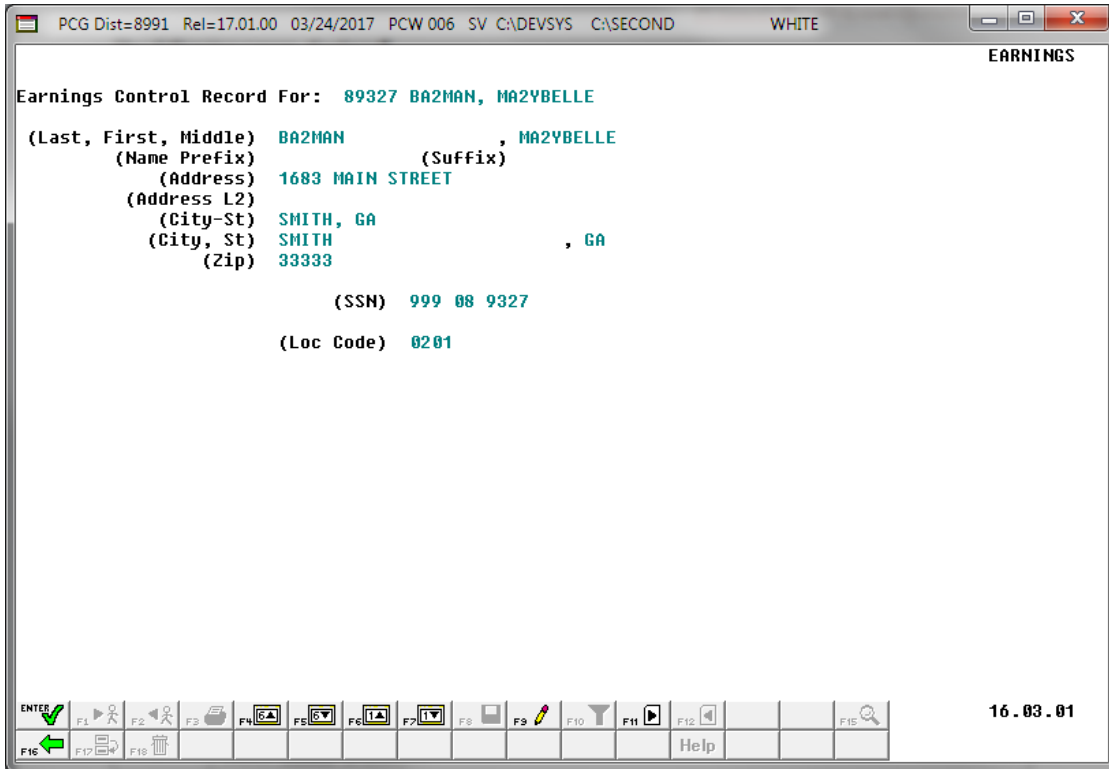
The following screen displays:




The selections on this screen determine the screen displayed after Step 9.

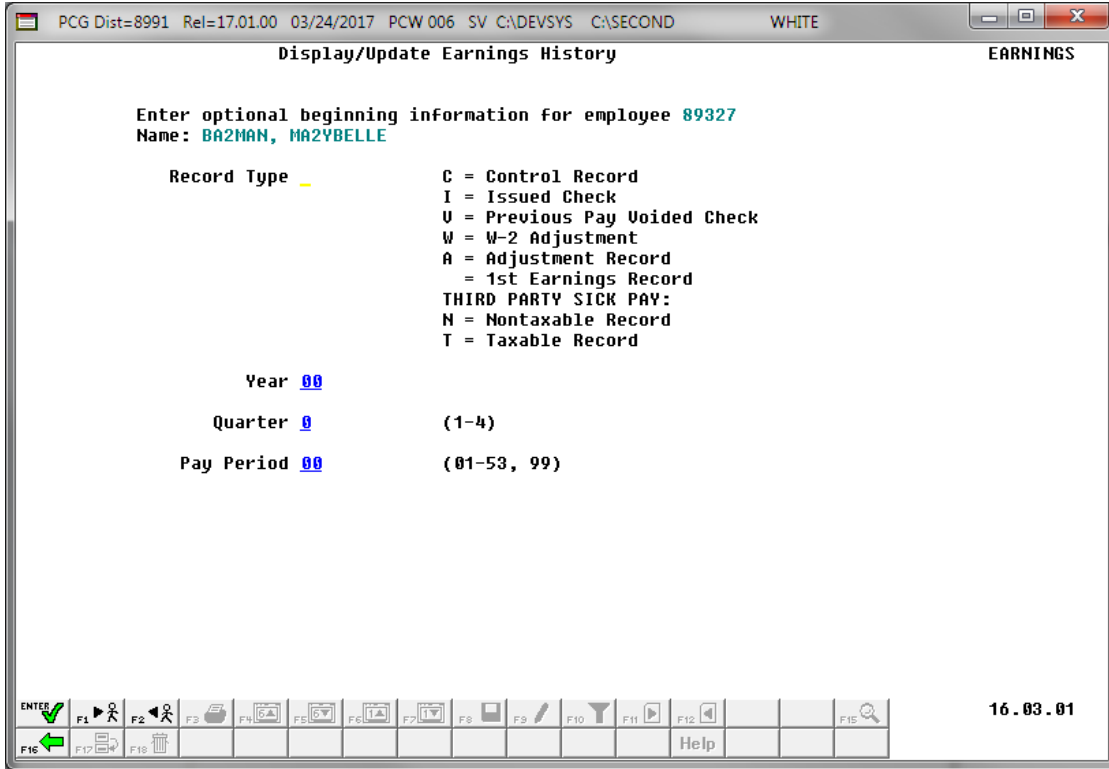
Step	Action
5	Enter C (Control) in the Record Type field.
6	Select  (Enter).


The following screen displays:



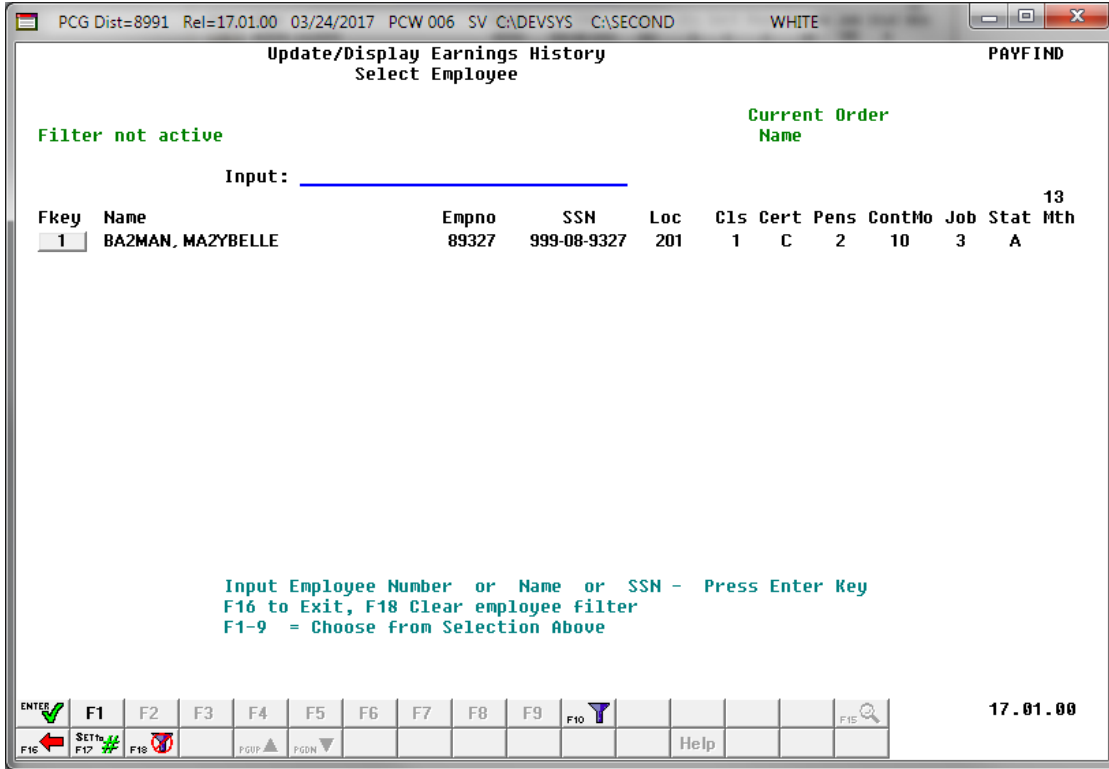
Step	Action
7	<p>If displaying the Control (C) record: Review and/or screen-print the information displayed, and select  (F16 – Exit) to return to the <i>Display/Update Earnings History</i> screen.</p>



The following screen displays:



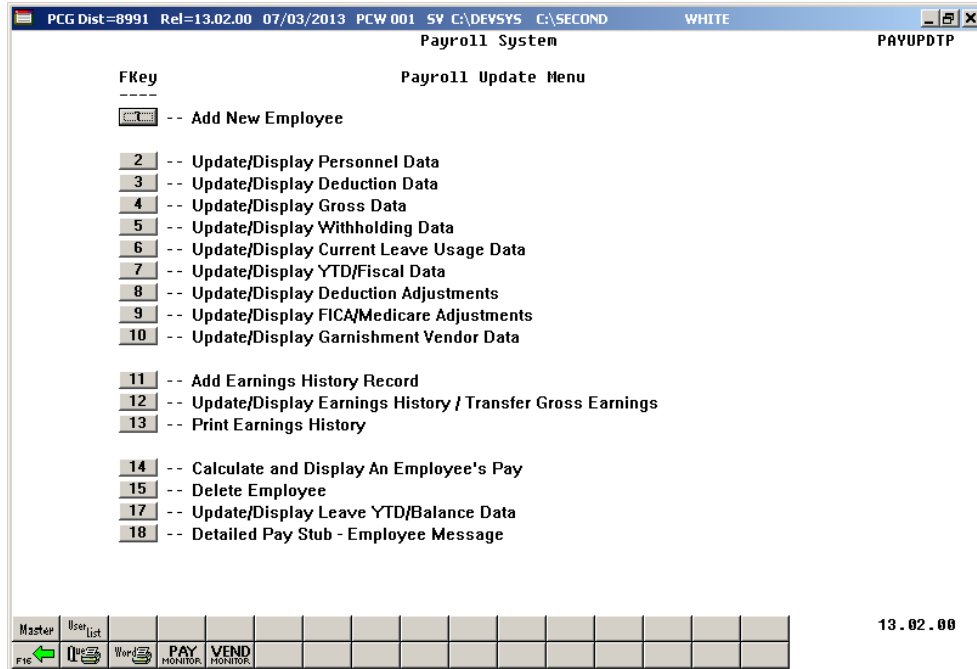
Step	Action
8	Select  (F16 – Exit) to return to the <i>Update/Display Earnings History – Select Employee</i> screen.

The following screen displays:

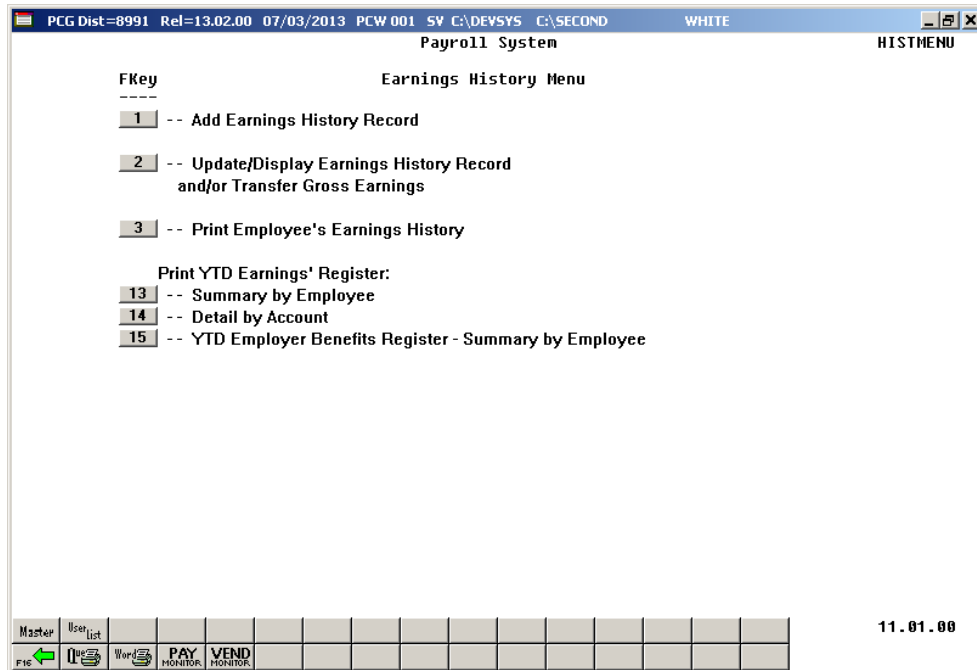




Step	Action
9	<p>For Step 1-F2 selections: Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i>.</p> <p>For Step 1-F10 selections: Select  (F16 – Exit) to return to the <i>Payroll System – Earnings History Menu</i>.</p>

For **Step 1-F2** selections, the following screen displays:



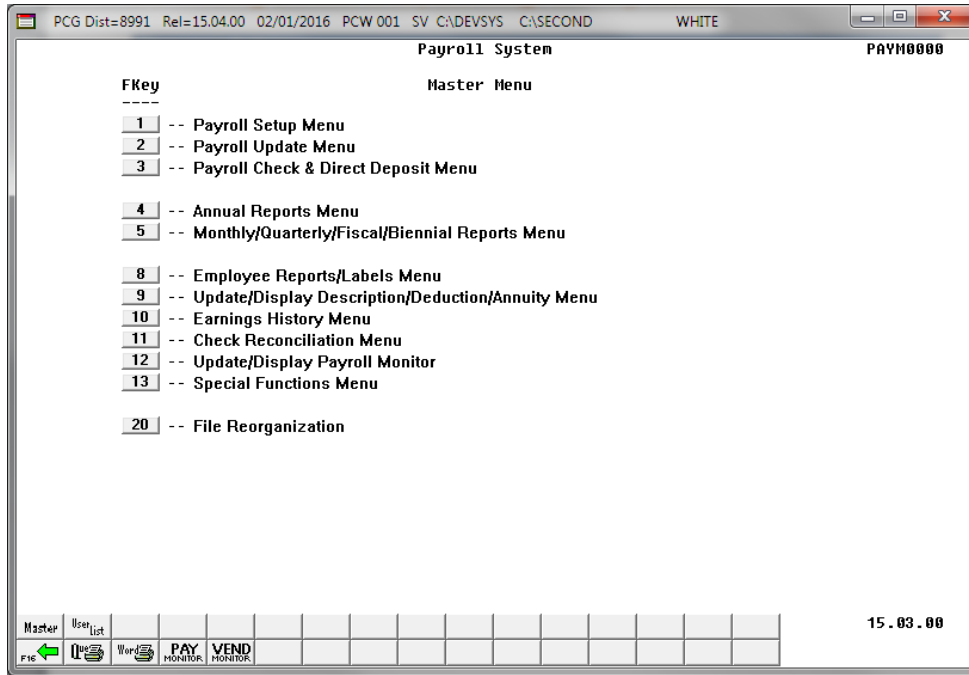
For **Step 1-F10** selections, the following screen displays:



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> .

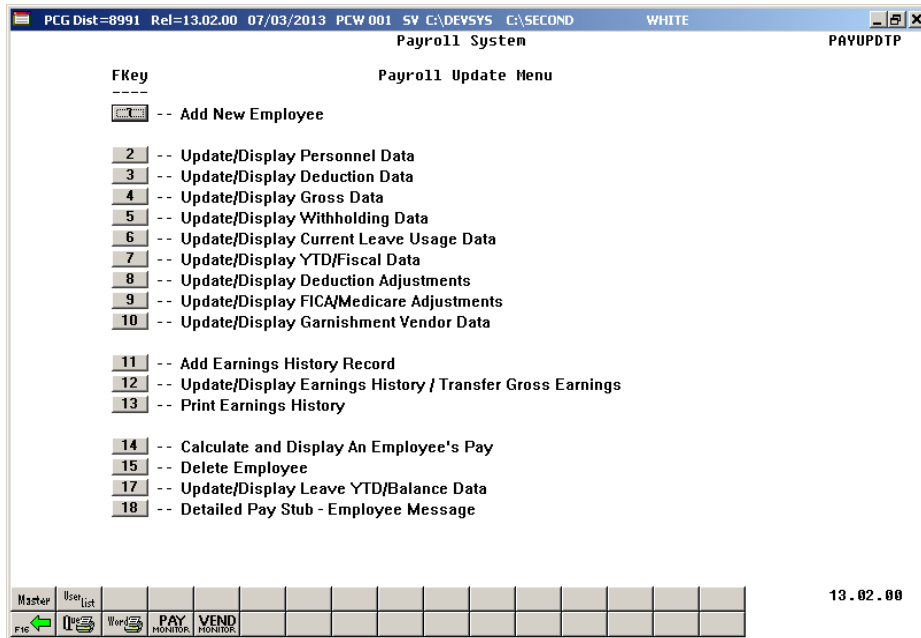
C2. Update/Display an Issued Check (I), Voided Check (V), or Manual (M) Check Record

Although the screenshot examples are of an Issued (I) check, these instructions also apply to Voided (V) and Manual (M) checks.

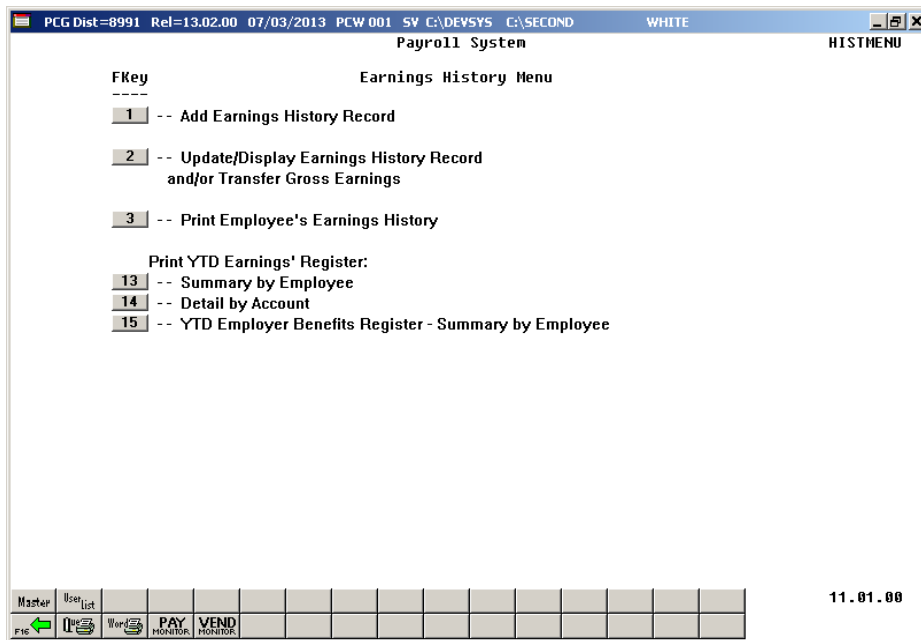


Step	Action
1	Select 2 (F2 - Payroll Update Menu) or 10 (F10 - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:




For **Step1-F10** selections, the following screen displays:

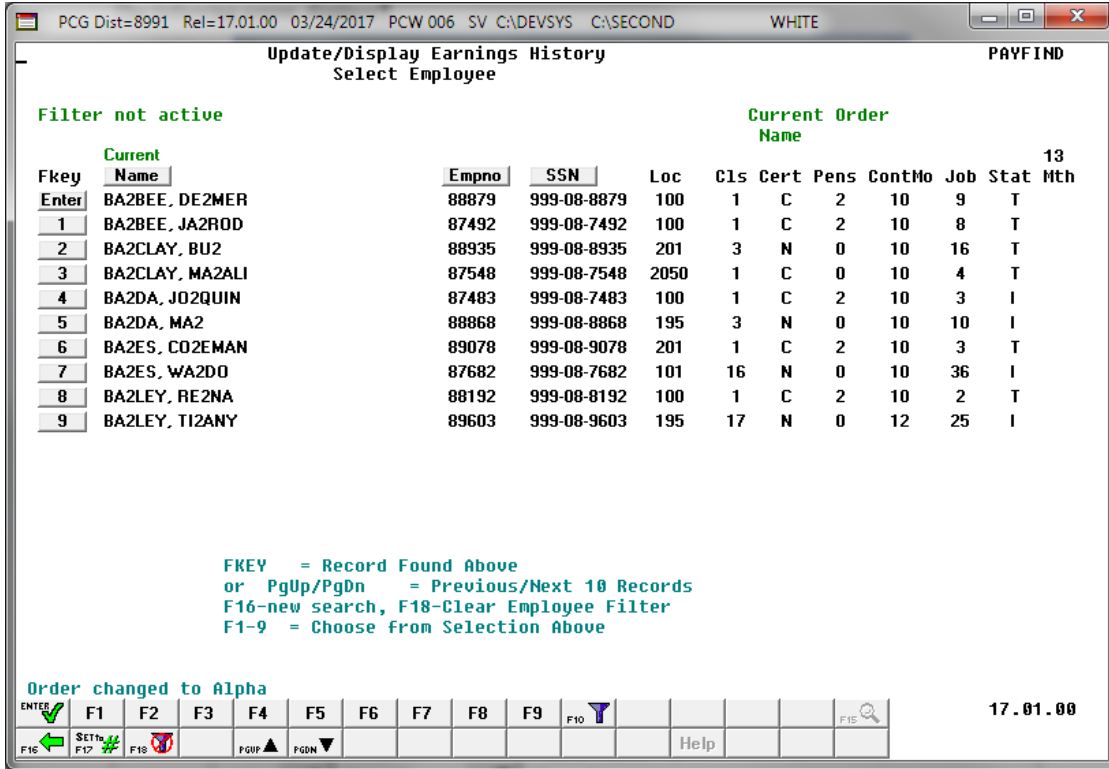





Step	Action
2	<p>For Step 1-F2 selections: Select [12] (F12 – Update/Display Earnings History/Transfer Gross Earnings).</p> <p>For Step 1-F10 selections: Select [2] (F1 - Update/Display Earnings History and/or/Transfer Gross Earnings).</p>

The following screen displays:

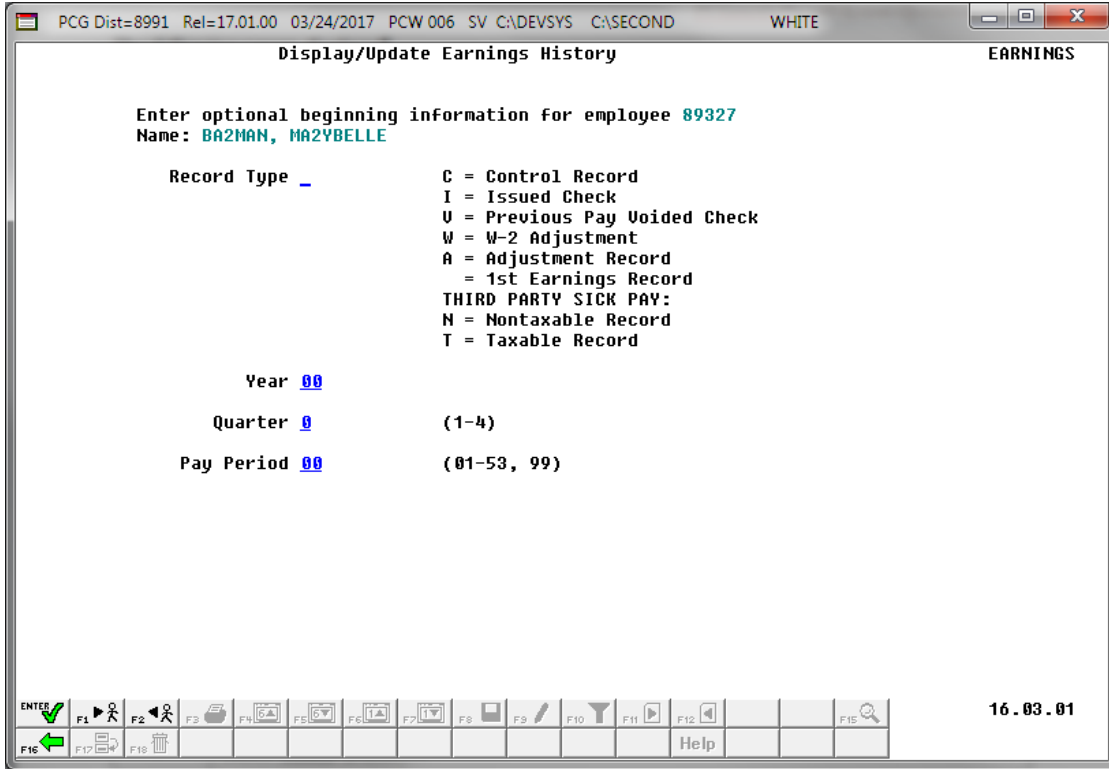
Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. 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	<p>Enter I (Issued) or V (Previous Pay Voided Check) in the Record Type field.</p> <p><i>When entering the year, quarter, and pay period, PCGenesis displays the first record for that pay period, regardless of the record type.</i></p> <p><i>If only entering a record type, PCGenesis will display the first record available for the record type entered.</i></p>
6	Enter the payroll year (YY) in the Year field.
7	<p>Enter the appropriate code in the Quarter field to define the earnings history adjustment's payroll quarter.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> 1 = First Quarter: January – March 2 = Second Quarter: April – June 3 = Third Quarter: July – September 4 = Fourth Quarter: October –December
8	Enter 01 through 53 in the Pay Period field to define the payroll period or enter 99 (Undefined/Does Not Apply to a Specific Payroll Period) to identify the payroll period as "Undefined".

The following screen displays:

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

Earnings Record for: 88525 - BA7NHART, LA7ENDRA 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 suc 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	PTyp	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		

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

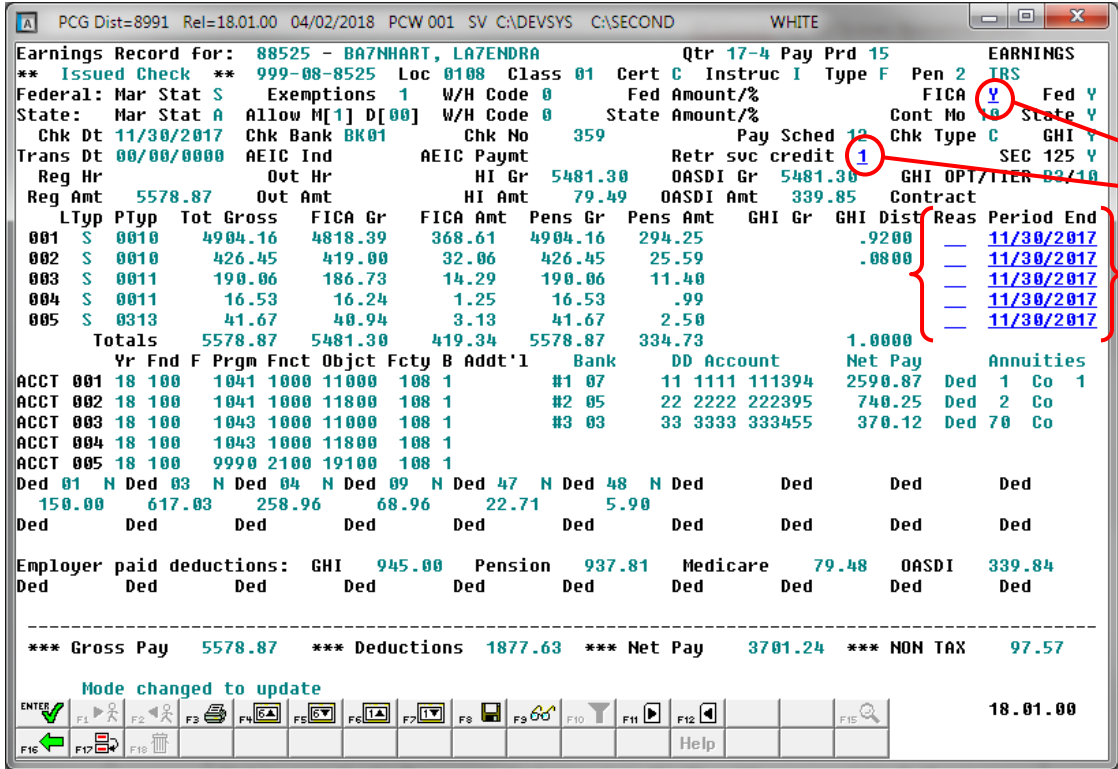
*** Gross Pay 5578.87 *** Deductions 1877.63 *** Net Pay 3701.24 *** NON TAX 97.57



18.01.00

Multiple ACH/Direct Deposits

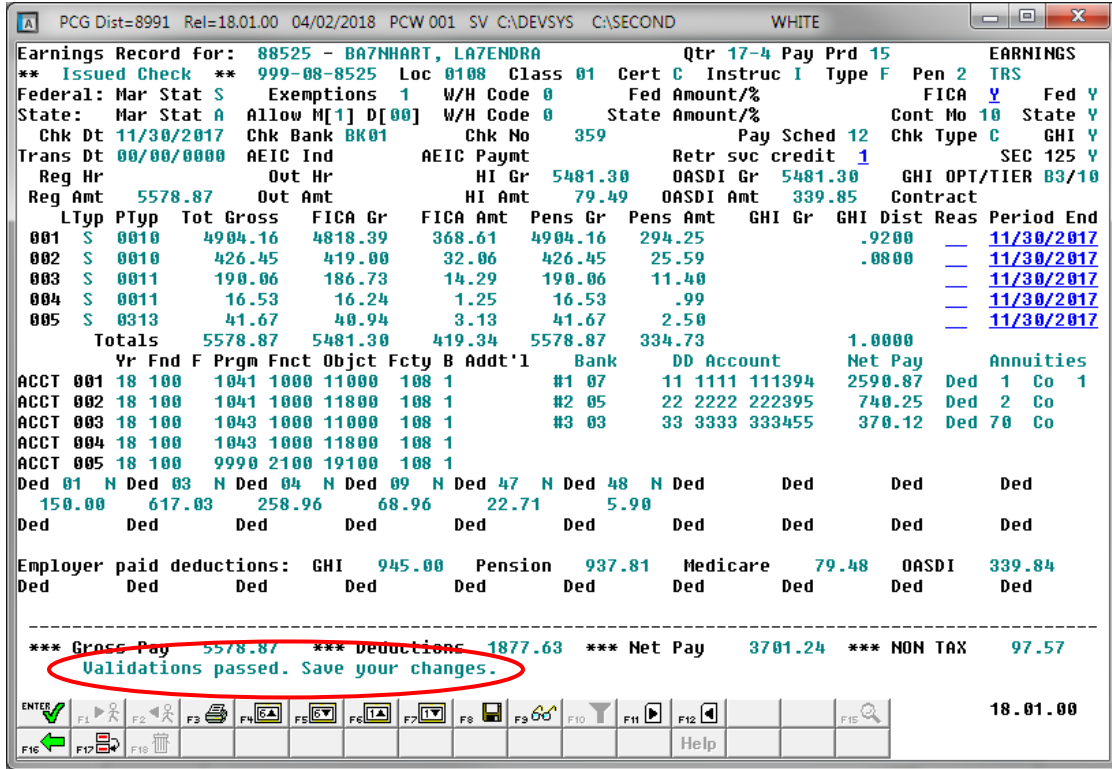
Step	Action
9	<p>When displaying the check's record: Review and/or screen-print the information displayed, and select  (F16 – Exit) to return to the <i>Display/Update Earnings History</i> screen. Proceed to Step 17.</p> <p>If updating the check's record: Select  (F9 – Switch to Update mode).</p>




The following screen displays:



Step	Action
10	Verify “Mode changed to update” displays.
11	<p>For ‘I’ (Issued), ‘V’ (Voided) and ‘M’ (Manual) records: Modify the Retr svc credit (Retirement service credit) field as needed.</p> <p><i>Valid entries for the Retr svc credit field include ‘0’ (Out of Service) and ‘1’ (In Service) fields.</i></p>
12	<p>For ‘I’ (Issued) and ‘M’ (Manual) records: Modify the FICA (FICA participation switch) field as needed.</p> <p>Valid Values: Y = Compute OASDI/Medicare N = Do NOT compute OASDI/Medicare M = Compute Medicare only</p>
13	<p>For ‘I’ (Issued), ‘V’ (Voided) and ‘M’ (Manual) records: Enter or select the drop-down selection icon  in the Reas (Reason) field to choose the reason for the record’s creation, as needed.</p>
14	<p>For ‘I’ (Issued), ‘V’ (Voided) and ‘M’ (Manual) records: Modify the date MM/DD/CCYY in the Period End (Period Ending) field as needed.</p>
15	Select  (Enter).

The following screen displays:



Step	Action
16	<p>Verify “Validations passed. Save your changes.” displays, and select  (F8 – Save changes).</p> <p>If the entries are incorrect, select  (F1 – Back to Previous Step) and repeat Steps 10 - 16.</p> <p>Select  (F3 – Print this data) to obtain a screen print of the Update/Display Earnings History Record screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

The following screen displays:

Earnings Record for: 88525 - BA7NHART, LA7ENDRA 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 suc 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		

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

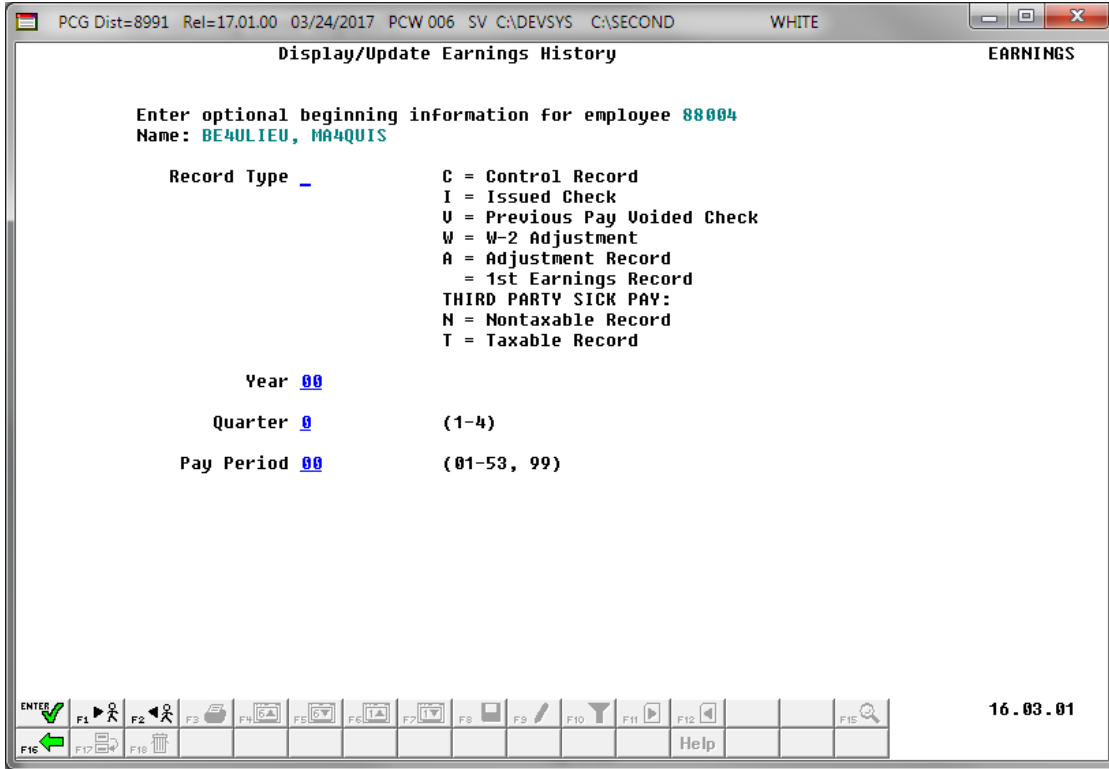
*** Gross Pay 5578.87 *** Deductions 1877.63 *** Net Pay 3701.24 *** NON TAX 97.57


History record saved

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15 F16 F17 F18 Help 18.01.00

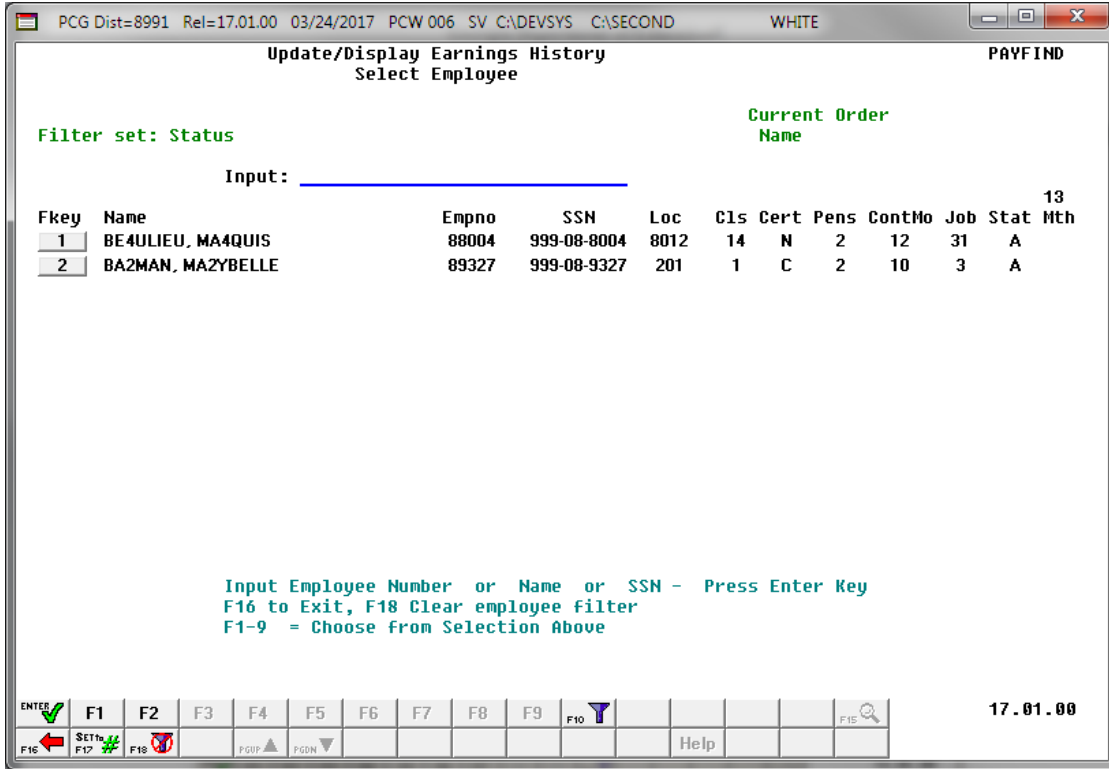
Step	Action
17	Verify "History record saved" displays and select  (F16 – Exit) to return to the Display/Update Earnings History screen.



The following screen displays:



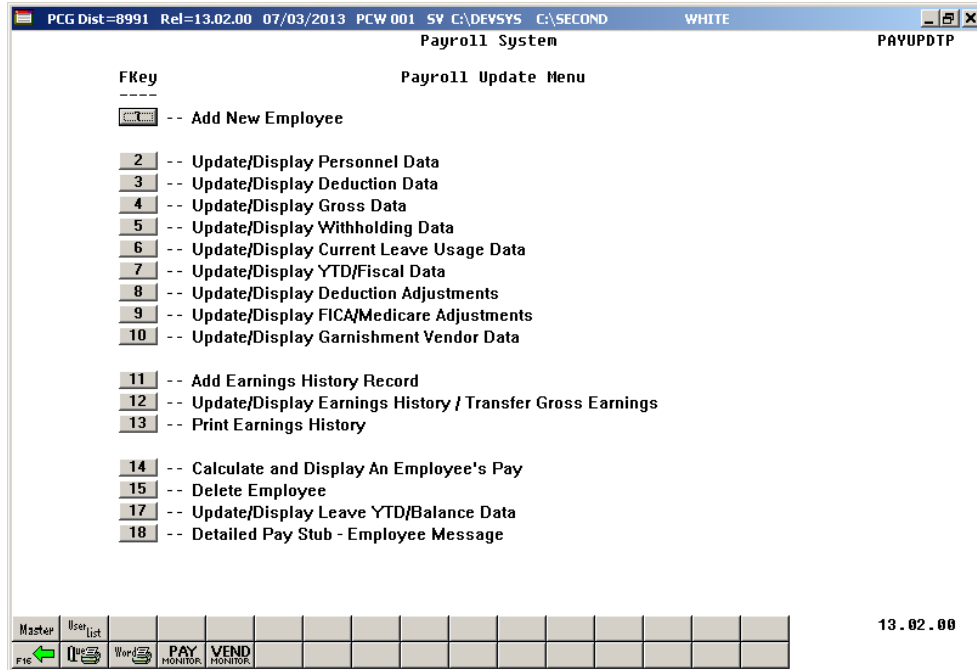
Step	Action
18	Select  (F16 – Exit) to return to the <i>Update/Display Earnings History – Select Employee</i> screen.

The following screen displays:

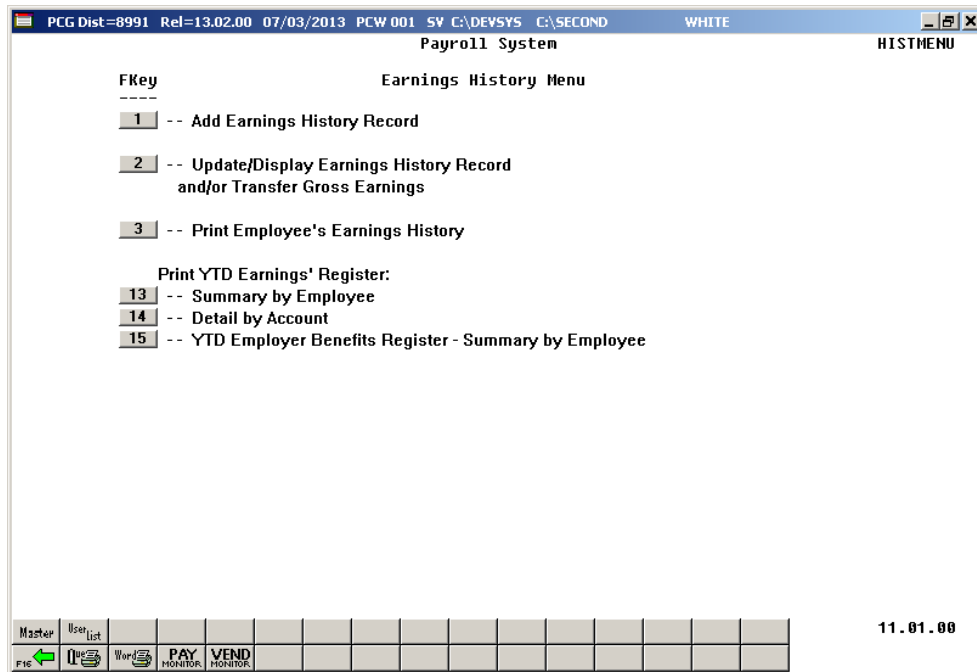




Step	Action
19	<p>F2: Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i>.</p> <p>F10: Select  (F16 – Exit) to return to the <i>Payroll System – Earnings History Menu</i>.</p>

For Step 1- **2** (F2) selections, the following screen displays:

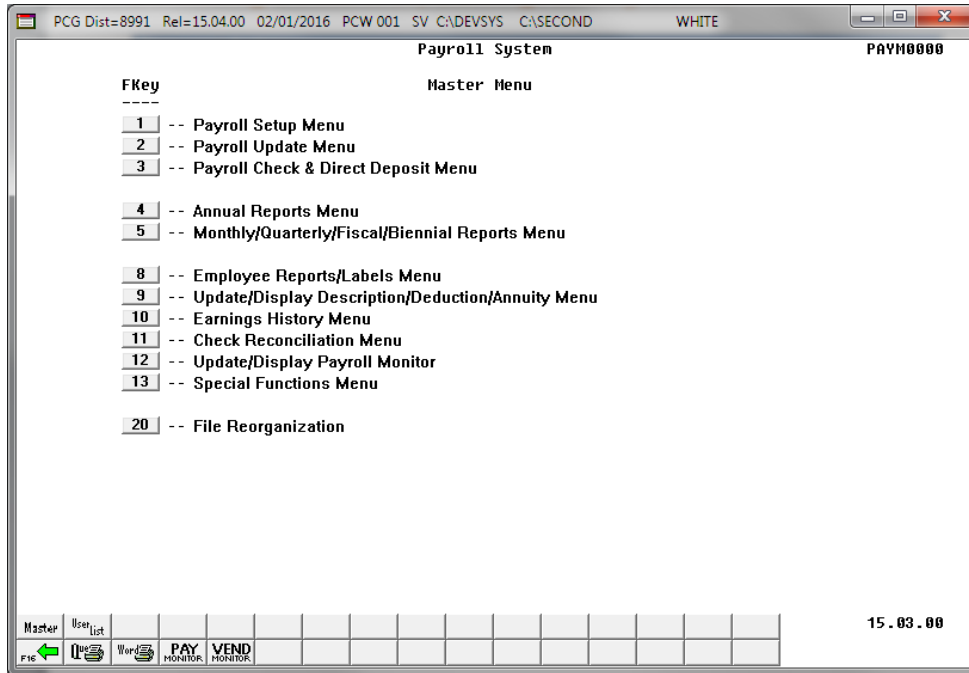


For Step 1- **10** (F10) selections, the following screen displays:



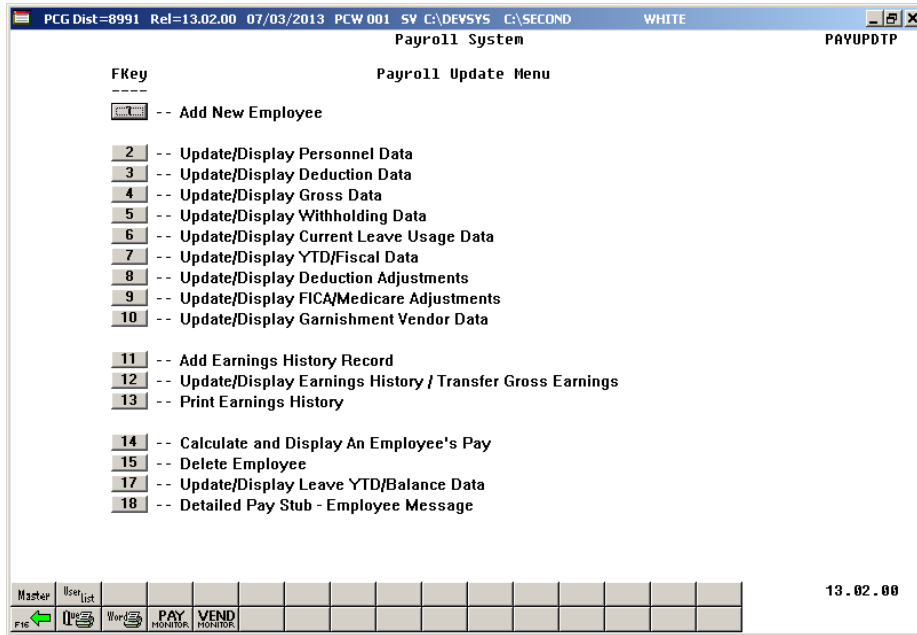
Step	Action
20	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

C3. Transfer of Payroll Gross Earnings for an Issued Check

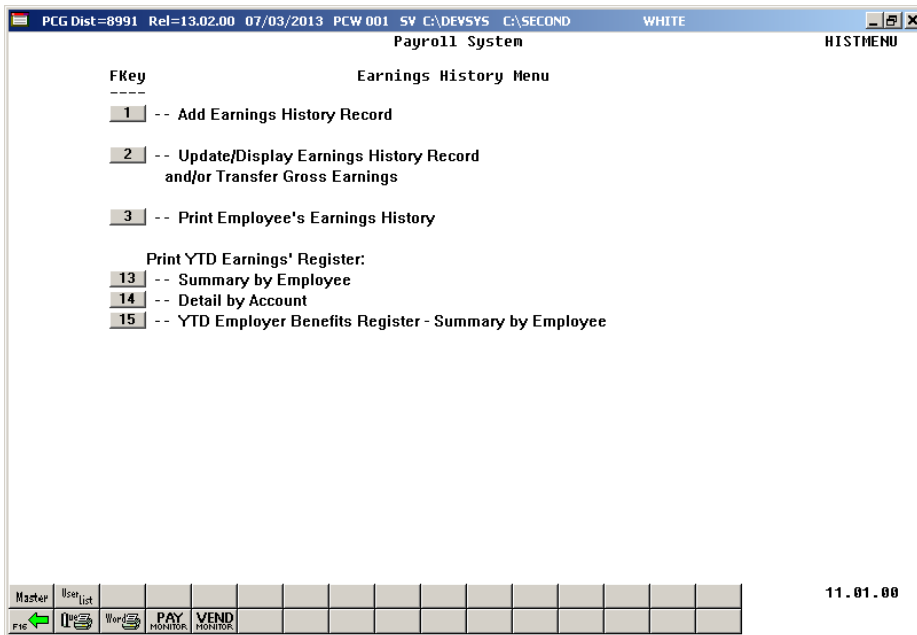


Step	Action
1	Select 2 (F2 - Payroll Update Menu) or 10 (F10 - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:

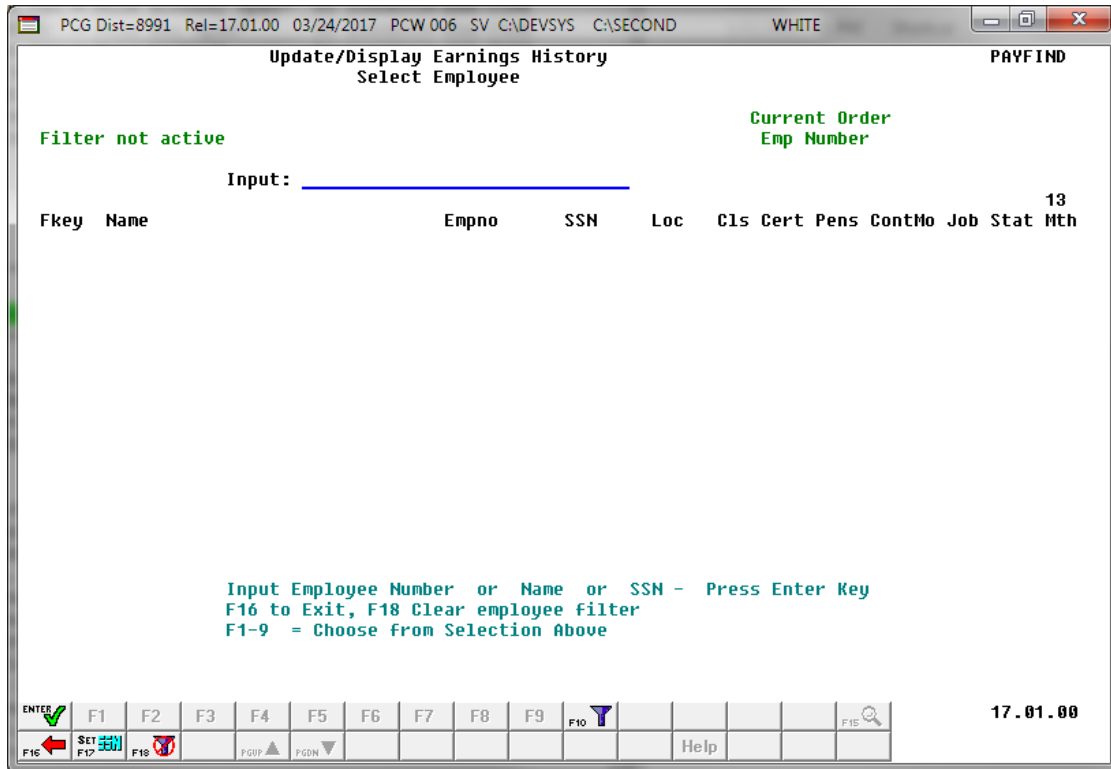



For **Step 1-F10** selections, the following screen displays:



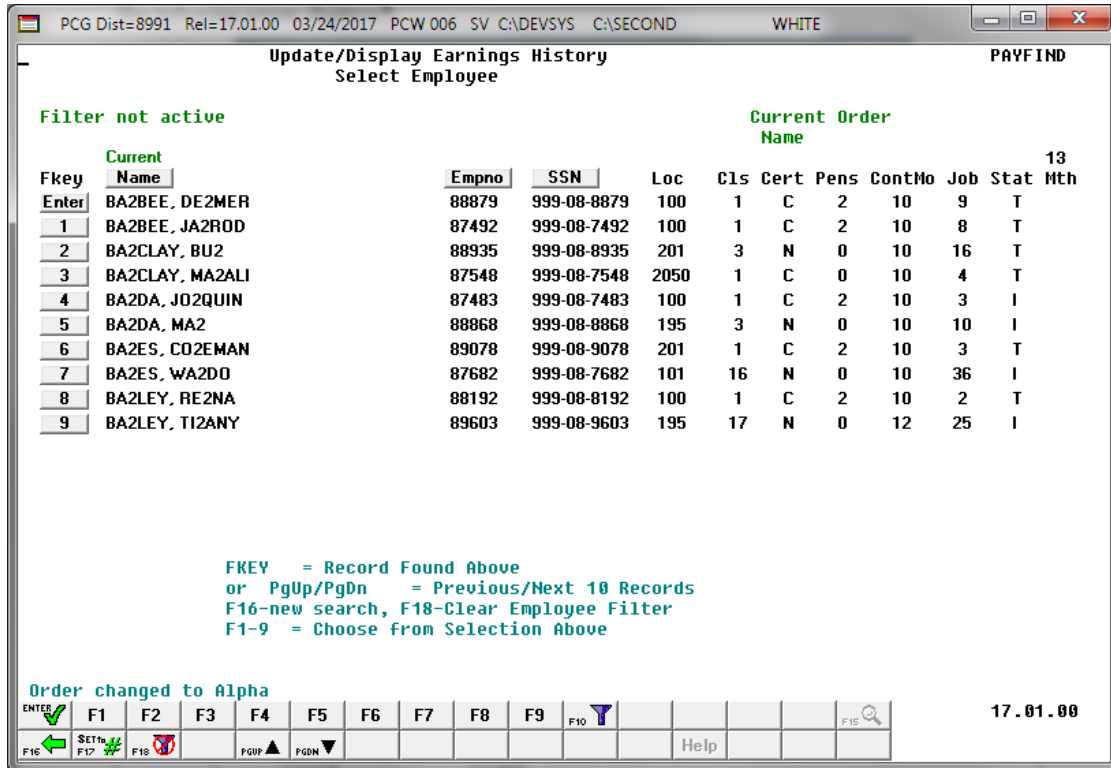
Step	Action
2	<p>For Step 1-F2 selections: Select 12 (F12 – Update/Display Earnings History/Transfer Gross Earnings).</p> <p>For Step 1-F10 selections: Select 2 (F1 - Update/Display Earnings History and/or/Transfer Gross Earnings).</p>




The following screen displays:



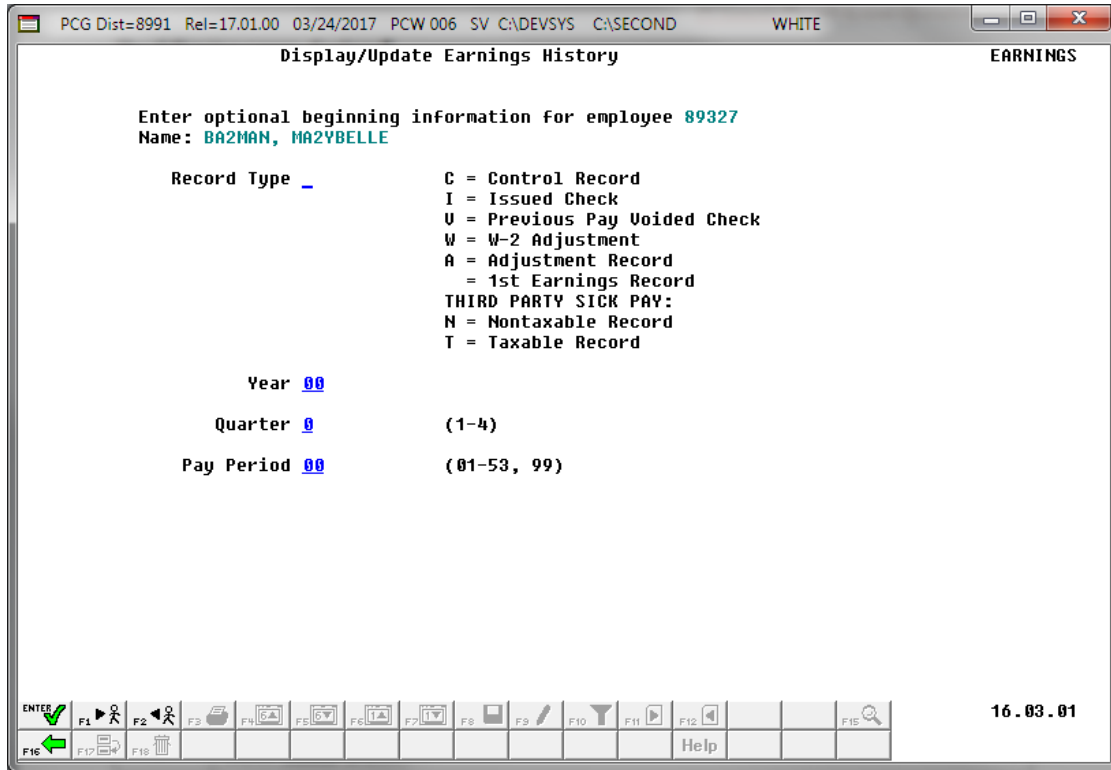
Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. 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	<p>Enter I (Issued) or V (Previous Pay Voided Check) in the Record Type field.</p> <p><i>When entering the year, quarter, and pay period, PCGenesis displays the first record for that pay period, regardless of the record type.</i></p> <p><i>If only entering a Record Type, PCGenesis will display the first record available for the record type entered.</i></p>
6	<p>Enter the earnings history payroll year (YY) in the Year field.</p>
7	<p>Enter the appropriate code in the Quarter field to define the earnings history adjustment's payroll quarter.</p> <p>Valid Values: 1 = First Quarter: January – March 2 = Second Quarter: April – June 3 = Third Quarter: July – September 4 = Fourth Quarter: October –December</p>
8	<p>Enter 01 through 53 in the Pay Period field to define the payroll period or enter 99 (Undefined/Does Not Apply to a Specific Payroll Period) to identify the payroll period as "Undefined".</p>

The following screen displays:

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

Earnings Record for: 88525 - BA7NHART, LA7ENDRA Qtr 17-3 Pay Prd 11 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 No State Y
 Chk Dt 08/31/2017 Chk Bank BK01 Chk No 252983 Pay Sched 12 Chk Type C GHI Y
 Trans Dt 08/08/0000 AEIC Ind AEIC Paymt Retr svc credit 0 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	91	8/31/2017	
002	S 0010	426.45	419.00	32.06	426.45	25.59		.0800	91	8/31/2017	
003	S 0011	190.06	186.73	14.29	190.06	11.40			91	8/31/2017	
004	S 0011	16.53	16.24	1.25	16.53	.99			91	8/31/2017	
005	S 0313	41.67	40.94	3.13	41.67	2.50			91	8/31/2017	
Totals		5578.87	5481.30	419.34	5578.87	334.73		1.0000			

Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Bank DD Account Net Pay Annuities
 ACCT 001 18 100 1041 1000 11000 108 1 #1 07 11 1111 111394 3556.48 Ded 1 Co 1
 ACCT 002 18 100 1041 1000 11800 108 1 Ded 2 Co
 ACCT 003 18 100 1043 1000 11000 108 1
 ACCT 004 18 100 1043 1000 11800 108 1
 ACCT 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
 150.00 761.79 258.96 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

*** Gross Pay 5578.87 *** Deductions 2022.39 *** Net Pay 3556.48 *** NON TAX 97.57

Mode changed to display

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

18.01.00

Step	Action
9	Select  (F17 - Transfer earnings). PCGenesis does not display the  (F17 - Transfer earnings) option for users with the "Display Only" security access.

The following screen displays:

PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE

Transfer of Payroll Expenditure EARNINGS

Employee: 87608 - LISTON, ZASHARIAH

Pay Date: 7/31/2023 Transfer Date: _____ Transfer: _____ Dollars

Yr Fnd F Prgm Fnct Objct Fcty B Addt'l

From: 24 100 0 1320 2700 18000 8012 1 000000 Original gross: 1607.08

To: 00 000 0 0000 0000 00000 0000 0 000000

OASDI Amt	Employee:	.00	Objct:	22000	Employer's:	.0620	.00
HI Amt	Employee:	.00	Objct:	22000	Employer's:	.0145	.00
No Pension:		.00	Objct:	00000	Employer's:	.0000	.00





Orig GHI % Distribution:	.0000	Objct:	21000	Employer's:	.00	.00
New GHI % Distribution:	.0000					

Ded / Ann	Desc	Ded Amt/Percent	Object	Actual Emplr Amt	Transfer Amt
01 10	VALEMP125	25.00000	29500	25.00000	.00
50 00	I-UNDR 000413	16.38000	29100	16.38000	.00
59 00	VENDDOR 000174	4.81000	29200	4.81000	.00

* Enter Transfer Data *

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

23.04.00

Step	Action
10	Verify “* Enter Transfer Data *” displays and that the information displayed is correct. <i>If the information is incorrect, make the appropriate modifications to the editable fields.</i>
11	Verify the “transfer from” account number has defaulted correctly in the (From:) Acct# Yr Fnd F Prgm Fnct Objct Fcty B Addt'l field. The Original gross amount corresponding to the selected “transfer from” account number displays next to the account number. <i>PCGenesis defaults an account entry in the appropriate field if there is only one distribution account number entered on the employee’s original earnings history record.</i> <i>If more than one distribution account exists, enter the desired account number, or select  (F6 – Previous FROM Account) or  (F7 – Next FROM Account) to select the correct account information.</i>
12	Enter or select the drop-down selection icon  in the (To:) Acct# Yr Fnd F Prgm Fnct Objct Fcty B Addt'l field to choose the account number to transfer to.
13	Enter the date (MM/DD/CCYY) in the Transfer Date field, and the dollar amount in the Transfer Dollars field.
14	Select  (Enter).

The following screen displays:

PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE

Transfer of Payroll Expenditure EARNINGS

Employee: 87608 - LISTON, ZASHARIAH

Pay Date: 7/31/2023 Transfer Date: 7/31/2023 Transfer: 1607.08 Dollars

Yr Fnd F Prgm Fnct Objct Fcty B Addt'l

From: 24 100 0 1320 2700 18000 8012 1 000000 Original gross: 1607.08

To: 24 404 0 2820 1000 14000 6001 1 000000

OASDI Amt	Employee:	92.25	Objct:	22000	Employer's:	.0620	<u>92.25</u>
HI Amt	Employee:	21.57	Objct:	22000	Employer's:	.0145	<u>21.57</u>
No Pension:		.00	Objct:	00000	Employer's:	.0000	<u>.00</u>

Orig GHI % Distribution: 1.0000
 New GHI % Distribution: 1.0000 Objct: 21000 Employer's: 945.00 945.00


Ded / Ann	Desc	Ded Amt/Percent	Object	Actual	Emplr Amt	Transfer Amt
01 10	VALEMP25	25.00000	29500	25.00000	<u>25.00</u>	
50 00	I-UNDR 000413	16.38000	29100	16.38000	<u>16.38</u>	
59 00	UENDOR 000174	4.81000	29200	4.81000	<u>4.81</u>	

NOTE: If necessary, modify the employer's benefit amounts for transfer.
 * Adjust Employer's Amount, if Necessary *

23.04.00

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

F16 ← F17 F18 Help

Step	Action
15	Make the appropriate benefit adjustments within the editable fields and select  (Enter).

The following screen displays:

PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE

Transfer of Payroll Expenditure EARNINGS

Employee: 87608 - LISTON, ZASHARIAH

Pay Date: 7/31/2023 Transfer Date: 7/31/2023 Transfer: 1607.08 Dollars

Yr Fnd F Prgm Fnct Objct Fcty B Addt'l

From: 24 100 0 1320 2700 18000 8012 1 000000 Original gross: 1607.08

To: 24 404 0 2820 1000 14000 6001 1 000000

OASDI Amt	Employee:	92.25	Objct:	22000	Employer's:	.0620	92.25
HI Amt	Employee:	21.57	Objct:	22000	Employer's:	.0145	21.57
No Pension:		.00	Objct:	00000	Employer's:	.0000	.00

Orig GHI % Distribution: 1.0000 Objct: 21000 Employer's: 945.00 945.00

New GHI % Distribution: 1.0000

Ded / Ann	Desc	Ded Amt/Percent	Object	Actual Emplr Amt	Transfer Amt
01 10	VALEMP125	25.00000	29500	25.00000	25.00
50 00	I-UNDR 000413	16.38000	29100	16.38000	16.38
59 00	VENOR 008174	4.81000	29200	4.81000	4.81

**** Last Chance to Exit Before Final Update ****


23.04.00

Step	Action
16	<p>Verify there are no additional earnings history adjustments to make, and select (F8 – Process Transfer).</p> <p><i>If there are additional earnings history adjustments, select (F1 – Back to Previous Step), and repeat Steps 10 - 16.</i></p> <p><i>“Processing Transfer” briefly displays.</i></p>

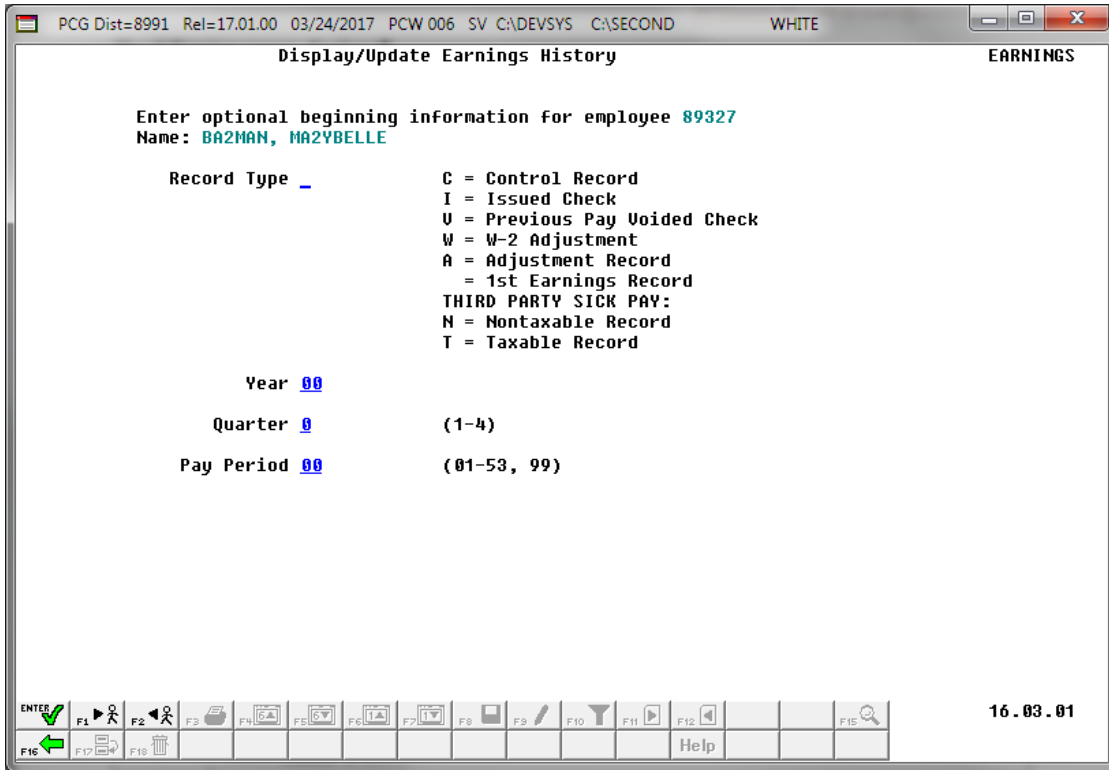
The following screen displays:


```

PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE
Earnings Record for: 87608 - L15TON, ZA5HARIAH Qtr 23-3 Pay Prd 07 EARNINGS
** Issued Check ** 999-08-7608 Loc 8012 Class 07 Cert N Instruc N Type F Pen 0 NONE
Federal: Mar Stat M Exemptions 0 W/H Code 1 Fed Amount/% 65.00 FICA Y Fed Y
State: Mar Stat D Allow M[0] D[00] W/H Code 1 State Amount/% 35.00 Cont Mo 10 State Y
Chk Dt 07/31/2023 Chk Bank BK07 Chk No 84851 Pay Sched 12 Chk Type C GHI Y
Trans Dt 00/00/0000 AEIC Ind AEIC Paymt Retr suc credit 0 SEC 125 Y
Reg Hr Reg Amt 1607.08 Out Hr Out Amt HI Gr 1487.91 OASDI Gr 1487.91 GHI OPT/TIER B3/10
Reg Amt 1607.08 Out Amt HI Amt 21.57 OASDI Amt 92.25 Contract
LTyp PTyp Tot Gross FICA Gr FICA Amt Pens Gr Pens Amt GHI Gr GHI Dist Reas Period End
001 S 1607.08 1487.91 113.82 1.0000 7/31/2023
002 H 7/31/2023
003 D 7/31/2023
004 D 7/31/2023
005 D 7/31/2023
Totals 1607.08 1487.91 113.82 1.0000
Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Bank DD Account Net Pay Annuities
ACCT 001 24 100 1320 2700 18000 8012 1 #1 12 11 1111 111618 919.78 Ded 1 Co 10
ACCT 002 24 100 1320 2700 18000 8012 1 Ded 2 Co
ACCT 003 24 100 1320 2700 18000 8012 1
ACCT 004 24 100 1320 2700 18000 401 3
ACCT 005 24 100 1320 2700 18000 8012 1
Ded 01 Y Ded 03 N Ded 04 N Ded 08 N Ded 22 N Ded 43 N Ded 50 Y Ded 51 N Ded 52 N Ded 59 Y
25.00 87.99 92.32 76.58 200.00 49.00 17.10 18.96 6.53
Ded Ded Ded Ded Ded Ded Ded Ded Ded
Employer paid deductions: GHI 945.00 Pension Medicare 21.57 OASDI 92.25
Ded 01 Ded 50 Ded 59 Ded Ded Ded Ded Ded
25.00 16.38 4.81
*** Gross Pay 1607.08 *** Deductions 687.30 *** Net Pay 919.78 *** NON TAX 119.17
* TRANSFER UPDATING COMPLETE - CHECK PRINT QUEUE FOR REPORT
ENTER [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F15] 23.04.00
[F16] [F17] [F18] Help
    
```

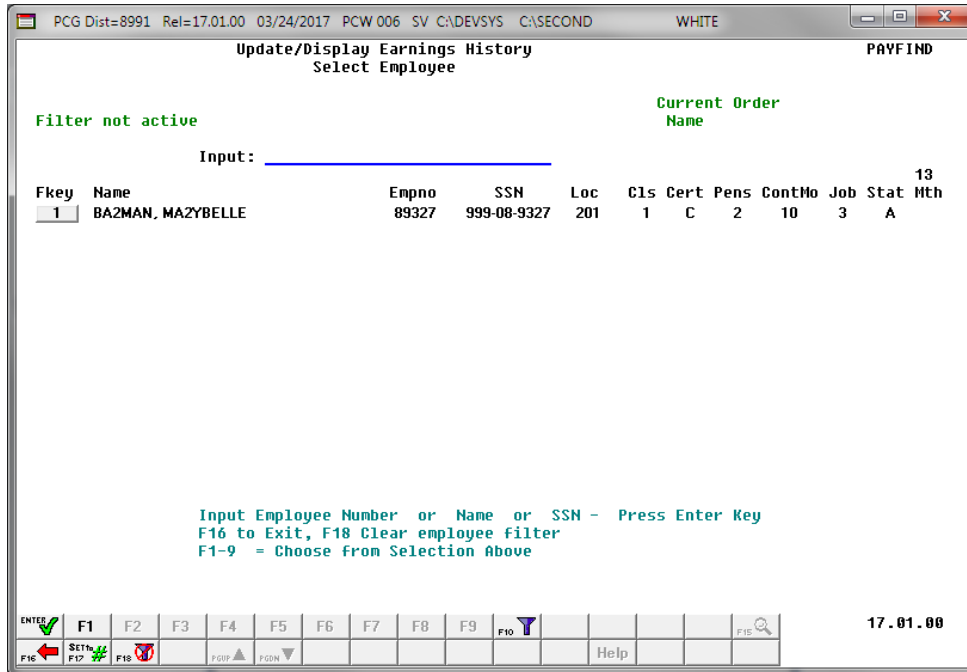
Step	Action
17	Verify “Transfer Updating Complete – Check Print Queue for Report” displays and select  (F16 – Exit) to return to the Display/Update Earnings History screen. Note that an Earnings History Transfer Audit Trail Report will be available in the PCGenesis print queue.



The following screen displays:



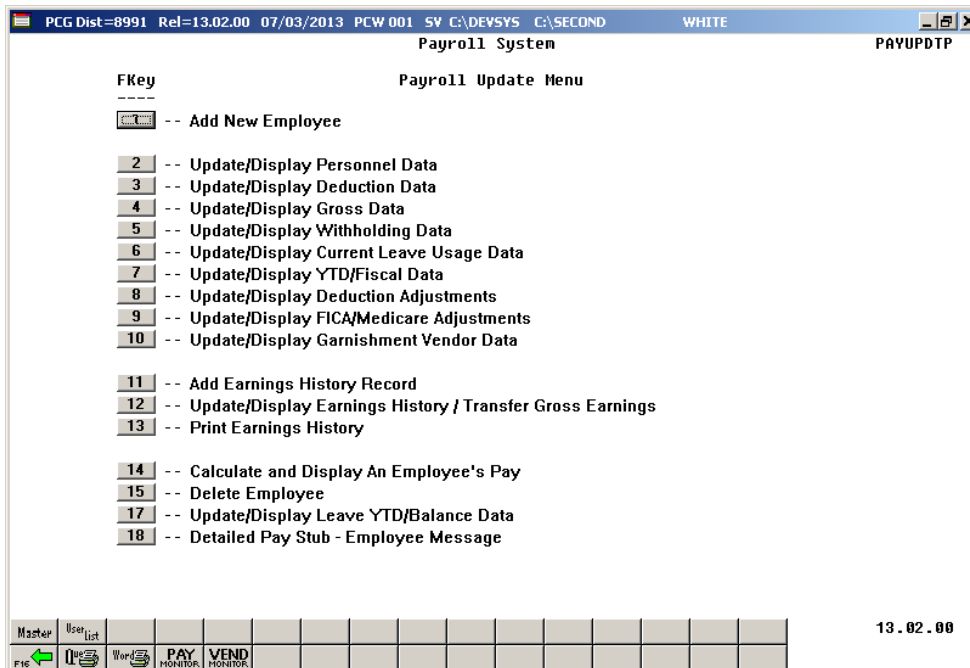
Step	Action
18	Select  (F16 – Exit) to return to the <i>Update/Display Earnings History – Select Employee</i> screen.

The following screen displays:

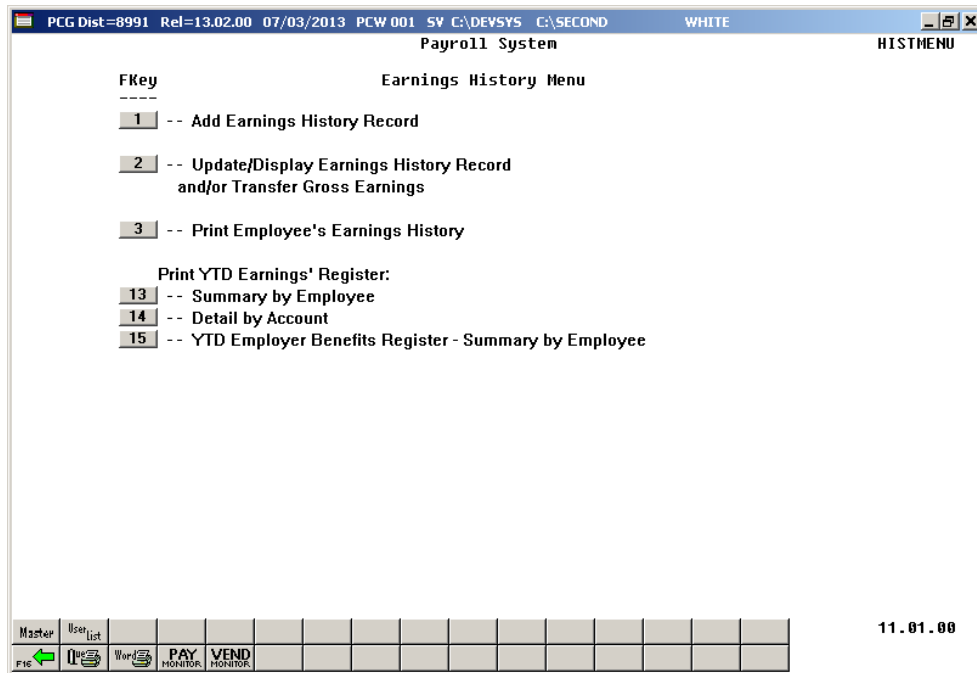








Step	Action
19	<p>For Step 1-F2 selections: Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i>.</p> <p>For Step 1-F10 selections: Select  (F16 – Exit) to return to the <i>Payroll System – Earnings History Menu</i>.</p>

For **Step 1-F2** selections, the following screen displays:



For **Step 1-F10** selections, the following screen displays:



Step	Action
20	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> .
21	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: 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>
22	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> .

C3.1. Employee Earnings History Transfer Audit Trail Report – Example

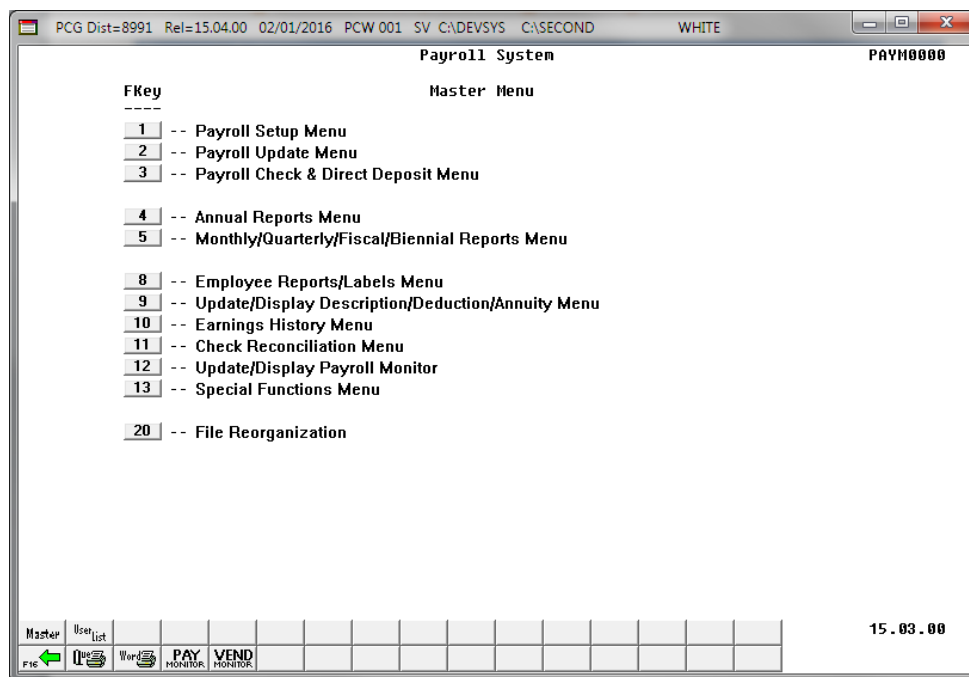
REPORT DATE: 12/11/2023		EMPLOYEE EARNINGS HISTORY TRANSFER AUDIT TRAIL			PAGE 1	
REPORT TIME: 14:12:19					PROGRAM: EARNINGS	
87608	LISTON, ZASHARIAH	CHECK DATE: 07/31/2023	TRANSACTION DATE: 07/31/2023			
BUDGET ACCOUNT		BUDGET AMOUNT	DESCRIPTION			
24-100-0-1320-2700-18000-8012-1-000000		-1607.08	FROM GROSS			
24-404-0-2820-1000-14000-6001-1-000000		1607.08	TO GROSS			
24-100-0-1320-2700-22000-8012-1-000000		-113.82	FROM EMPLR FICA			
24-404-0-2820-1000-22000-6001-1-000000		113.82	TO EMPLR FICA			
24-100-0-1320-2700-21000-8012-1-000000		-945.00	FROM EMPLR GHI			
24-404-0-2820-1000-21000-6001-1-000000		945.00	TO EMPLR GHI			
24-100-0-1320-2700-29500-8012-1-000000		-25.00	FROM EMPLR DED 01/10			
24-404-0-2820-1000-29500-6001-1-000000		25.00	TO EMPLR DED 01/10			
24-100-0-1320-2700-29100-8012-1-000000		-16.38	FROM EMPLR DED 50/00			
24-404-0-2820-1000-29100-6001-1-000000		16.38	TO EMPLR DED 50/00			
24-100-0-1320-2700-29200-8012-1-000000		-4.81	FROM EMPLR DED 59/00			
24-404-0-2820-1000-29200-6001-1-000000		4.81	TO EMPLR DED 59/00			
VENDOR	CLAIM NO	CLAIM DESCRIPTION		CLAIM DATE	AP BLNC	CK BANK
8101	8448	GROSS PAY XFER -	87608	07/31/2023	0101	BK07
6551	3518	EMPLR SHARE FICA XFER -	87608	07/31/2023	0421	BK07
7305	8342	EMPLR SHARE GHI XFER -	87608	07/31/2023	0421	BK07
4133	7447	EMPLR DED/CO 01/10 XFER-	87608	07/31/2023	0421	BK07
8413	9542	EMPLR DED/CO 50/00 XFER-	87608	07/31/2023	0421	BK07
8174	8993	EMPLR DED/CO 59/00 XFER-	87608	07/31/2023	0421	BK07

C4. Update/Display an Adjustment (A) Record

PCGenesis users may use Adjustment (A) records to transfer gross pay from one FICA status to another. Because PCGenesis W-2 processing separates Medicare Only (M - FICA) employees from those who are either not participating in FICA or employees who pay full FICA, problems can occur if the employees' FICA switch is not set the same during payroll processing and subsequent corrections are made. For example, this may occur when employees change FICA status because of change in the employment status. Refer to *Section D, Topic 3: Processing Annual Reports - W-2 Statement Processing* for additional information on setting the FICA switch.

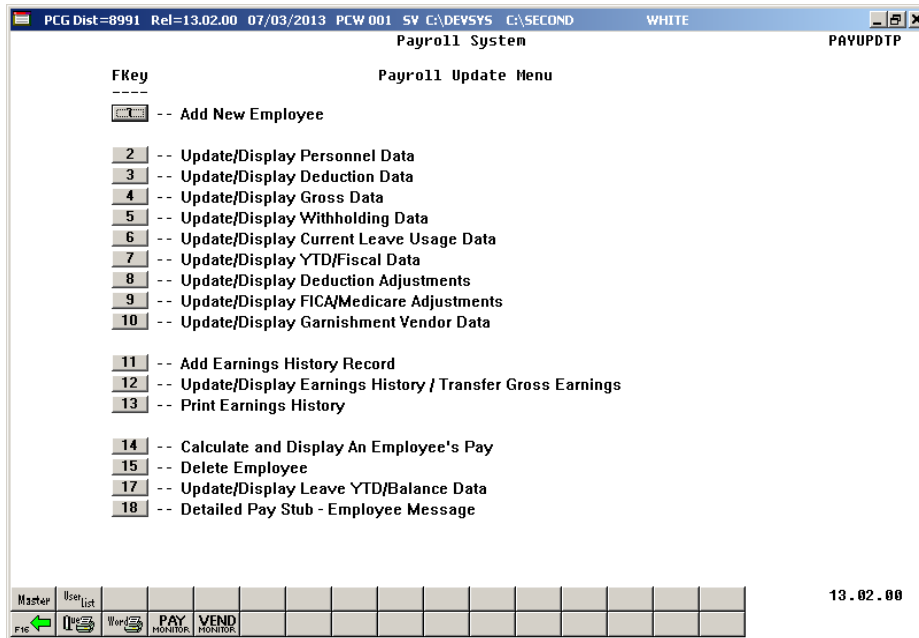
Also use adjustment records to make manual entries to earnings history information to reflect amounts paid via non-payroll manual checks, and to enter initial year-to-date (YTD) payroll amounts when converting to PCGenesis from another Payroll processing system.

Although Adjustment records are included in W-2 processing, these records do not affect financial postings.

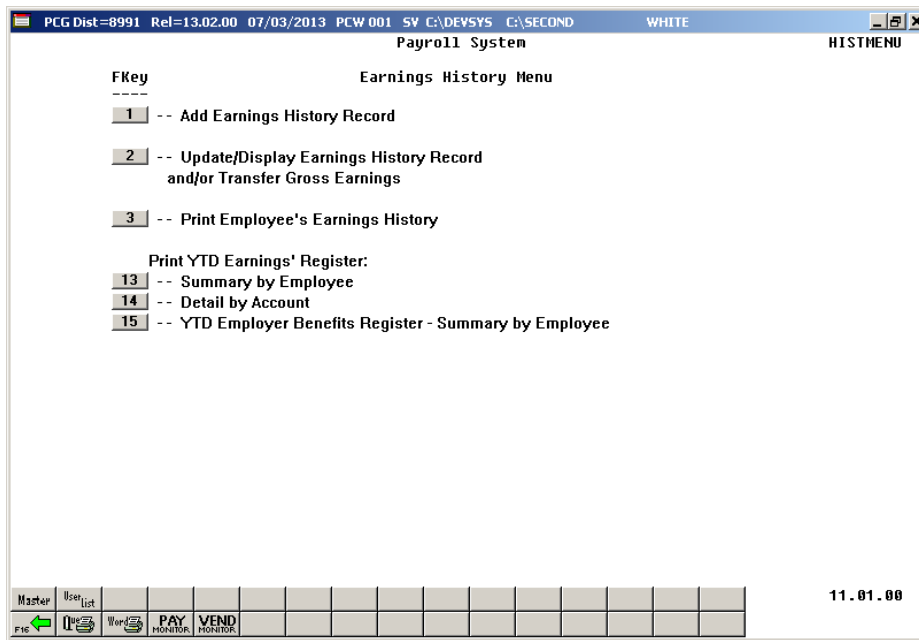


Step	Action
1	Select 2 (F2 - Payroll Update Menu) or 10 (F10 - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:

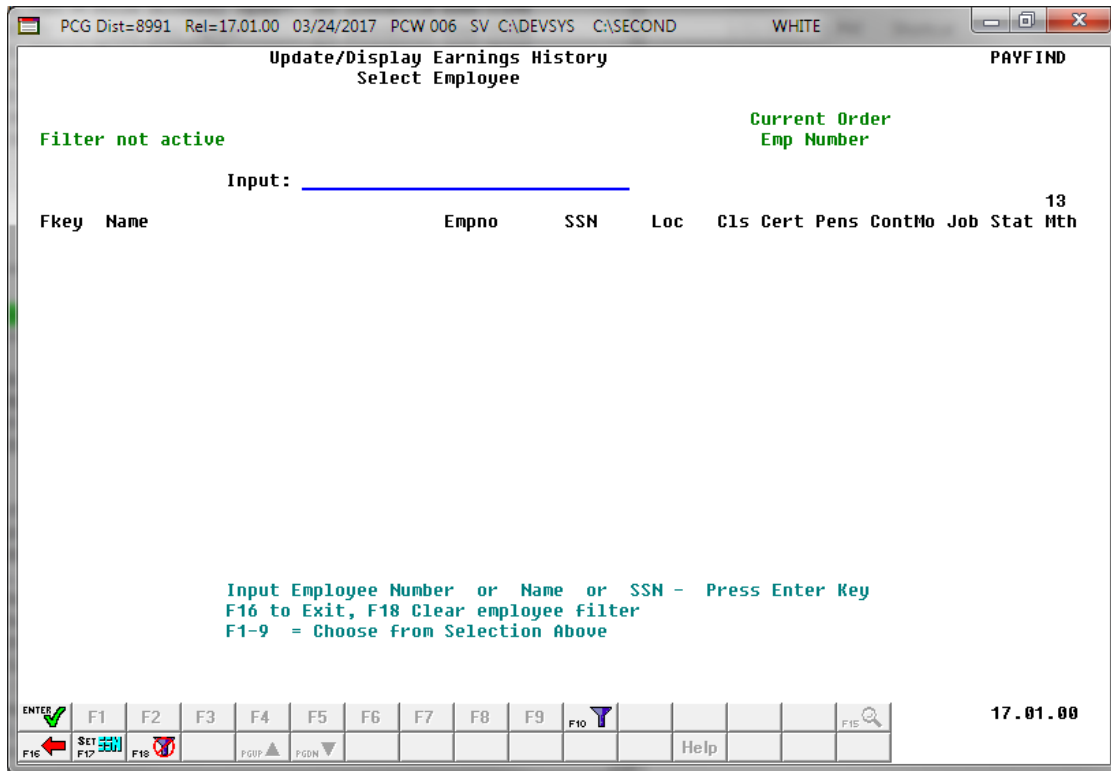



For **Step 1-F10** selections, the following screen displays:



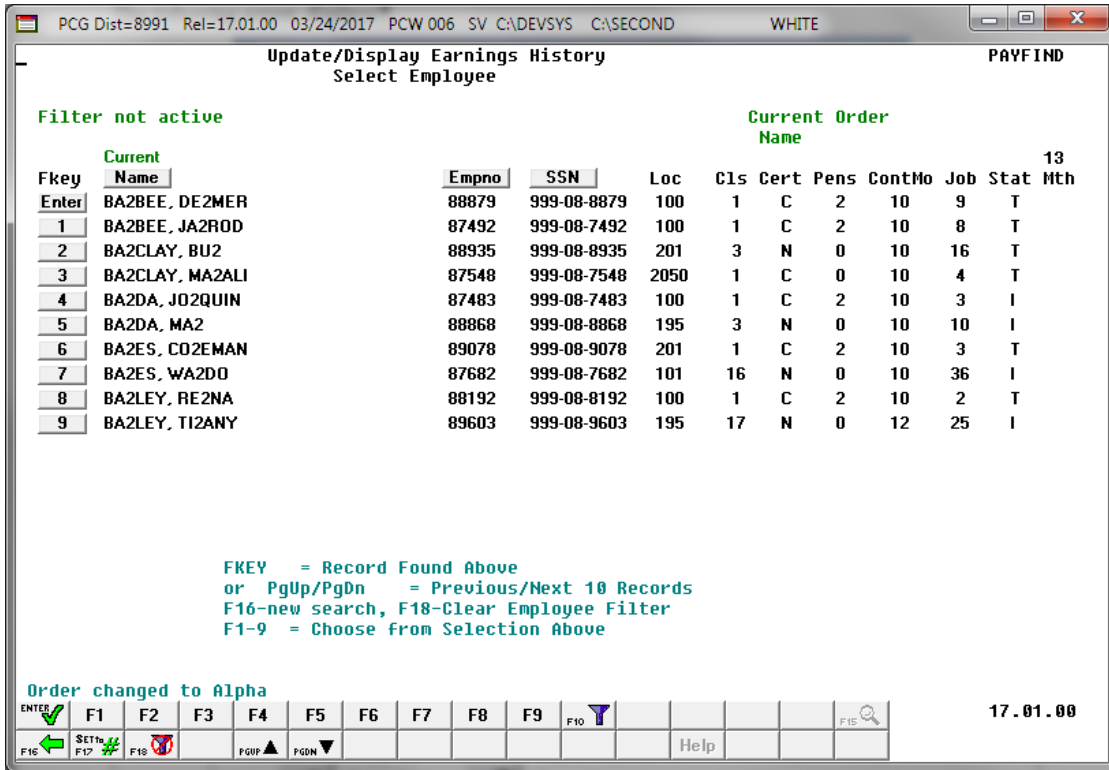
Step	Action
2	<p>For Step 1-F2 selections: Select 12 (F12 – Update/Display Earnings History/Transfer Gross Earnings).</p> <p>For Step 1-F10 selections: Select 2 (F1 - Update/Display Earnings History and/or/Transfer Gross Earnings).</p>

The following screen displays:



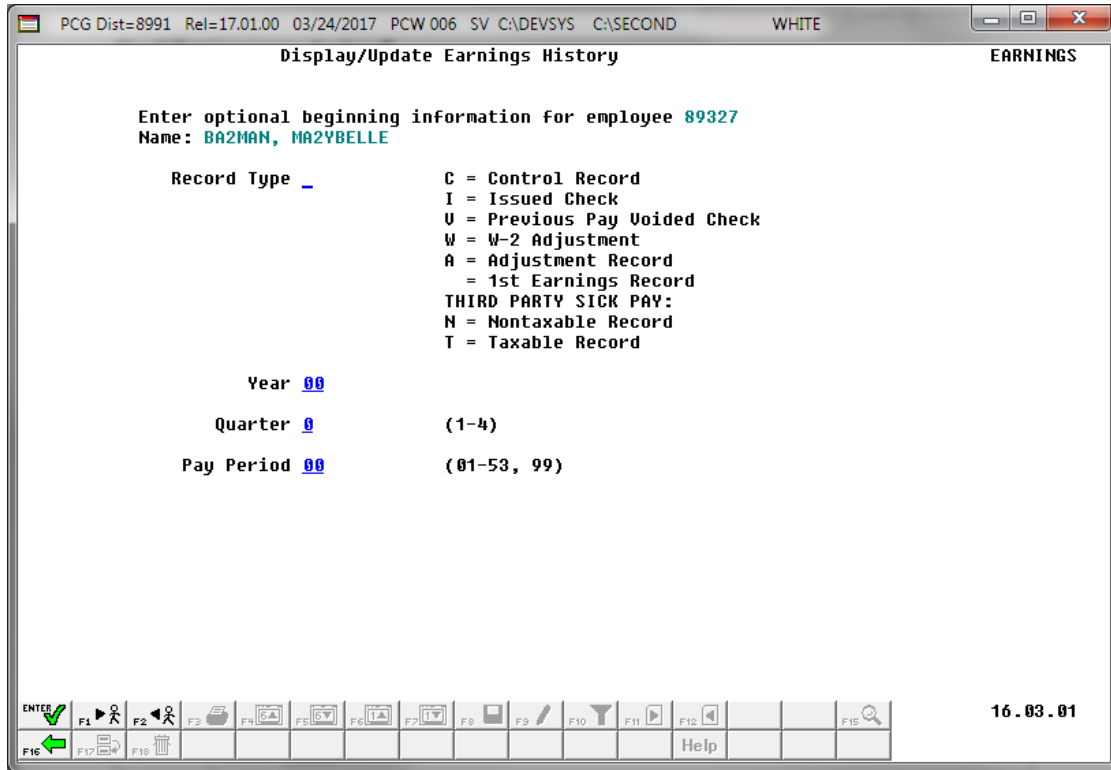
Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. 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:



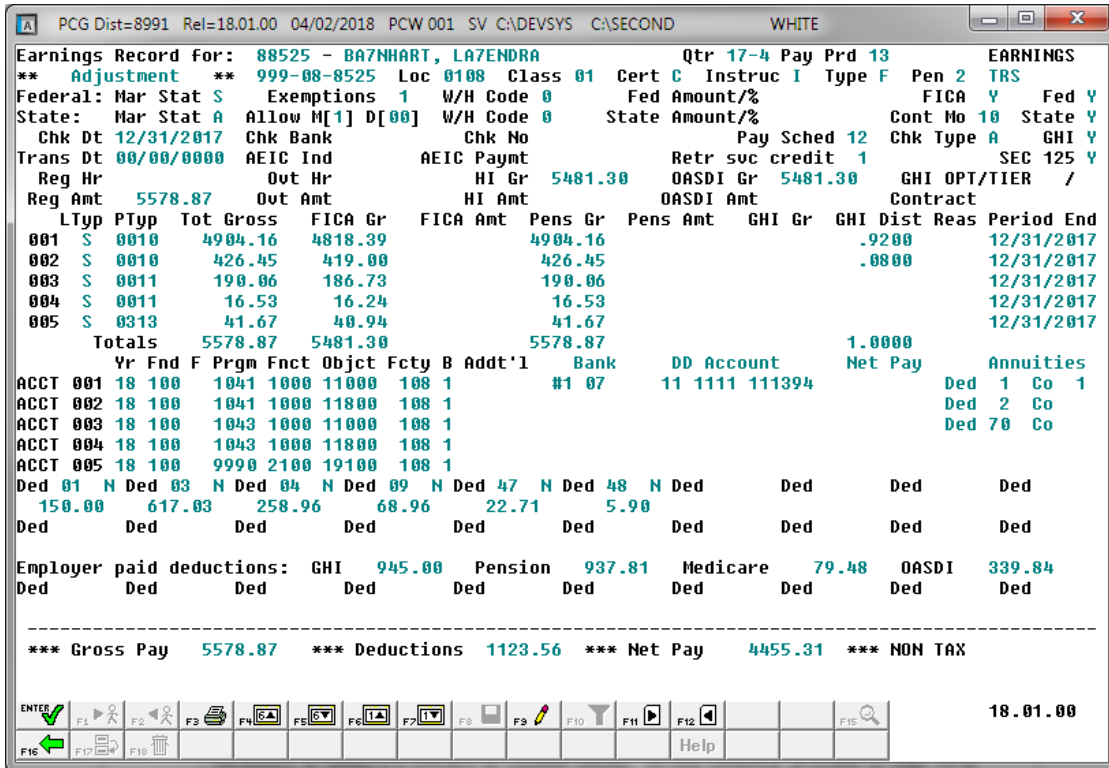
Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll 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	<p>Enter A (Adjustment) in the Record Type field.</p> <p><i>When making entries in the Year, Quarter, and Pay Period fields, PCGenesis displays the first record for that pay period regardless of the record type.</i></p> <p><i>If only entering a Record Type, PCGenesis will display the first record available for that record type.</i></p>
6	Enter the payroll year (YY) in the Year field.
7	<p>Enter the appropriate code in the Quarter field to define the earnings history adjustment's payroll quarter.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> 1 = First Quarter: January – March 2 = Second Quarter: April – June 3 = Third Quarter: July – September 4 = Fourth Quarter: October –December
8	Enter 01 through 53 in the Pay Period field to define the payroll period or enter 99 (Undefined/Does Not Apply to a Specific Payroll Period) to identify the payroll period as "Undefined".

The following screen displays:



Step	Action
9	<p>When updating the Adjustment (A) record: Select  (F9 – Switch to Update Mode) and proceed to Step 10.</p> <p><i>If other payroll processes have been updated during this PCGenesis session, it may not be necessary to select F9 (Switch to Update Mode). In this instance, proceed to Step 10 to modify the information as needed.</i></p> <p>When displaying the Adjustment (A) record: Review and/or screen-print the information displayed, and select  (F16 – Exit) to return to the Display/Update Earnings History screen. Proceed to Step 13.</p>

The following screen displays:

Earnings Record for: 88525 - BA7NHART, LA7ENDRA Qtr 17-4 Pay Prd 13 EARNINGS
 ** Adjustment ** 999-08-8525 Loc 108 Class 01 Cert C Instruct I Type E 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 No 10 State Y
 Chk Dt 12/31/2017 Chk Bank Chk No Pay Sched 12 Chk Type A 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 /
 Reg Amt 5578.87 Out Amt HI Amt OASDI Amt Contract

LType	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	4904.16				.9200		12/31/2017
002	S 0010	426.45	419.00	426.45				.0800		12/31/2017
003	S 0011	190.06	186.73	190.06						12/31/2017
004	S 0011	16.53	16.24	16.53						12/31/2017
005	S 0313	41.67	40.94	41.67						12/31/2017
Totals		5578.87	5481.30	5578.87				1.0000		

ACCT 001 18 100 - 1041 1000 11000 108 1 #1 07 11 1111 111394 Ded 1 Co 1
 ACCT 002 18 100 - 1041 1000 11800 108 1 #2 Ded 2 Co 1
 ACCT 003 18 100 - 1043 1000 11000 108 1 #3 Ded 70 Co 1
 ACCT 004 18 100 - 1043 1000 11800 108 1 #4
 ACCT 005 18 100 9990 2100 19100 108 1 #5

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 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 Ded

*** Gross Pay 5578.87 *** Deductions 1123.56 *** Net Pay 4455.31 *** NON TAX

Mode changed to update Location 000108
 ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15 Help 18.01.08

Step	Action
10	<p>Verify “Mode changed to update” displays, make the appropriate modifications, and select (Enter – Validate).</p> <p>For detailed information about entering employee data, refer to <i>Procedure B: Adding Earnings History Records</i> in this document.</p> <p>Select (F3 – Print this data) to obtain a screen print of the Update/Display Earnings History Record screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

The following screen displays:

Earnings Record for: 88525 - BA7NHART, LA7ENDRA Qtr 17-4 Pay Prd 13 EARNINGS
 ** Adjustment ** 999-08-8525 Loc 108 Class 01 Cert C Instruc I Type E 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 12/31/2017 Chk Bank Chk No Pay Sched 12 Chk Type A GHI Y
 Trans Dt 00/00/0000 AEIC Ind AEIC Paymt Retr svc credit 1 SEC 125 Y
 Reg Hr Out Hr HI Gr OASDI Gr 5481.30 GHI OPT/TIER /
 Reg Amt 5578.87 Out Amt HI Amt OASDI Amt 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		4904.16			.9200		12/31/2017
002	S 0010	426.45	419.00		426.45			.0800		12/31/2017
003	S 0011	190.06	186.73		190.06					12/31/2017
004	S 0011	16.53	16.24		16.53					12/31/2017
005	S 0313	41.67	40.94		41.67					12/31/2017
Totals		5578.87	5481.30		5578.87			1.0000		

Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Bank DD Account Net Pay Annuities
 ACCT 001 18 100 - 1041 1000 11000 108 1 #1 07 11 1111 111394 Ded 1 Co 1
 ACCT 002 18 100 - 1041 1000 11800 108 1 #2 Ded 2 Co _
 ACCT 003 18 100 - 1043 1000 11800 108 1 #3 Ded 70 Co _
 ACCT 004 18 100 - 1043 1000 11800 108 1 #4
 ACCT 005 18 100 - 9990 2100 19100 108 1 #5

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 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 Ded

*** Gross Pay 5578.87 *** Deductions 1123.56 *** Net Pay 4455.31 *** NON TAX
 Validations passed. Save your changes.
 Location 000108

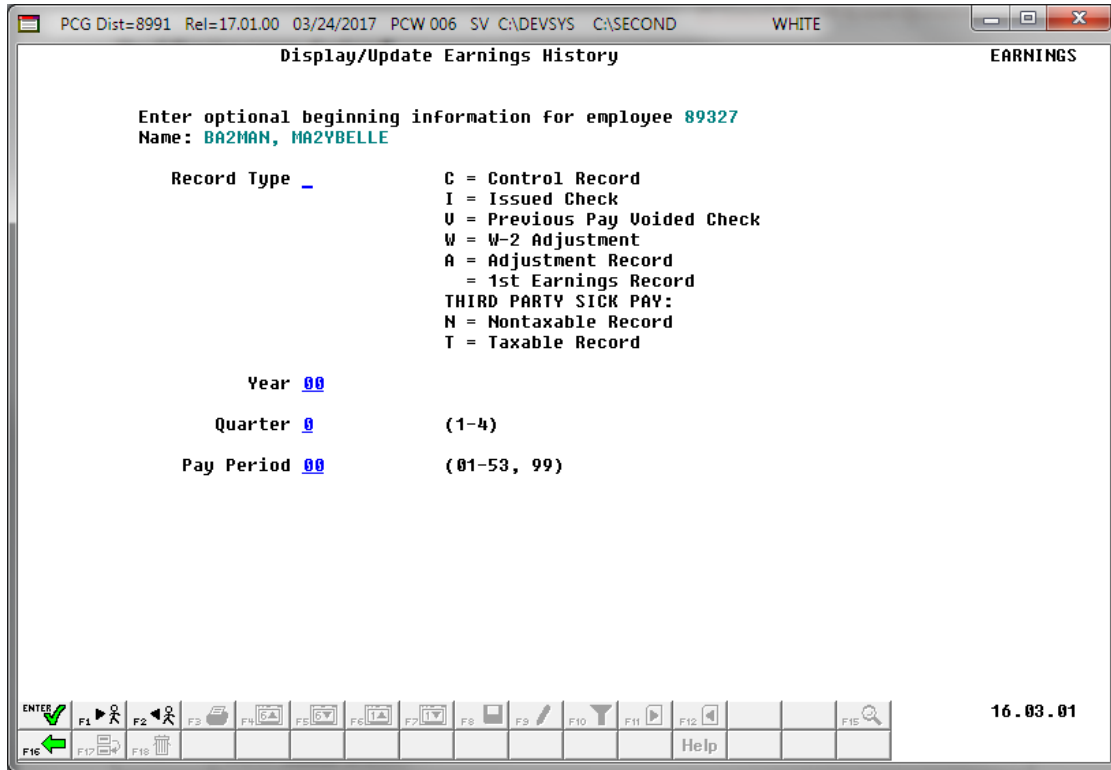
Step	Action
11	Verify "Validations passed. Save your changes." displays and select  (F8 – Save changes).

The following screen displays:

Earnings Record for: 88525 - BA7NHART, LAZENDRA Qtr 17-4 Pay Prd 13 EARNINGS
 ** Adjustment ** 999-08-8525 Loc 108 Class 01 Cert C Instruc I Type E 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 12/31/2017 Chk Bank Chk No Pay Sched 12 Chk Type A GHI Y
 Trans Dt 00/00/0000 AEIC Ind AEIC Paymt Retr svc credit 1 SEC 125 Y
 Reg Hr OASDI Gr 5481.30 OASDI Gr 5481.30 GHI OPT/TIER /
 Reg Amt 5578.87 Out Amt HI Amt OASDI Amt Contract
 LTyp PTyp Tot Gross FICA Gr FICA Amt Pens Gr Pens Amt GHI Gr GHI Dist Reas Period End
 001 S 0010 4904.16 4818.39 4904.16 .9200 12/31/2017
 002 S 0010 426.45 419.00 426.45 .0800 12/31/2017
 003 S 0011 190.06 186.73 190.06 12/31/2017
 004 S 0011 16.53 16.24 16.53 12/31/2017
 005 S 0313 41.67 40.94 41.67 12/31/2017
 Totals 5578.87 5481.30 5578.87 1.0000
 Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Bank DD Account Net Pay Annuities
 ACCT 001 18 100 - 1041 1000 11000 108 1 #1 07 11 1111 111394 Ded 1 Co 1
 ACCT 002 18 100 - 1041 1000 11800 108 1 #2 Ded 2 Co
 ACCT 003 18 100 - 1043 1000 11000 108 1 #3 Ded 70 Co
 ACCT 004 18 100 - 1043 1000 11800 108 1 #4
 ACCT 005 18 100 - 9990 2100 19100 108 1 #5
 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 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 Ded
 *** Gross Pay 5578.87 *** Deductions 1123.56 *** Net Pay 4455.31 *** NON TAX
 History record saved Location 000108
 ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15
 F16 F17 F18 Help 18.01.00

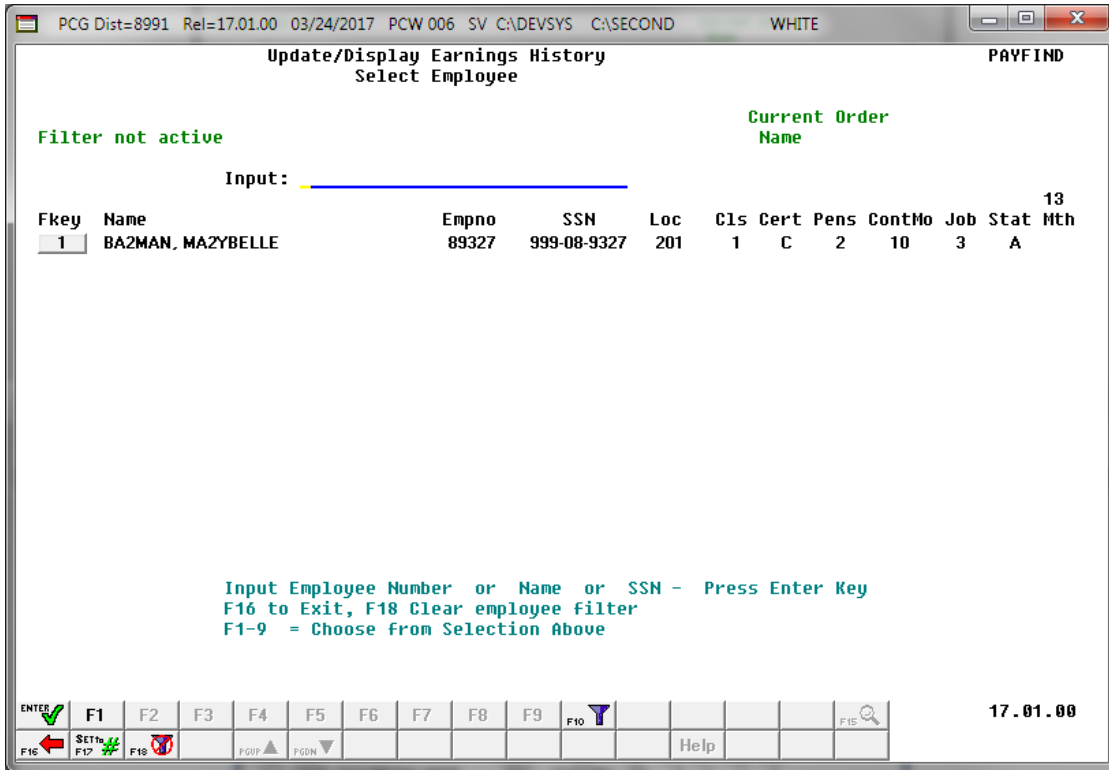
Step	Action
12	Verify "History record saved" displays and select  (F16 – Exit) to return to the Display/Update Earnings History screen.



The following screen displays:



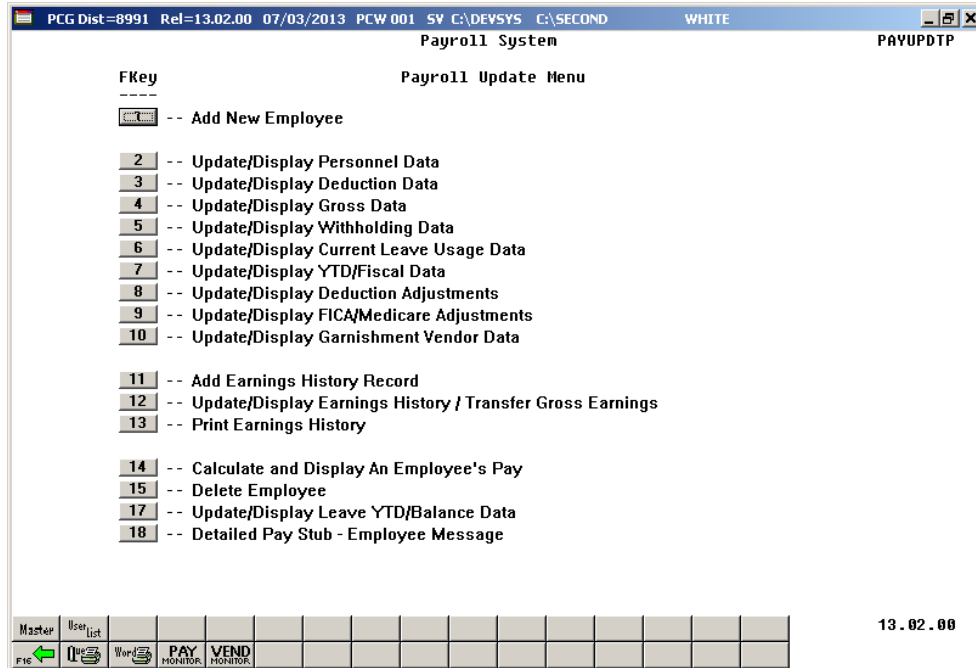
Step	Action
13	Select  (F16 – Exit) to return to the <i>Update/Display Earnings History – Select Employee</i> screen.

The following screen displays:

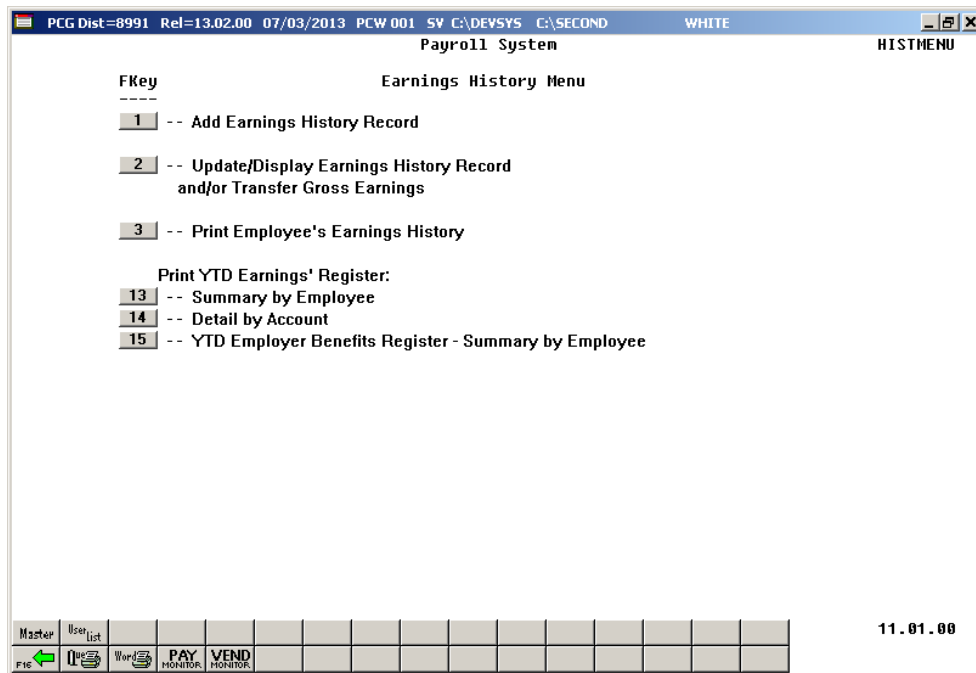




Step	Action
14	<p>F2: Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i>.</p> <p>F10: Select  (F16 – Exit) to return to the <i>Payroll System – Earnings History Menu</i>.</p>

For **Step 1-F2** selections, the following screen displays:

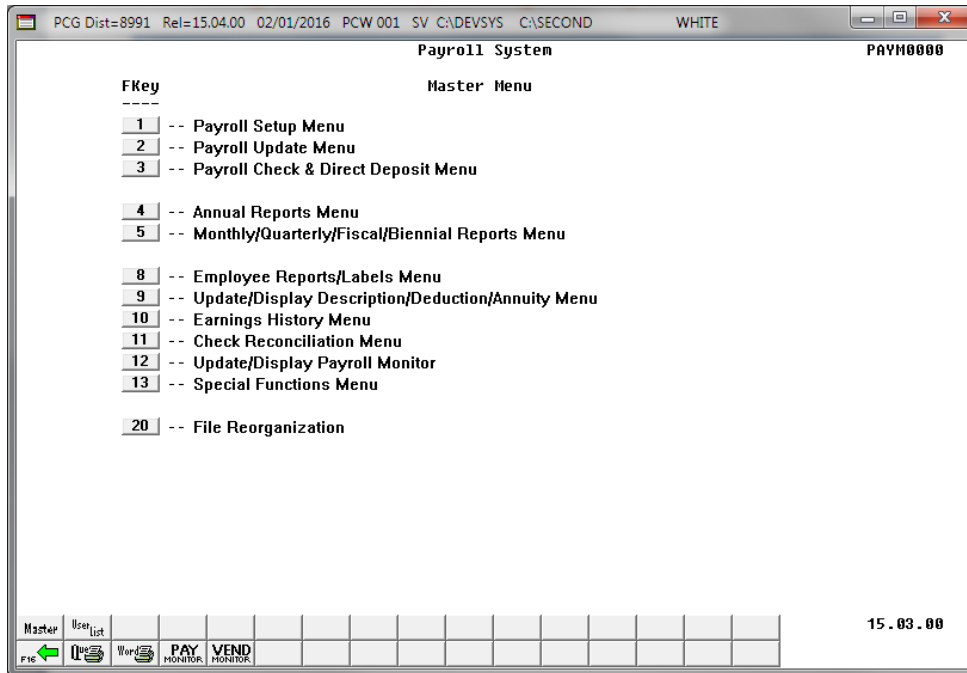


For **Step 1-F10** selections, the following screen displays:



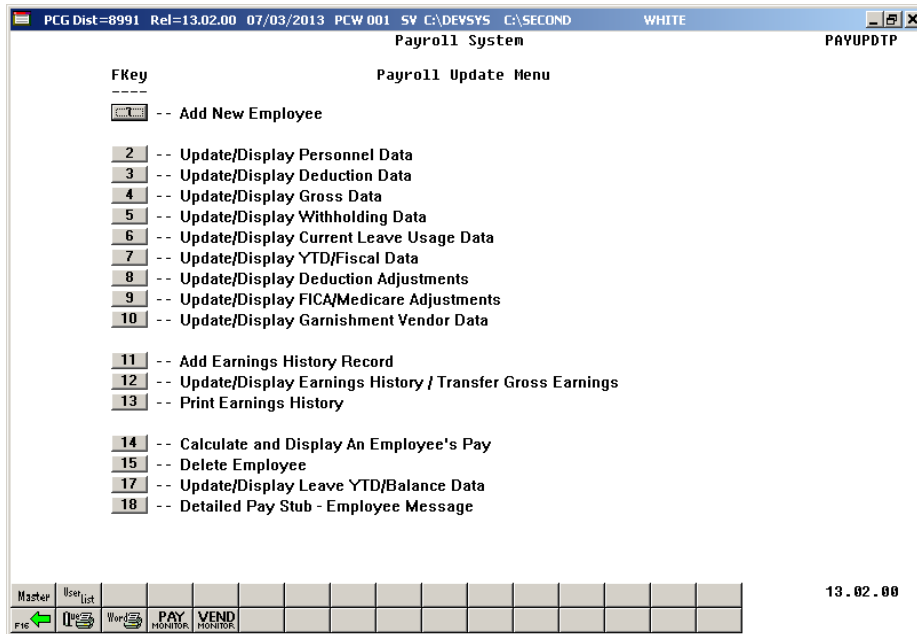
Step	Action
15	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

C5. Update/Display a W-2 Adjustment Record

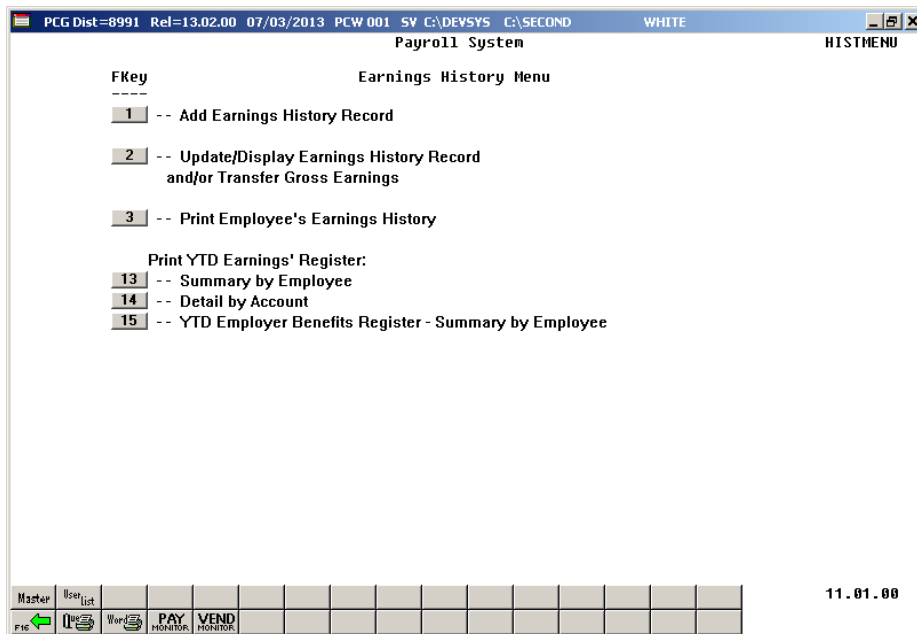


Step	Action
1	Select 2 (F2 - Payroll Update Menu) or 10 (F10 - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:

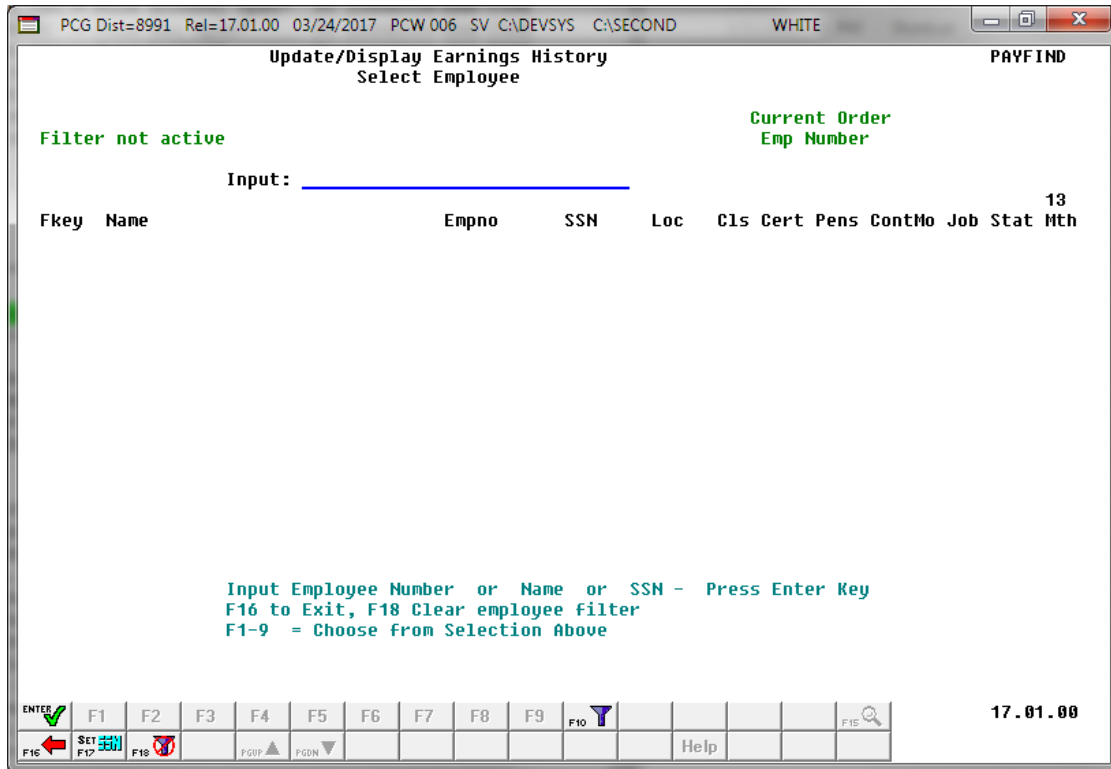



For **Step 1-F10** selections, the following screen displays:



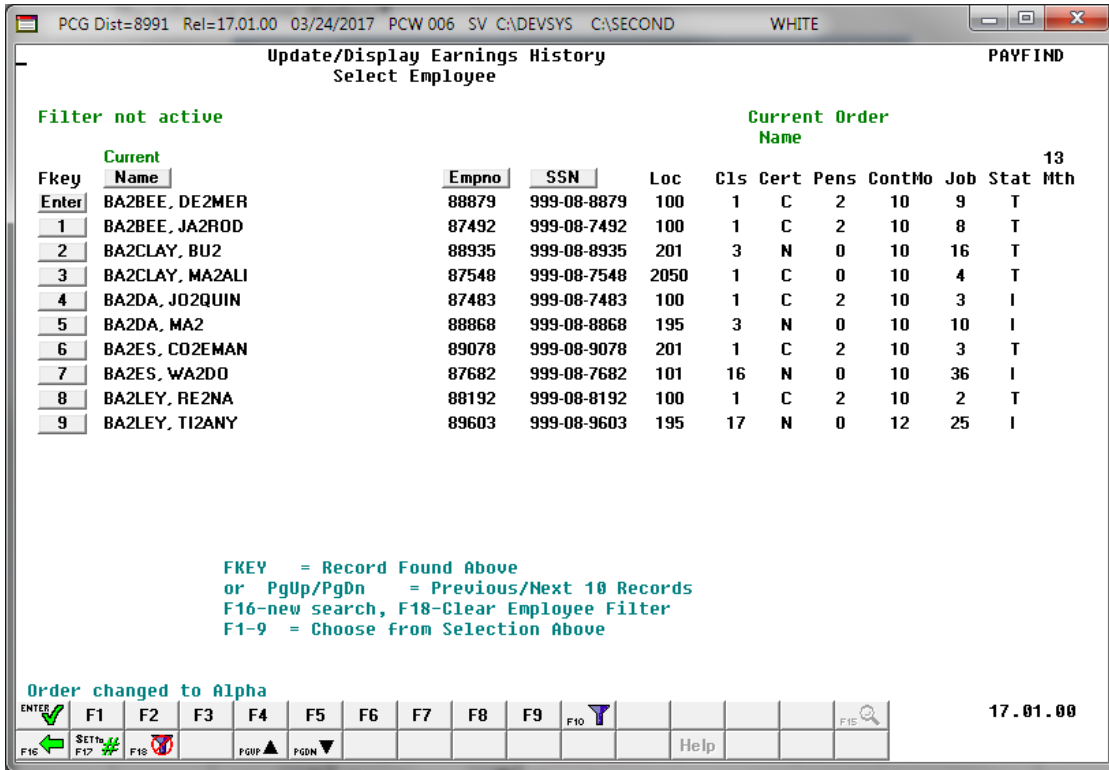
Step	Action
2	<p>For Step 1-F2 selections: Select 12 (F12 – Update/Display Earnings History/Transfer Gross Earnings).</p> <p>For Step 1-F10 selections: Select 2 (F1 - Update/Display Earnings History and/or/Transfer Gross Earnings).</p>




The following screen displays:



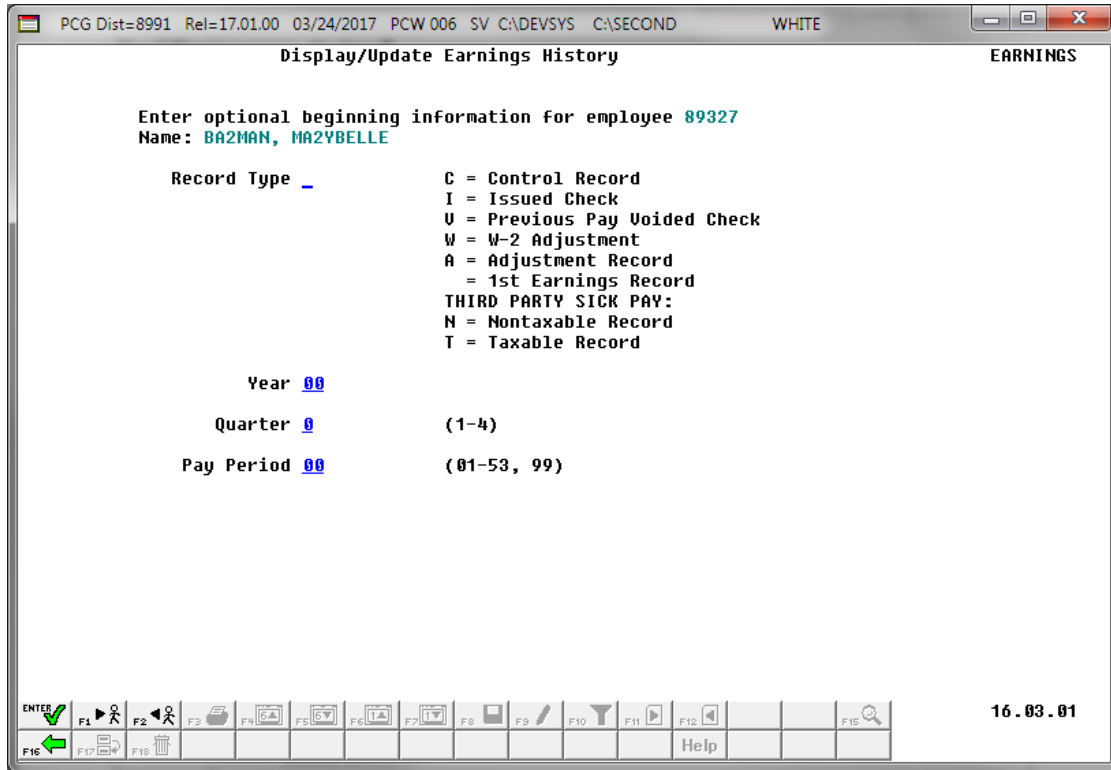
Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. 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:



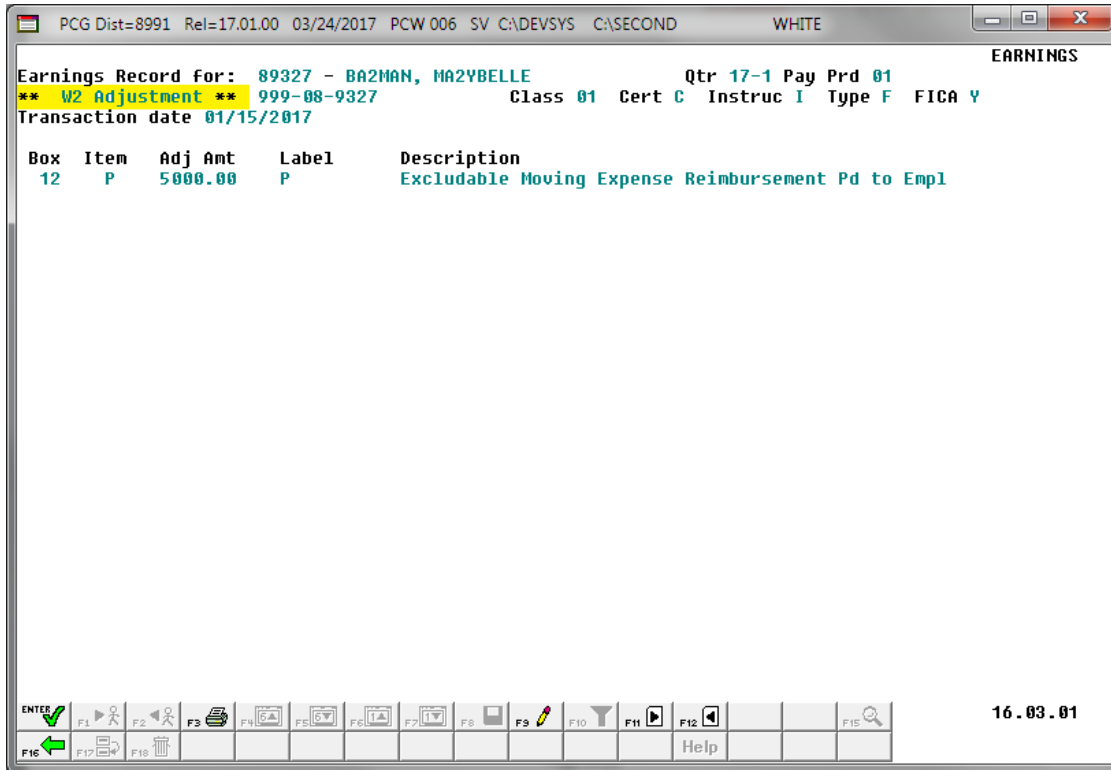
Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll 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:



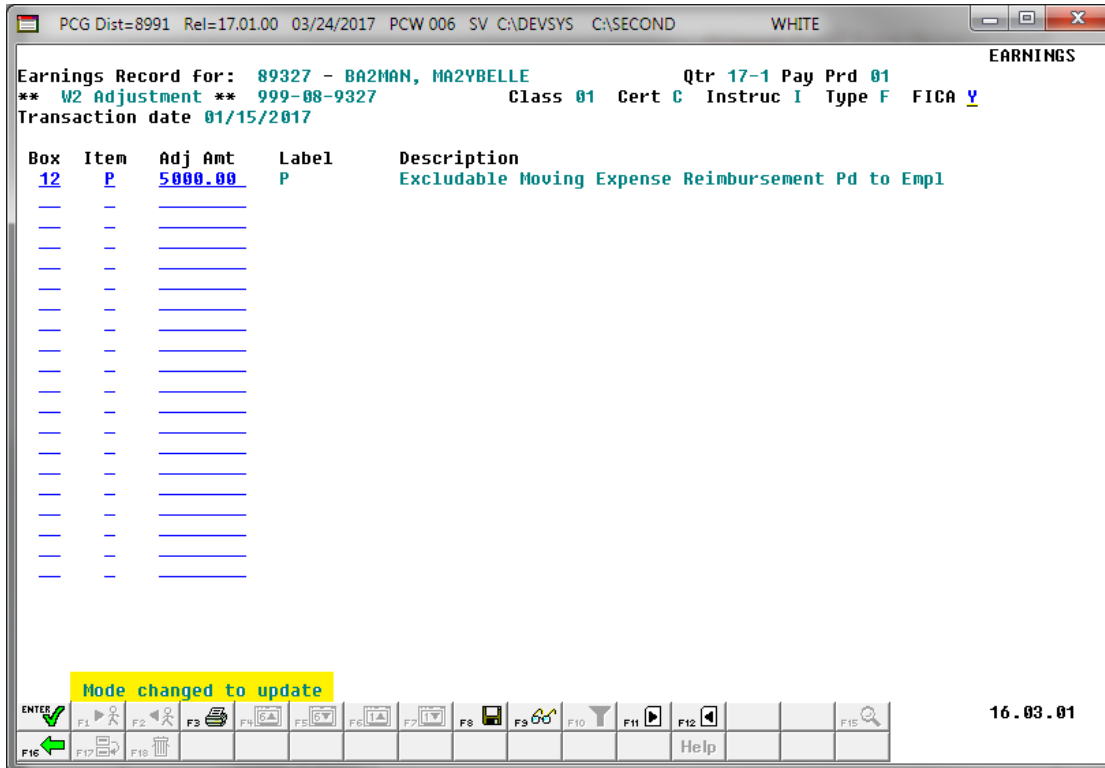
Step	Action
5	Enter W (W-2 Adjustment) in the Record Type field. <i>Entering the Year, Quarter, and Pay Period displays the first record for that pay period regardless of the record type.</i> <i>Entering a single Record Type displays the first record available for that record type.</i>
6	Enter the earnings history payroll year (YY) in the Year field.
7	Enter the appropriate code in the Quarter field to define the earnings history adjustment's payroll quarter. Valid Values: 1 = First Quarter: January – March 2 = Second Quarter: April – June 3 = Third Quarter: July – September 4 = Fourth Quarter: October –December
8	Enter 01 through 53 in the Pay Period field to define the payroll period or enter 99 (Undefined/Does Not Apply to a Specific Payroll Period) to identify the payroll period as "Undefined".
9	Select  (Enter).



The following screen displays:



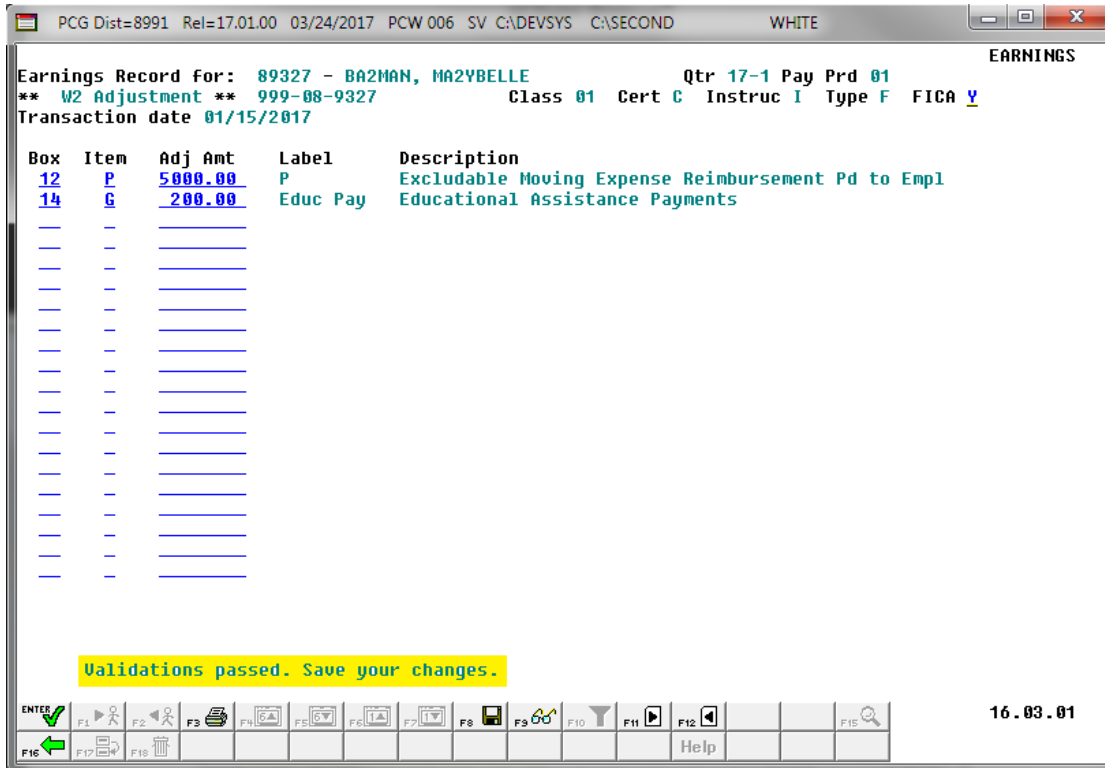
Step	Action
10	Select  (F9 – Switch to Update Mode).


The following screen displays:



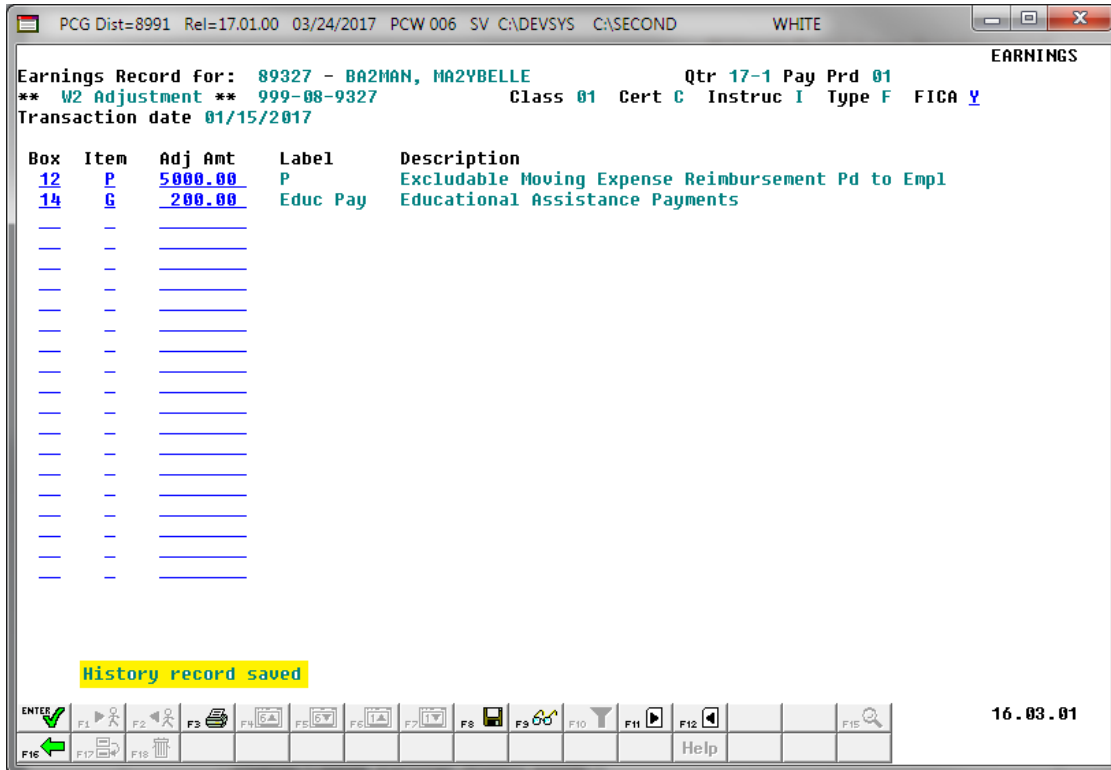
Step	Action
11	<p>Verify “Mode changed to update” displays, make the appropriate modifications, and select  (Enter).</p> <p>Select  (F3 – Print this data) to obtain a screen print of the Update/Display Earnings History Record screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>


The following screen displays:



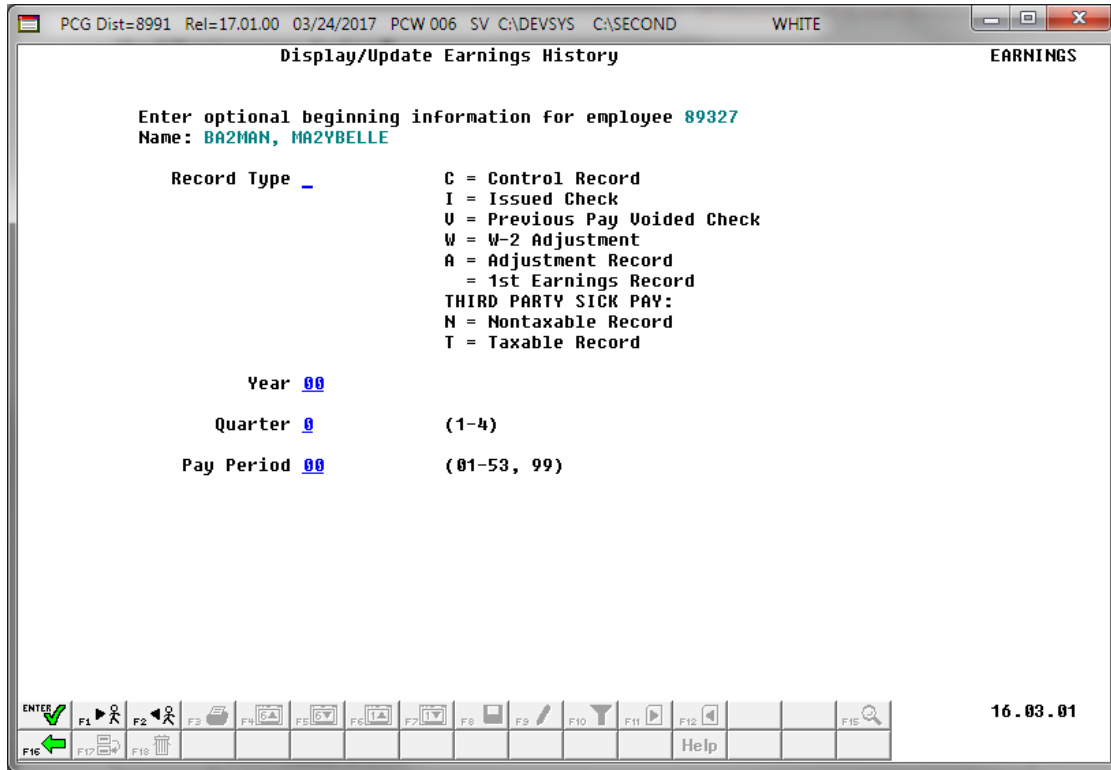
Step	Action
12	Verify "Validations passed. Save your changes." displays, and select  (F8 – Save changes).


The following screen displays:



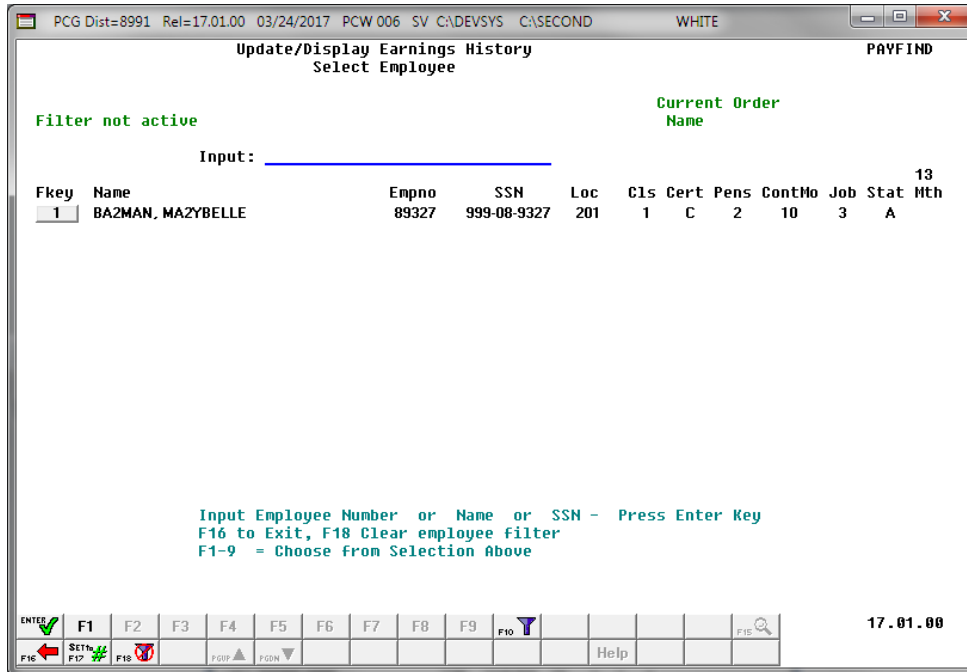
Step	Action
13	Verify "History record saved" displays, and select  (F16 – Exit) to return to the Display/Update Earnings History screen.



The following screen displays:



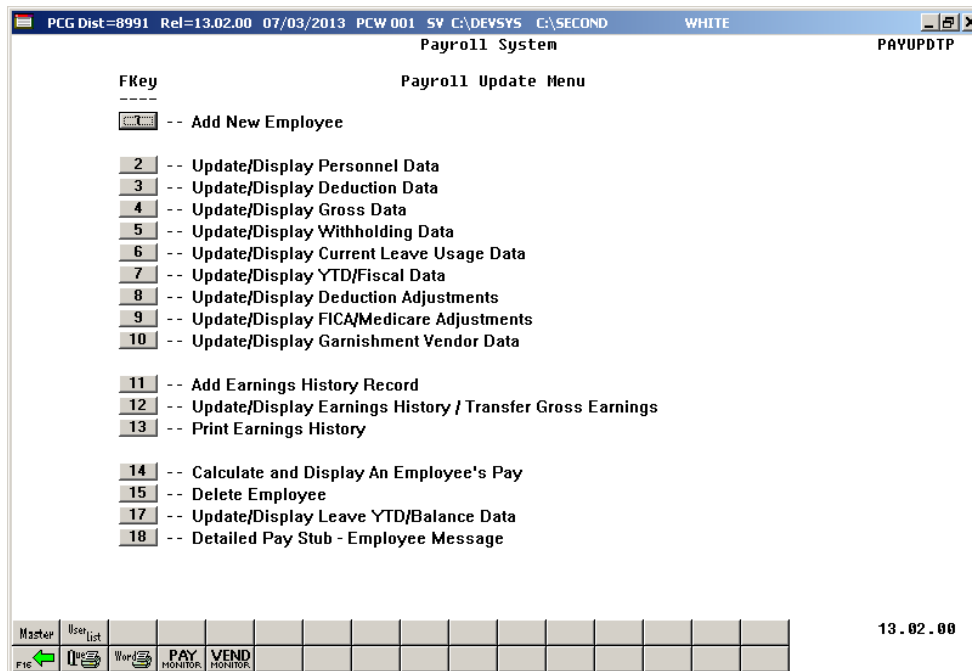
Step	Action
14	Select  (F16 – Exit) to return to the <i>Update/Display Earnings History – Select Employee</i> screen.

The following screen displays:

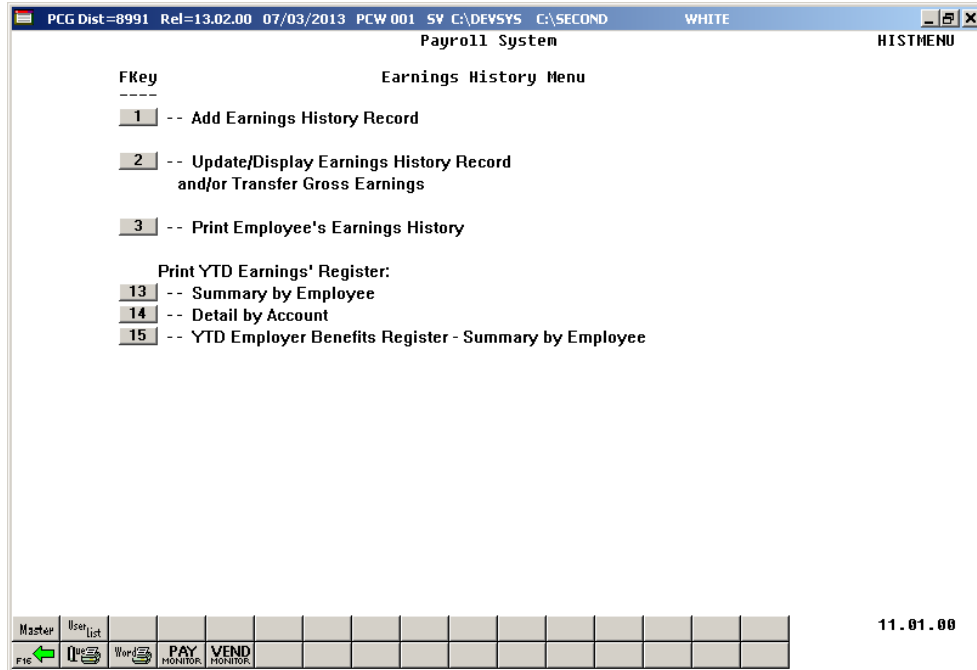




Step	Action
15	<p>F2: Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i>.</p> <p>F10: Select  (F16 – Exit) to return to the <i>Payroll System –Earnings History Menu</i>.</p>

For Step 1-F2 selections, the following screen displays:



For **Step 1-F10** selections, 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> .

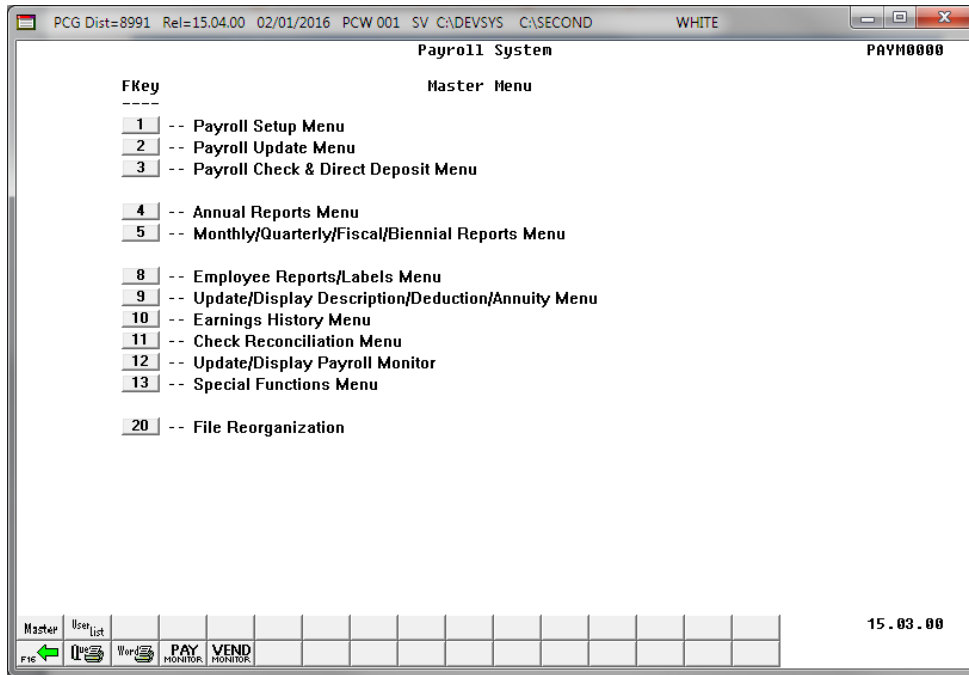
C6. Update/Display a Nontaxable (N)/Taxable (T) Adjustment Record

Nontaxable and Taxable adjustment records are primarily used for reporting Third Party Sick Pay usually disability pay. This pay is nontaxable to the employee but must be included on employees' W-2's as school districts have an agreement with the payor to perform tax reporting on the school district's behalf.

Nontaxable third party sick pay usually occurs when the employee pays the cost of the insurance as a post-tax deduction, such as Long Term Disability insurance. The check date, regular amount, account, and total gross fields are available for edit for this type of record.

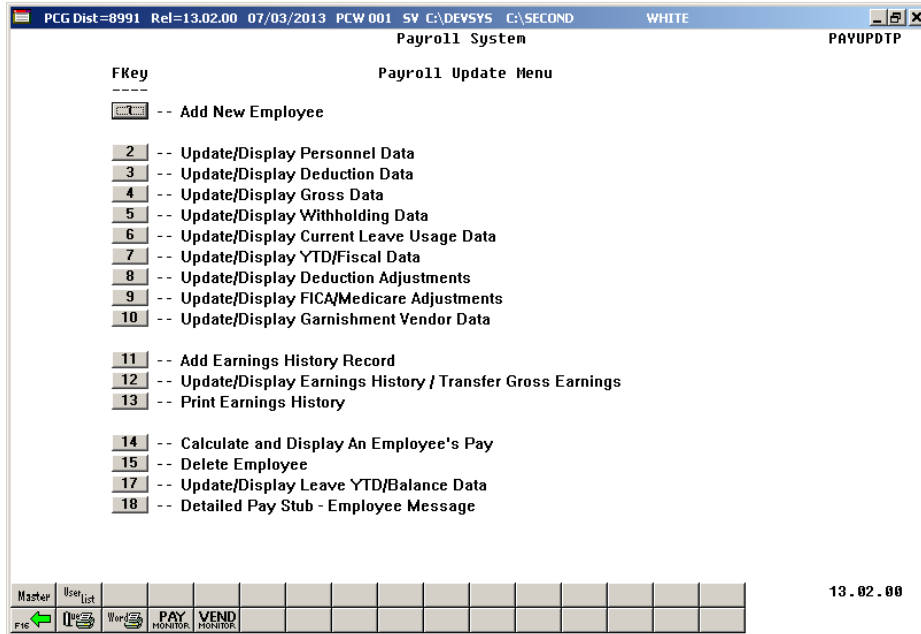
Taxable third party sick pay usually occurs when the employer pays the cost of the disability insurance, such as is typical for Short Term Disability insurance. The check date, regular amount, account, total gross, FICA Gross, FICA Amount, OASDI Gross, OASDI Amount, HI Gross, HI Amount, and Federal and State tax deduction fields are available for edit for this type of record.

The entry of gross pay for Non Taxable and Taxable Third Party Sick Pay earnings history record will cause the Box 13 on the employee's W2 Statement to be checked.

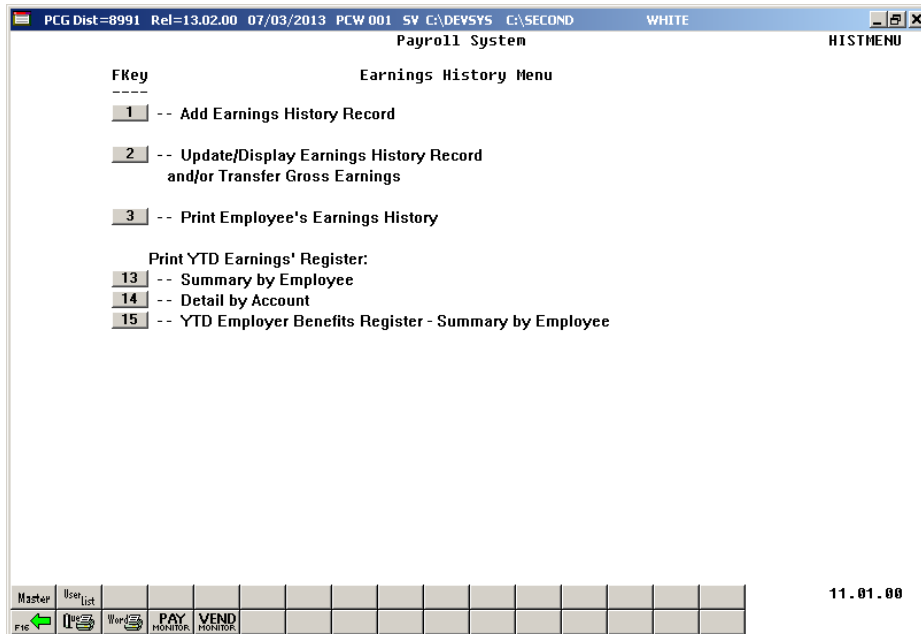


Step	Action
1	Select 2 (F2 - Payroll Update Menu) or 10 (F10 - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:

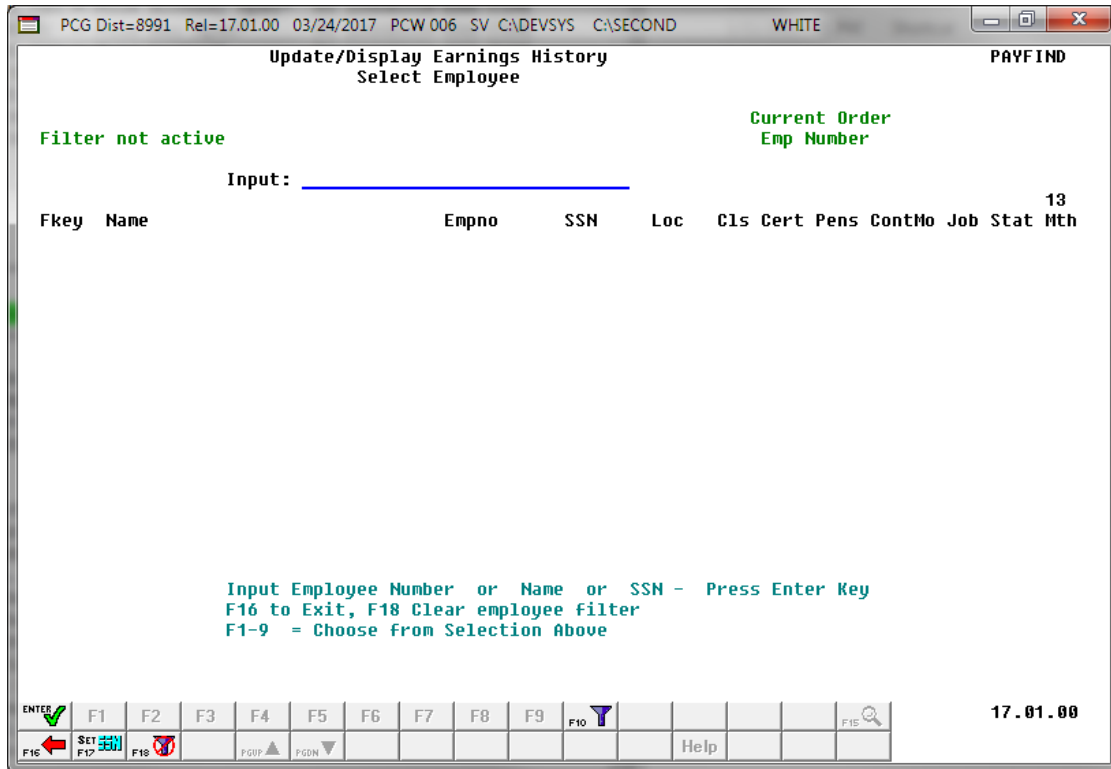



For **Step 1-F10** selections the following screen displays:



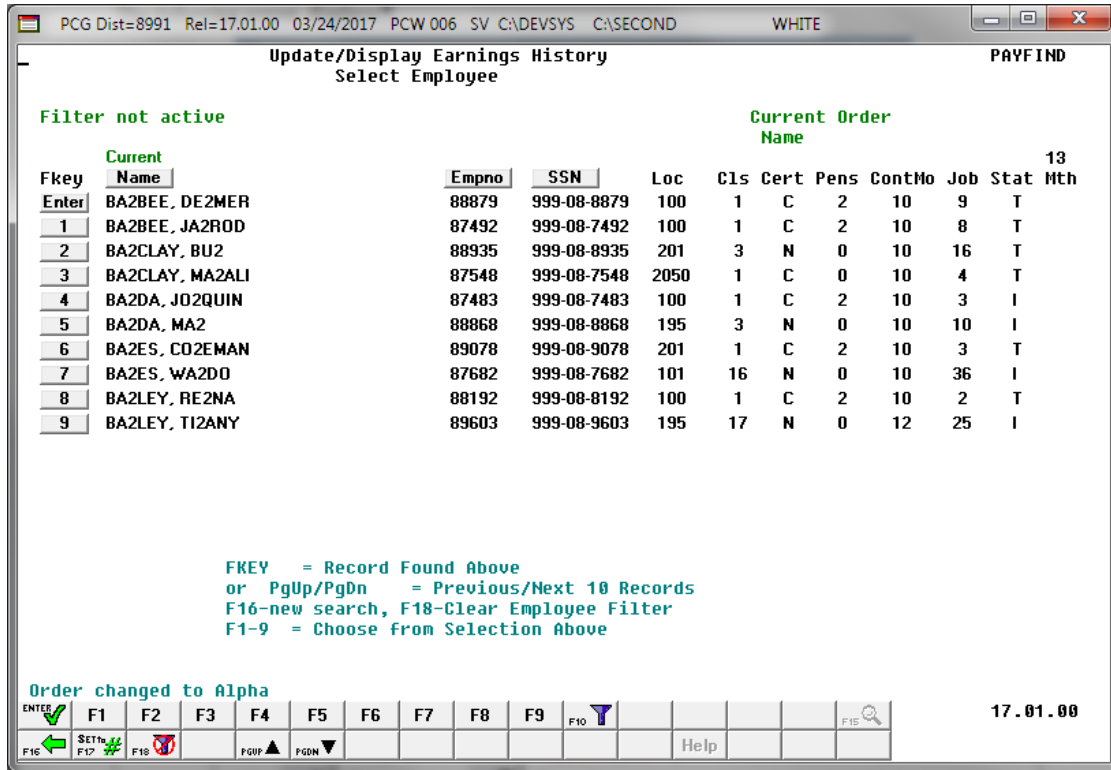
Step	Action
2	<p>For Step 1-F2 selections: Select 12 (F12 – Update/Display Earnings History/Transfer Gross Earnings).</p> <p>For Step 1-F10 selections: Select 2 (F1 - Update/Display Earnings History and/or/Transfer Gross Earnings).</p>




The following screen displays:



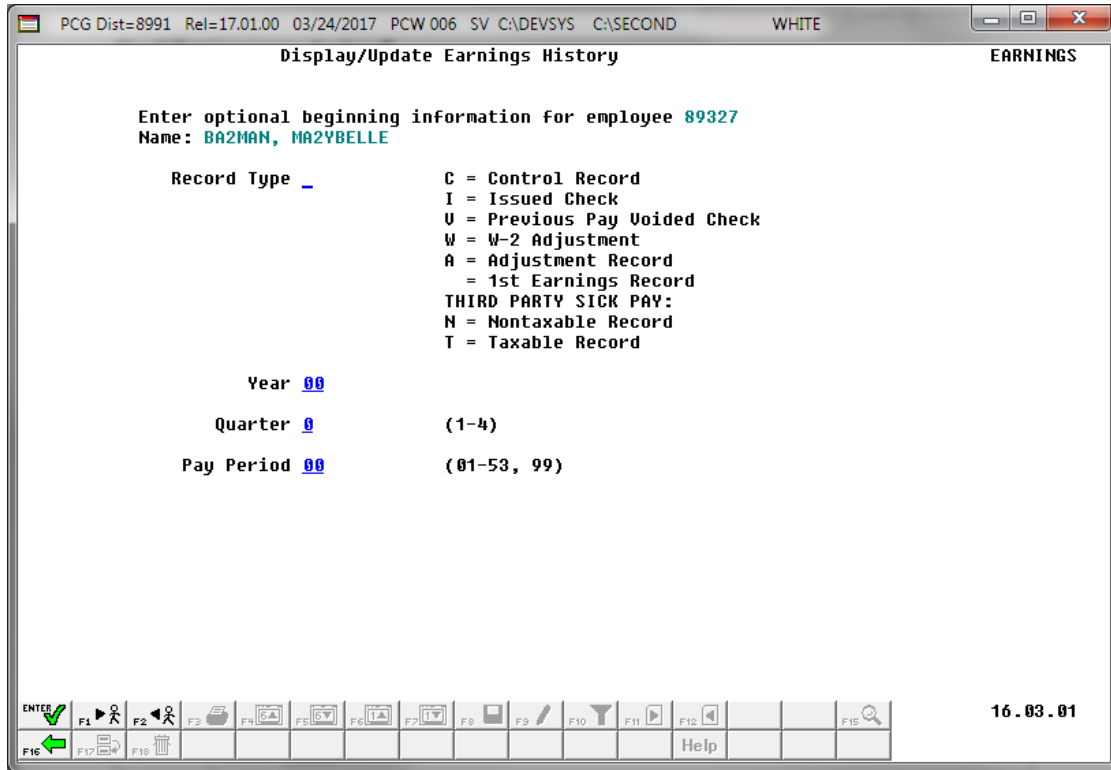
Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. 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:



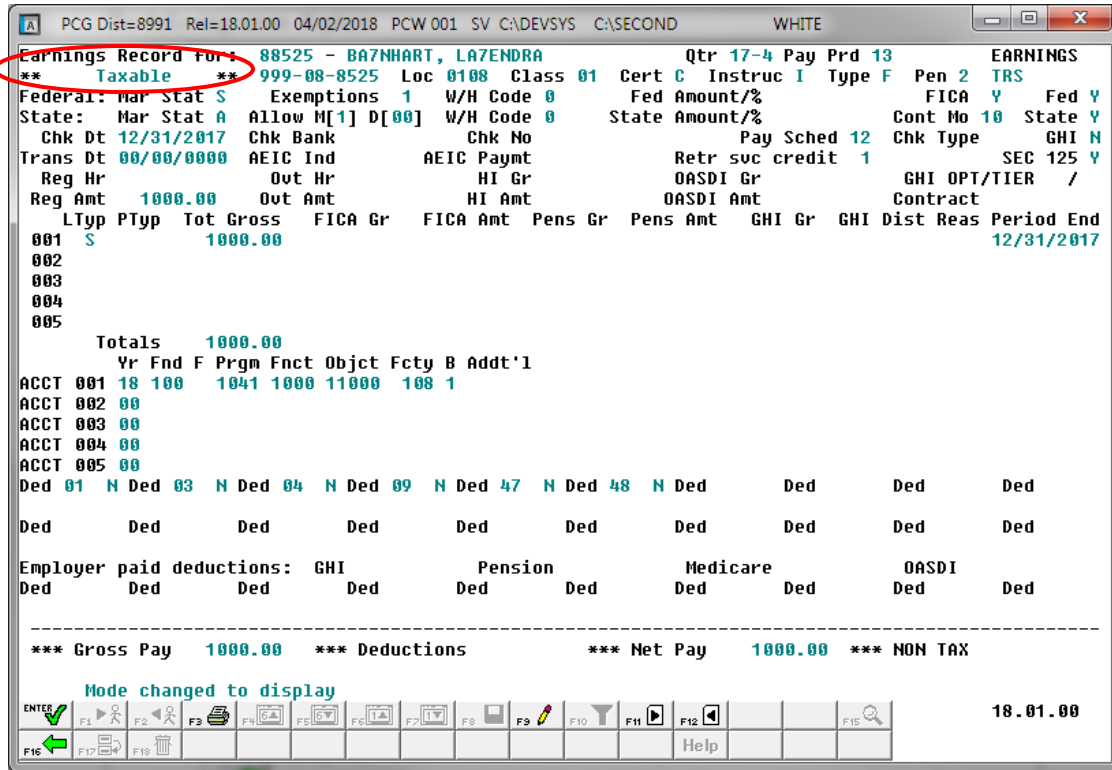
Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll 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	<p>Enter N (Nontaxable) or T (Taxable) in the Record Type field.</p> <p><i>When making entries in the Year, Quarter, and Pay Period fields, PCGenesis displays the first record for that pay period regardless of the record type.</i></p> <p><i>If only entering a Record Type, PCGenesis will display the first record available for that record type.</i></p>
6	Enter the earnings history payroll year (YY) in the Year field.
7	<p>Enter the appropriate code in the Quarter field to define the earnings history adjustment's payroll quarter.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> 1 = First Quarter: January – March 2 = Second Quarter: April – June 3 = Third Quarter: July – September 4 = Fourth Quarter: October –December
8	Enter 01 through 53 in the Pay Period field to define the payroll period or enter 99 (Undefined/Does Not Apply to a Specific Payroll Period) to identify the payroll period as "Undefined".
9	Select  (Enter).

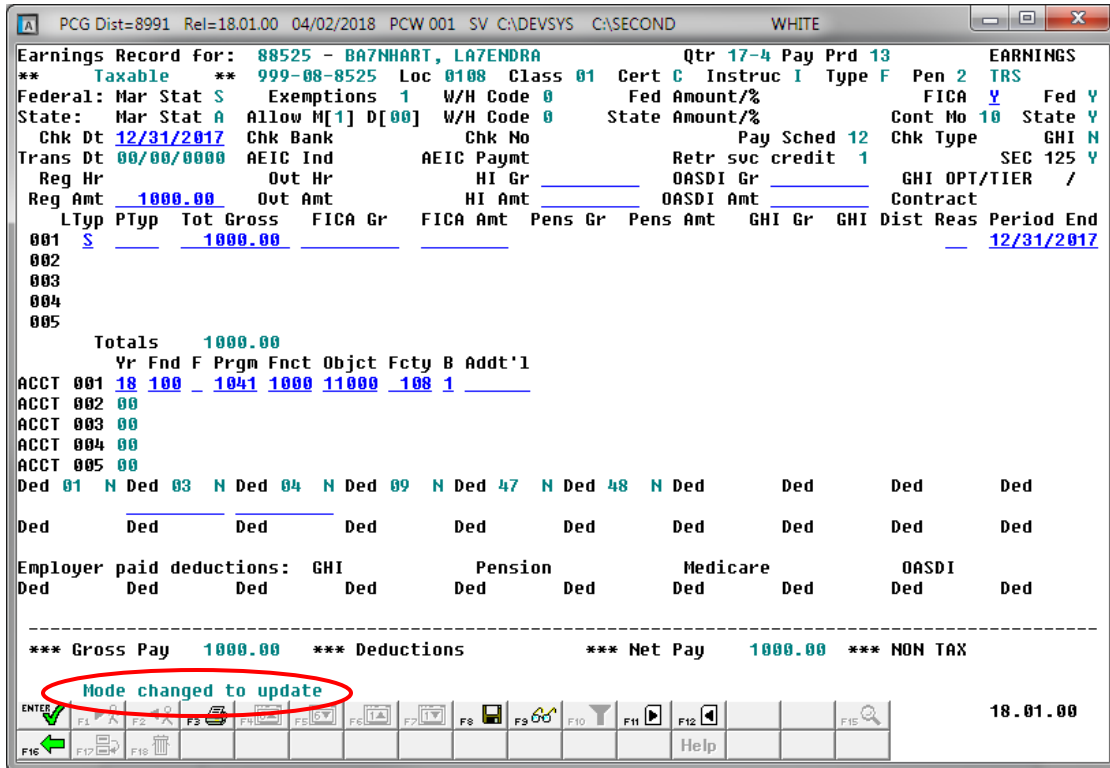
The following screen displays:





Although the following instructions display Taxable (T) adjustment record screenshot examples, the instructions also apply to Nontaxable (N) adjustment records.

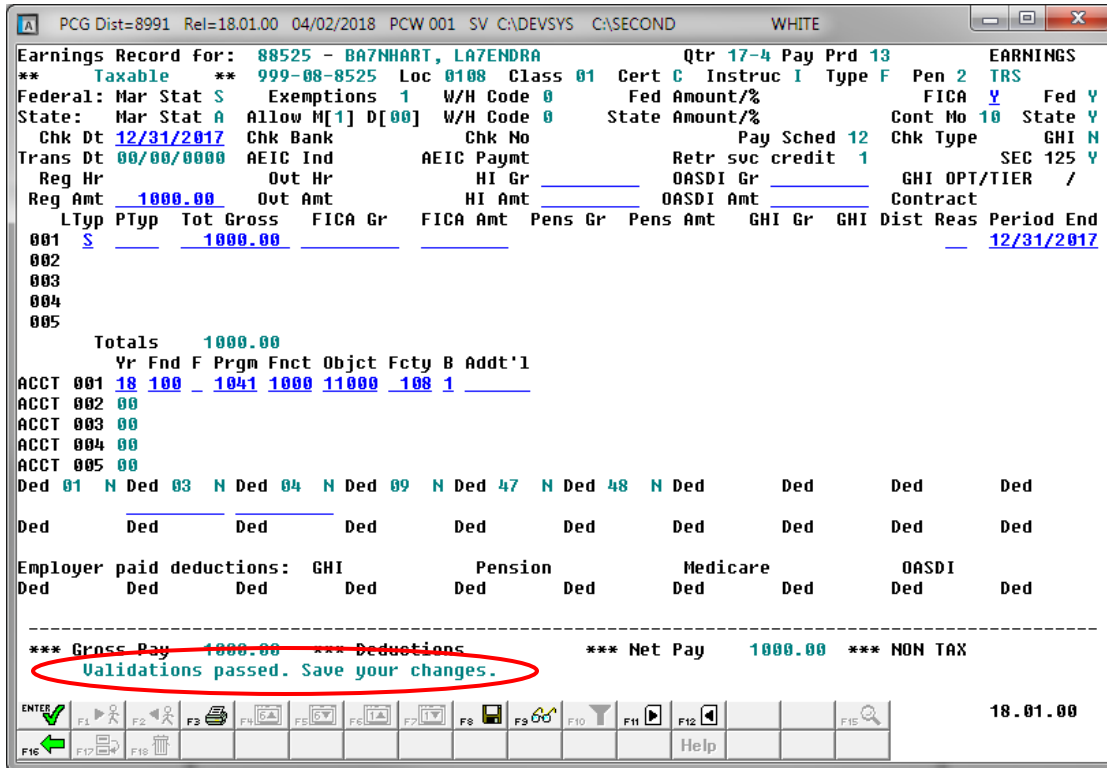
Step	Action
10	<p>If updating the record: Select  (F9 – Switch to Update Mode). <i>Proceed to Step 11.</i></p> <p>If displaying the record: Review and/or screen-print the information displayed, and select  (F16 – Exit) to return to the <i>Display/Update Earnings History</i> screen. <i>Proceed to Step 14.</i></p>


The following screen displays:



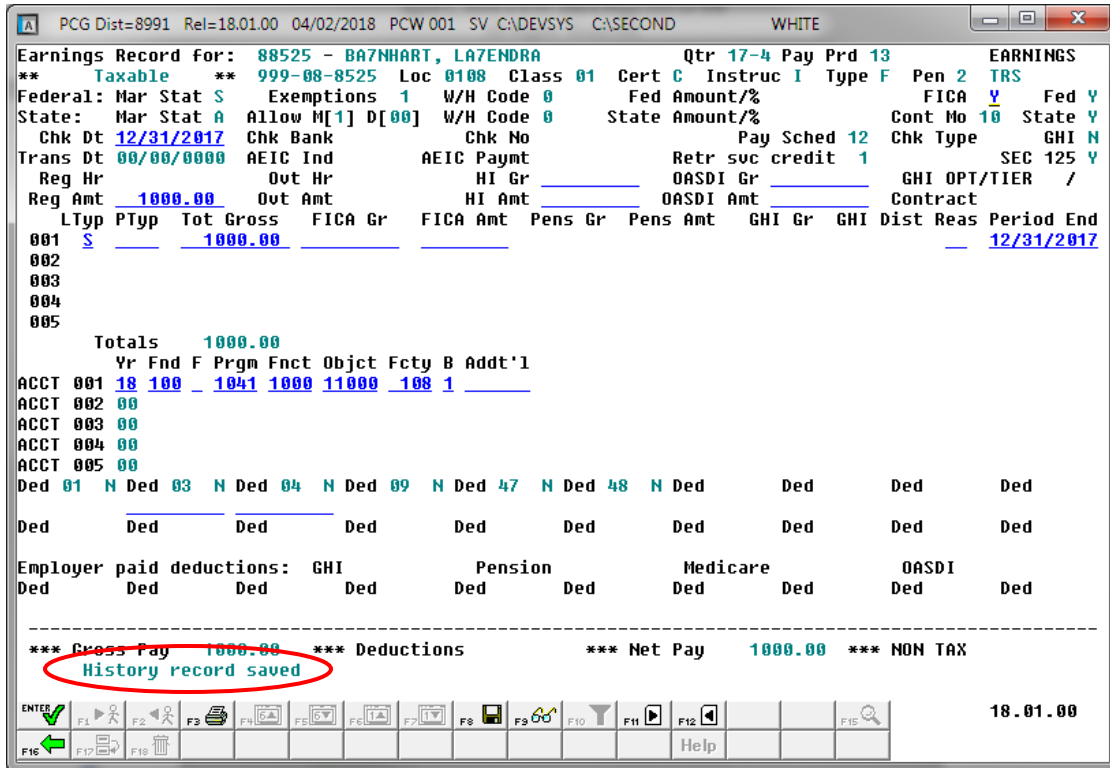
Step	Action
11	<p>Verify “Mode changed to update” displays, make the appropriate modifications, and select  (Enter – Validate).</p> <p>Select  (F3 – Print this data) to obtain a screen print of the Update/Display Earnings History Record screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>


The following screen displays:



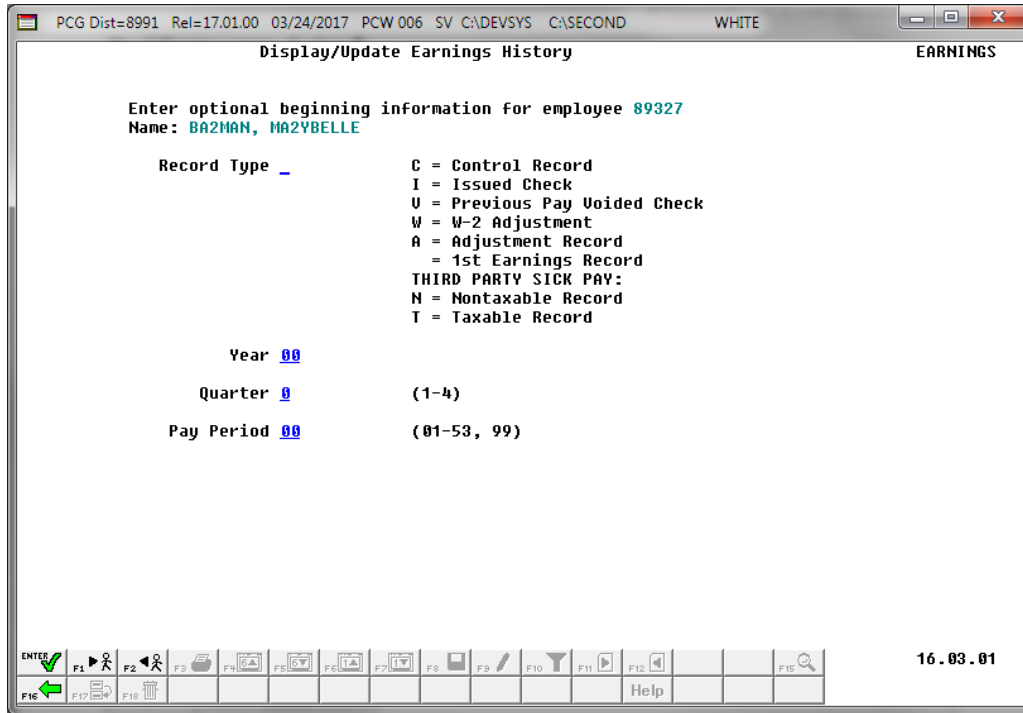
Step	Action
12	Verify "Validations passed. Save your changes." displays and select  (F8 – Save your changes).


The following screen displays:



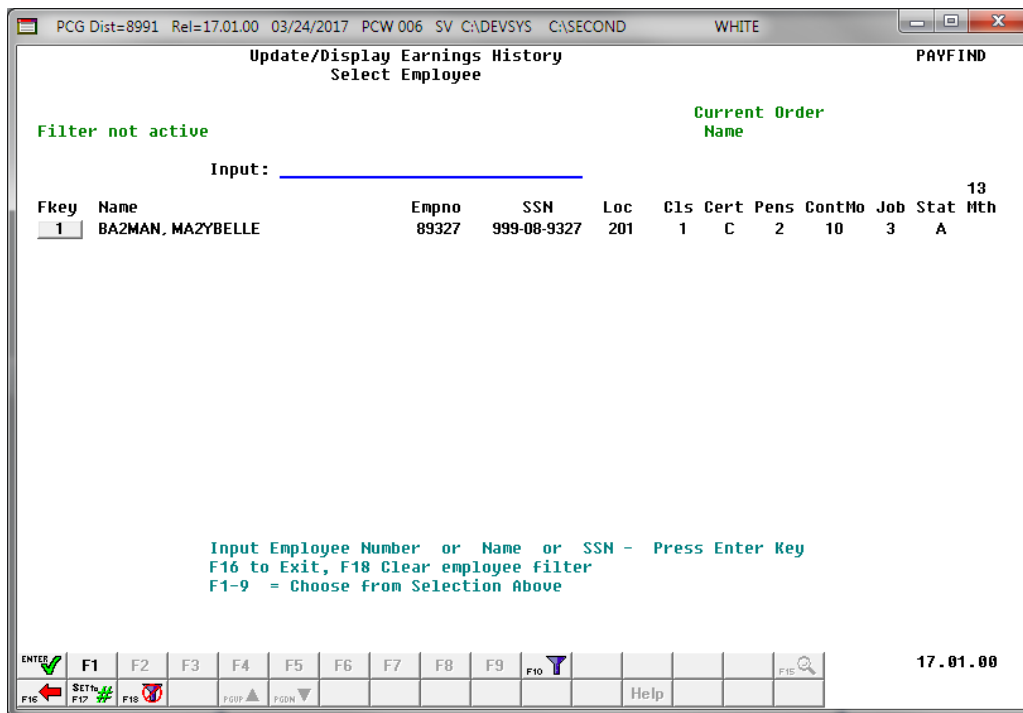
Step	Action
13	Verify “History record saved” displays and select  (F16 – Exit) to return to the Display/Update Earnings History screen.



The following screen displays:



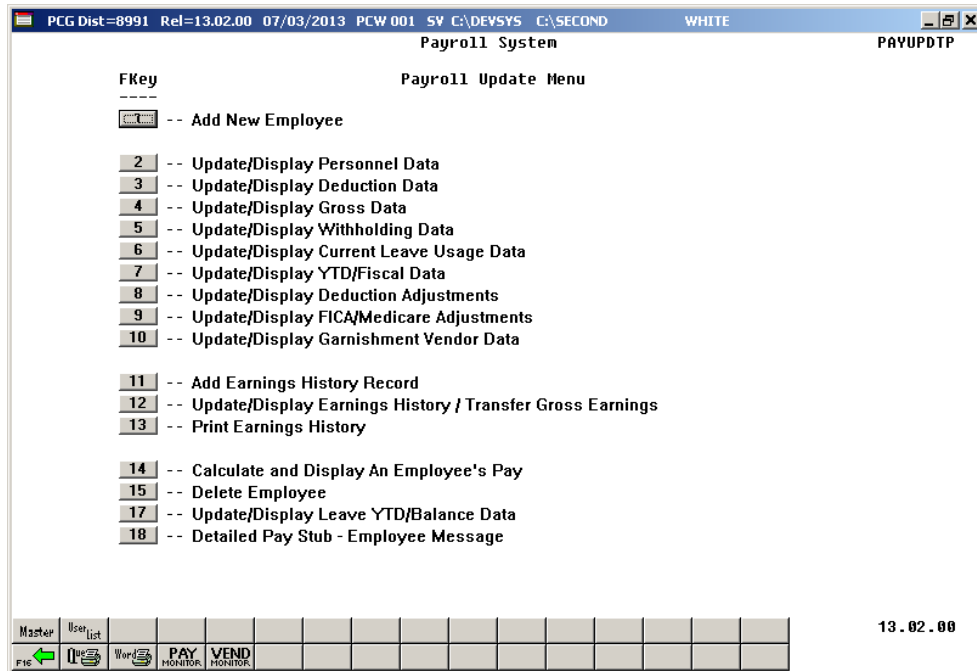
Step	Action
14	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:

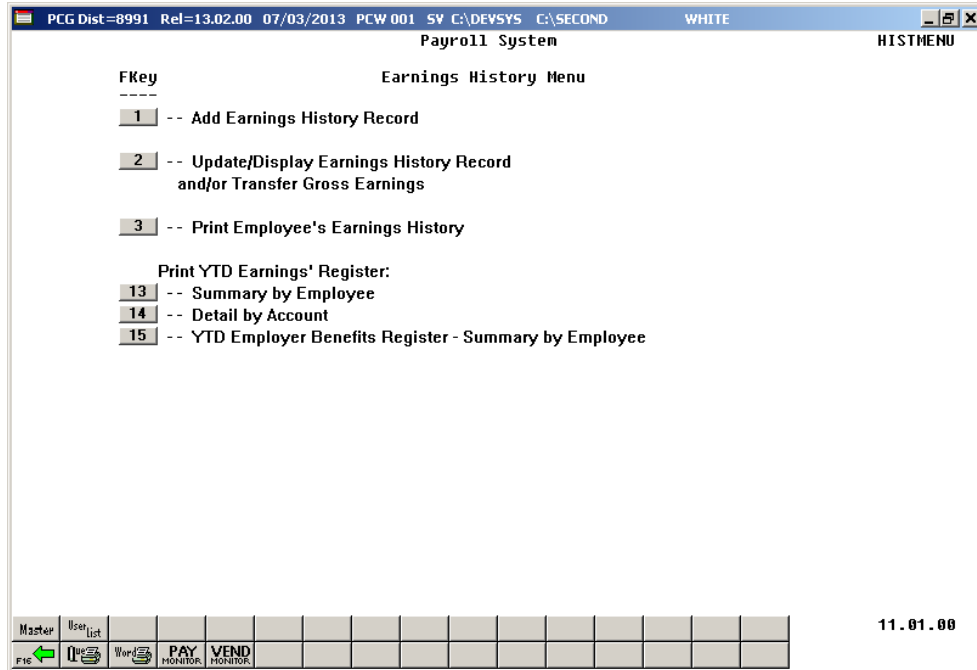




Step	Action
15	<p>F2: Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i>.</p> <p>F10: Select  (F16 – Exit) to return to the <i>Payroll System –Earnings History Menu</i>.</p>

For **Step 1-F2** selections, the following screen displays:



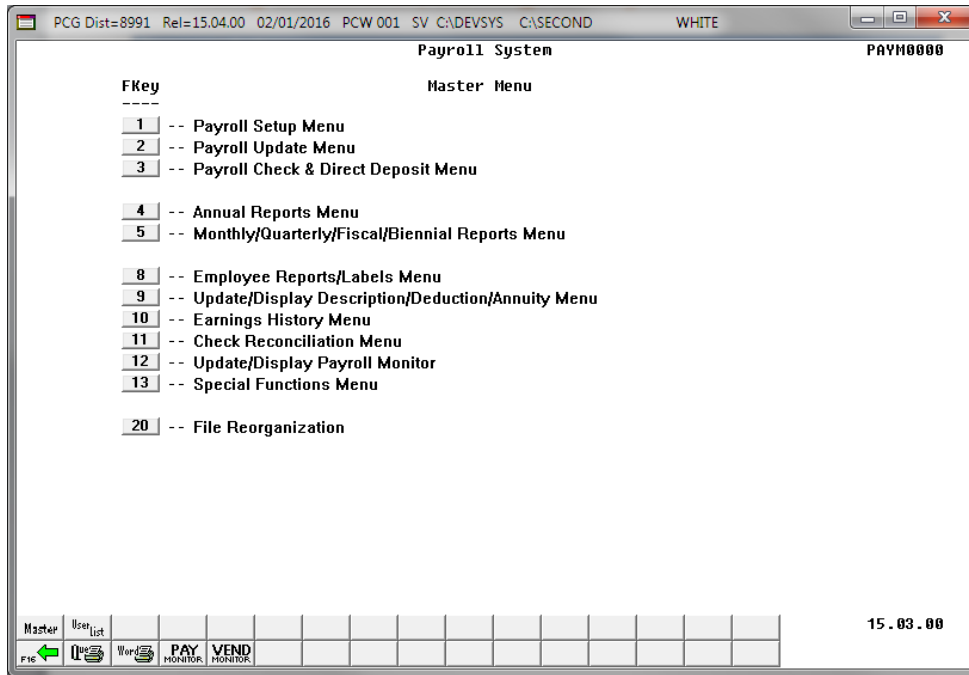
For **Step 1-F10** selections, the following screen displays:



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> .

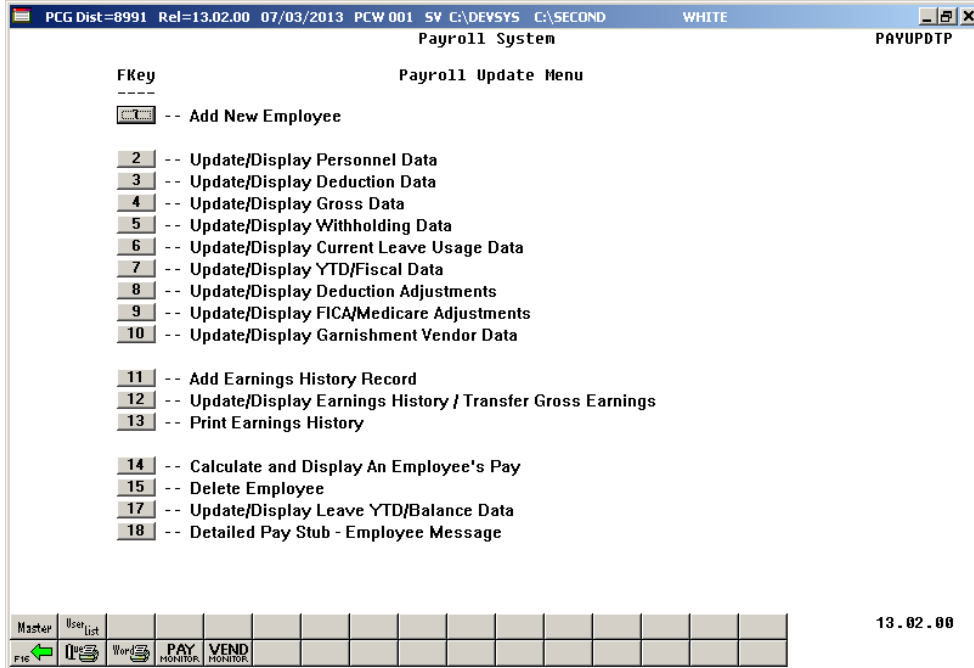
Procedure D: Printing Employees' Earnings History

Users assigned the Display Only (C) security access will not be able to perform this procedure.

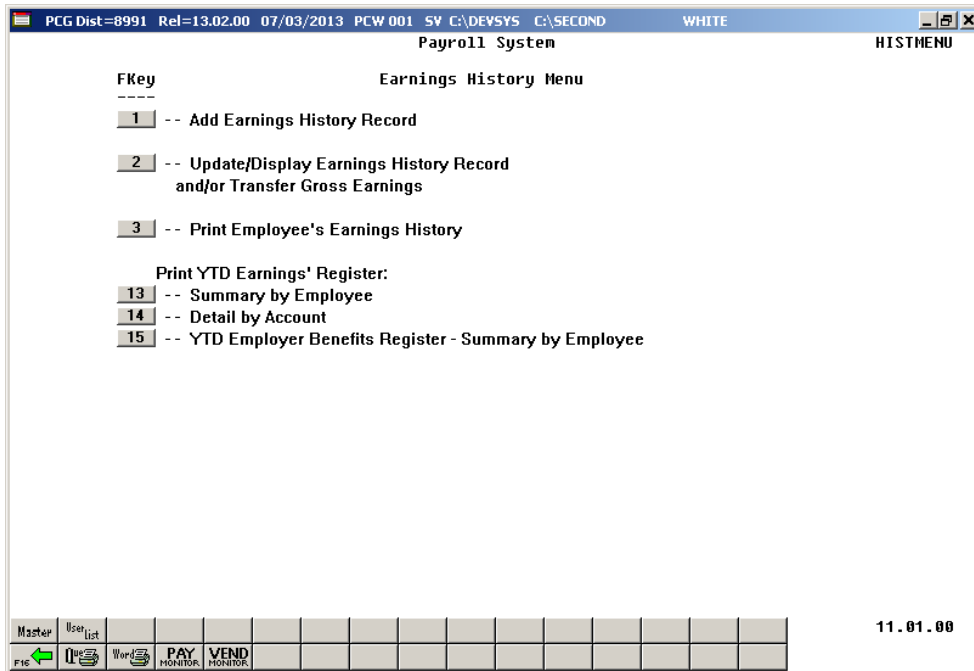


Step	Action
1	Select 2 (F2 - Payroll Update Menu) or 10 (F10 - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:

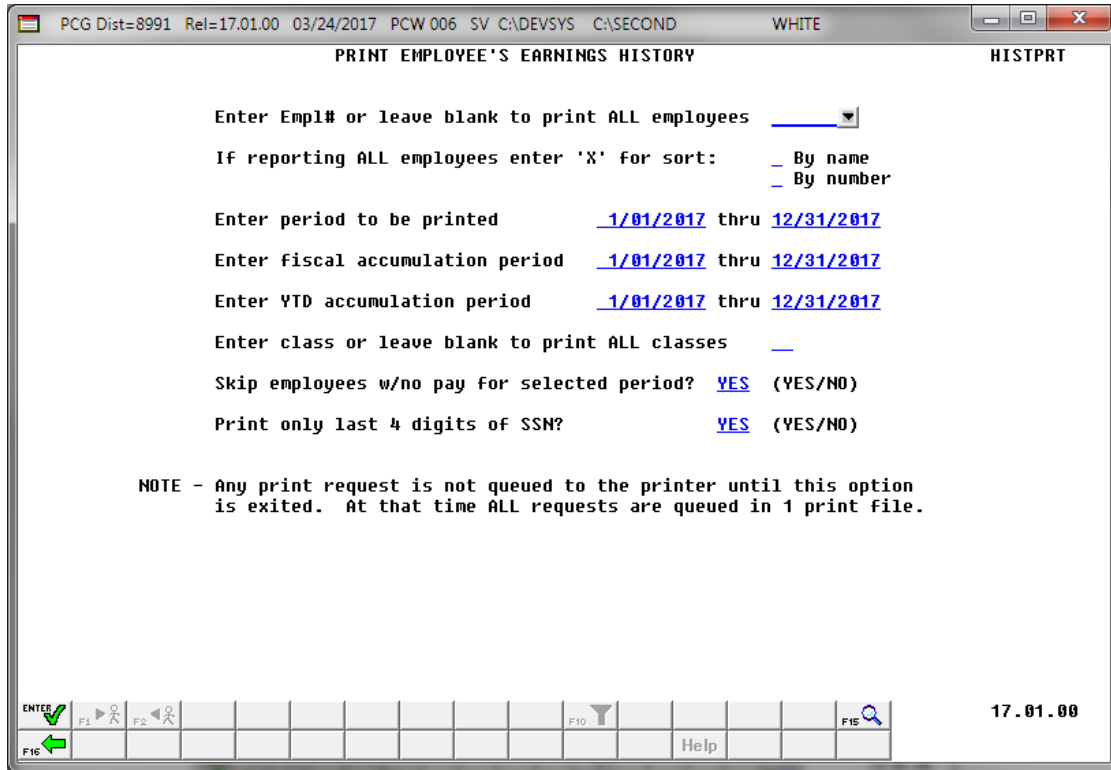


For **Step 1-F10** selections, the following screen displays:







Step	Action
2	<p>For Step 1-F2 selections: Select 13 (F13 – Print Earnings History).</p> <p>For Step 1-F10 selections: Select 3 (F3 – Print Employee’s Earnings History).</p>

The following screen displays:

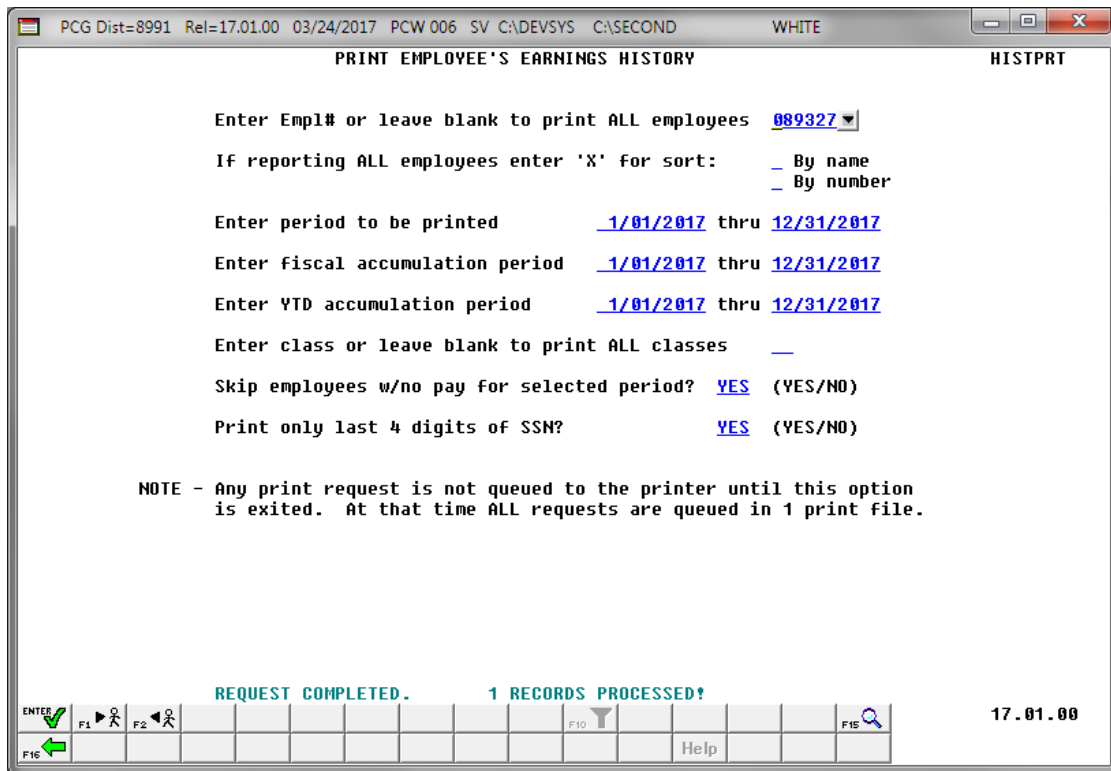


Dates on the screen default to the current calendar year. These fields however are modifiable.



Step	Action
3	<p>For an individual employee: Enter the employee number in the Enter Empl# or leave blank to print ALL employees field.</p> <p><i>If the employee number is unknown, select  (F15 – Find Employee). When the Print Earnings History Records – Select Employee screen displays, follow normal procedures to locate the employee’s information. When the Print Employee’s Earnings History screen redisplay, PCGenesis populates the employee number in the first field on the screen, and the  (F1 – Next Employee),  (F2 – Previous Employee) icons will become available for selection.</i></p> <p>For all employees: Leave the Enter Empl# or leave blank to print ALL employees field blank.</p>
4	<p>For all employees: Enter X in the By name or By number field to define how the results will be sorted in the printed report.</p>
5	<p>Enter the date range (MM/DD/CCYY) in the Enter period to be printed fields.</p>
6	<p>Enter the fiscal year’s date range (MM/DD/CCYY) in the Enter fiscal accumulation period fields.</p>

Step	Action
7	Enter the earnings history year-to-date accumulation's date range (MM/DD/CCYY) in the Enter YTD accumulation period fields.
8	<p>If printing for an individual employee: Enter the employee number in the Enter class or leave blank to print ALL classes field.</p> <p>If printing for all employees: Leave the Enter class or leave blank to print ALL classes field blank.</p>
9	<p>If printing for all employees: Enter YES or NO in the Skip employees w/no pay for selected period? field.</p> <p><i>This entry determines if PCGenesis should exclude employees without earnings history for the specific time frame from the results.</i></p>
10	Enter NO in the Print only last 4 digits of SSN? field to print the employee's entire social security number on the report. Enter YES in the Print only last 4 digits of SSN? field to print only the last four digits of the social security number and to hide the rest of the digits. This will allow tighter security of sensitive employee data.
11	<p>Select  (Enter).</p> <p><i>*** Processing Request ***</i> briefly displays.</p>

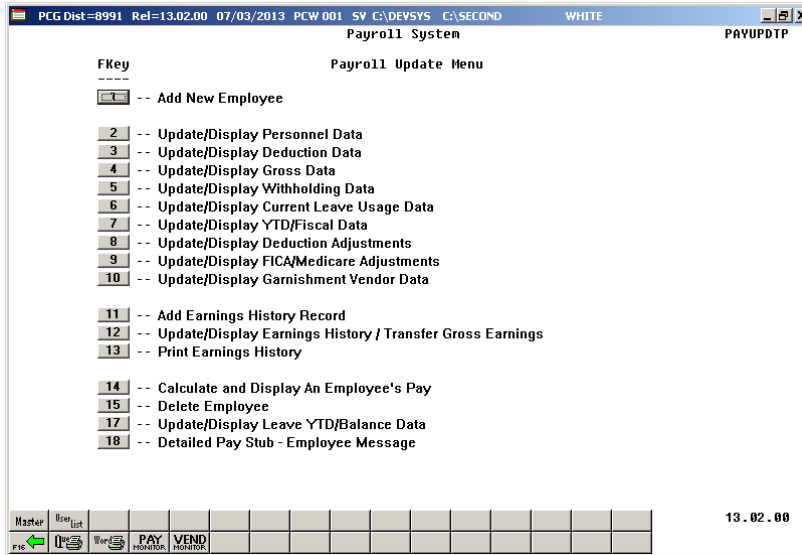
The following screen displays:



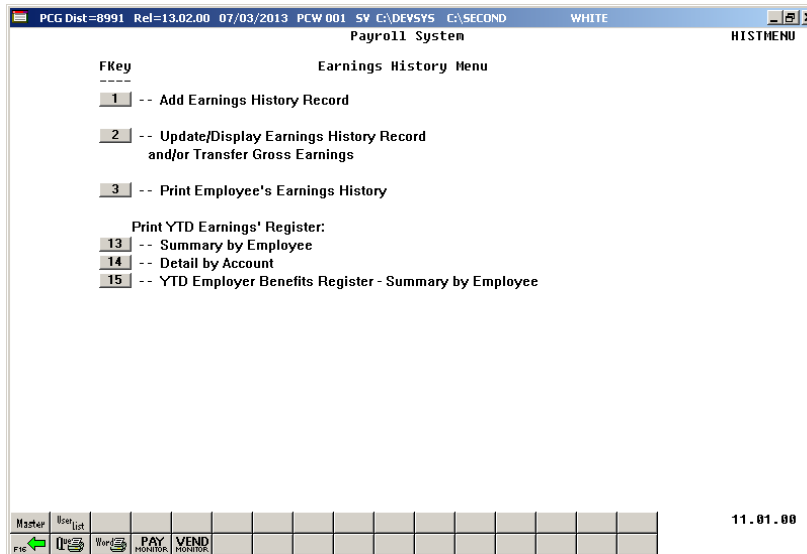
The number of records processed total is school district-specific.





Step	Action
12	Verify the total number of records processed is correct, and: For Step 1-F2 selections: Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> . For Step 1-F10 selections: Select  (F16 – Exit) to return to the <i>Payroll System – Earnings History Menu</i> .

For **Step 1-F2** selections, the following screen displays:



For **Step 1-F10** selections, 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> .
14	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: 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>

D1. Employee Earnings History Detail Report – Example

The first page of the *Employee Earnings History Report* lists the deduction codes and descriptions. This table can be used as a key to the deduction numbers printed on the employees' payment history. Note that deduction code 87 represents the employees' total non-taxable amount for each payroll payment.

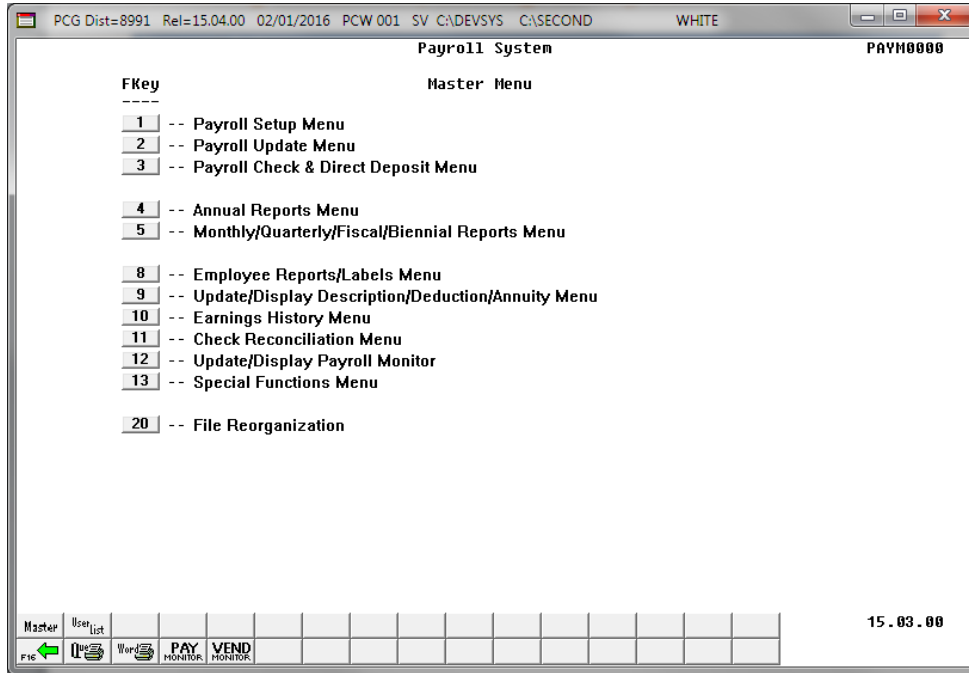
REPORT ID: HISTPRI		SMITH CITY BOARD OF EDUCATION			
REPORT DATE: 08/14/2014		PAYROLL EARNINGS HISTORY DETAIL - (SINGLE EMPLOYEE)		1	
DEDUCTION TABLE LISTING					
CODE	DESCRIPTION	CODE	DESCRIPTION		
00	= FRINGE	01	= ANNUITY #1		
02	= ANNUITY #2	03	= FED W/H TAX		
04	= GA INCOME TAX	07	= COUNTY TAXES		
08	= STATE HEALTH CLAS N TAX	09	= STATE HEALTH CERT N-TAX		
18	= VENDOR 001034	19	= VENDOR 000020		
20	= VENDOR 000021	21	= COURT W/H		
22	= I-VNDR -CERT	23	= I-VNDR T		
36	= COURT W/H	37	= VENDOR 003237		
38	= I-VNDR 004523	39	= VENDOR 004807		
40	= VENDOR 004808	41	= VENDOR 002550		
43	= CUNION 002602	44	= I-VNDR 003104		
45	= VENDOR 003104	46	= I-VNDR 003237		
47	= I-VNDR 003237	48	= I-VNDR 003237		
49	= I-VNDR 003499	50	= I-VNDR 003237		
52	= I-VNDR 003908	53	= I-VNDR 004806		
54	= COURT W/H	55	= I-VNDR 005185		
56	= I-VNDR 003237	57	= I-VNDR 004808		
58	= I-VNDR 005621	59	= VENDOR 005621		
60	= I-VNDR 005616	61	= I-VNDR 004808		
62	= VENDOR 000018	63	= VENDOR 005745		
64	= I-VNDR 003908	65	= VENDOR 005621		
66	= VENDOR 006111	67	= VENDOR 000122		
80	= NEW PSERS				
81	= OLD PSERS	82	= TRS		
83	= OLD ERS	84	= NEW ERS		
85	= QASDI	86	= HI		
87	= NON-TAXABLE	88	= ABIC		

The *Employee Earnings History Report* shows the history of payroll payments for the employee over the time period requested. Year-to-date and fiscal-to-date totals are accumulated for the requested time periods as well.

REPORT ID: HISTPRT		SMITH CITY BOARD OF EDUCATION						
REPORT DATE: 02/01/2016		PAYROLL EARNINGS HISTORY DETAIL - (SINGLE EMPLOYEE)						
* ACTIVE *		* LOC- 110	CLASS- 3	INSTR-I	TYPE-F	GHI-Y		
EMP #-86424	SS# ***-**-6424	* SEX-F	ETHNIC- 2	MARITAL STAT-S	PAY SCH.#-12	PAYCYCLE-2		
AI9SWORTH, COSNELL		* BIRTH-11/01/1988	HIRE- 8/01/2015	REHIRE-	TERM-	REASON-		
4637 MAIN STREET		* CREDIT UNION:		PENS- TRS	PEN AMT/%-	.0600		
APARTMENT 234, BUILDING 3		* FED# EXEMPT 0	WITHHOLD CD- 0	AMT / %	.00	MAR. STAT S	CHECK/DD? DD	
SMITH TOWN, GA 36767		* ST ALLOW M-0 D-00	WITHHOLD CD- 0	AMT / %	.00	PERS STAT A	CUR PAY PD 1	
PHONE # 999-555-3683		* STATE 34427.00	LOCAL 800.00	OTHER	.00	SEC 125 Y	AEIC	
RACE CODES:		* ANN1 DED 01/CO 00		FEDERAL-Y		STATE-Y	FICA/MED-M	
WHITE		* ANN2 DED 02/CO 00	ANN3 DED 00/CO 00	ANN4 DED 00/CO 00		ANNS DED 00/CO 00		
ACCOUNT	PAY CODE	RATE	REG-HR	OVT-HR	REG-GR	OVI-GR		
16-100-0-2041-1000-11000-01100-000000	S				2868.92			
16-100-0-2043-1000-11000-01100-000000	S				66.67			
** EARNINGS HISTORY PERIOD COVERED - 01/01/2015 THRU 12/31/2015 **								
CHK DATE	STATUS	TRN DATE	TOT GROSS	HI-GR	OA/SDI-GR	NET	BANK CHECK	
L1YP ACCOUNT	PTYP REAS	PER DATE	GROSS	FICA-GR	PENS-GR	GHI-GR	GHI %	
09/30/2015 I / C	FICA/MED M		2935.59	2837.23			2106.66	
S 16100020411000110000110000000000	10	9/30/2015	2868.92	2772.79	2868.92	1.0000	BK08 552177	
S 16100020431000110000110000000000	21	9/30/2015	66.67	64.44	66.67			
176.14 /82	41.14 /86	98.36 /87	332.04 /03	132.34 /04	66.28 /09	14.58 /16	32.08 /29	
Employer deductions:								
418.90 /82	41.14 /86	945.00 /GH	15.56 /32				/32 34.33 /41	
TOTAL GROSS			2,935.59	TOTAL DEDUCTIONS		828.93	TOTAL NET	2,106.66
** YTD ACCUMULATION PERIOD - 01/01/2015 THRU 12/31/2015 **								
ACCOUNT	GROSS	REG-HRS	OVT-HRS	REG-GROSS	OVT-GROSS	CONTRACT	FICA-GR	
16-100-0-2041-1000-11000-01100-000000	2868.92			2772.79	40.21	2868.92	172.14	
16-100-0-2043-1000-11000-01100-000000	66.67			64.44	.93	66.67	4.00	
TOTAL YTD	2935.59			2935.59	2935.59	2837.23	176.14	
** FISCAL ACCUMULATION PERIOD - 01/01/2015 THRU 12/31/2015 **								
ACCOUNT	GROSS	CONTRACT	TRS-GR	OLDERS-GR	NEWERS-GR	OPSERS-GR	NPSERS-GR	
16-100-0-2041-1000-11000-01100-000000	2868.92		2868.92					
16-100-0-2043-1000-11000-01100-000000	66.67		172.14					
TOTAL FISCAL	2935.59	2935.59	2935.59					
YTD DED-03	YTD DED-04	YTD DED-09	YTD DED-16	YTD DED-29	YTD DED-32	YTD DED-41		
332.04	132.34	66.28	14.58	32.08		34.33		
YTD ER -82	YTD ER -86	YTD ER -GH	YTD ER -32					
418.90	41.14	945.00	15.56					
NON-TAXABLE GROSS -	98.36							

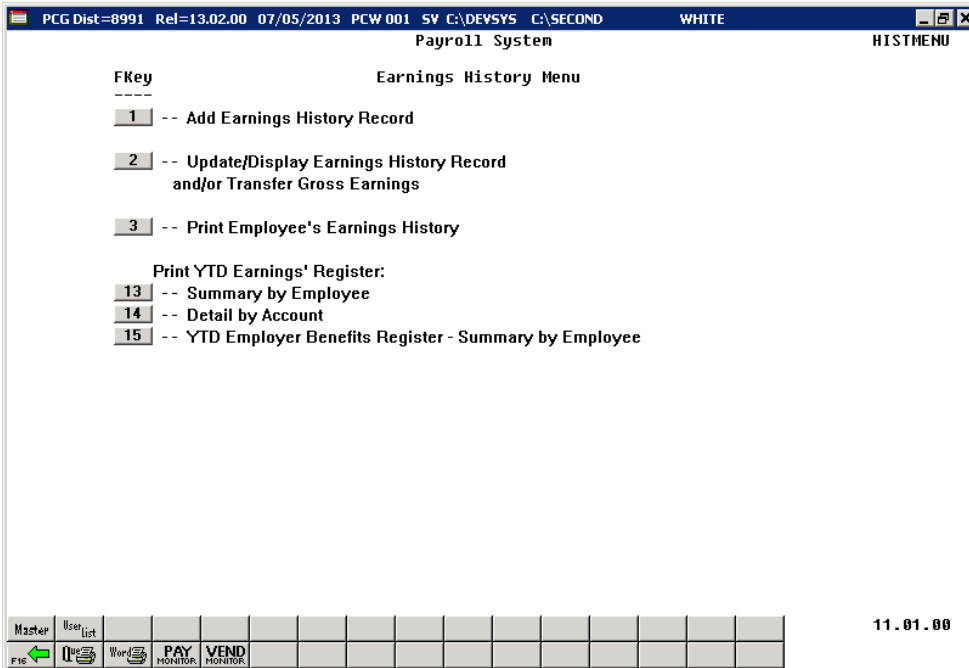
Procedure E: Printing the YTD Earnings Registers

Users assigned the Display Only (C) security access will not be able to perform this procedure.



Step	Action
1	Select 10 (F10 - Earnings History Menu).

The following screen displays:



Step	Action
2	Select 13 (F13 - Print YTD Earnings Register: Summary by Employee) or select 14 (F14 - Print YTD Earnings' Register: Detail by Account).

For **Step 2-F13** selections, the following screen displays:

PCG Dist=8991 Rel=15.01.00 04/02/2015 PCW 002 SV CADEVSY5 CASECOND WHITE

Print YTD Earnings' Register - Summary by Employee YTDEXT

Enter Beginning Date: 10/2015

Enter Ending Date: 12/31/2015

Enter Empl# (Leave blank to print ALL):

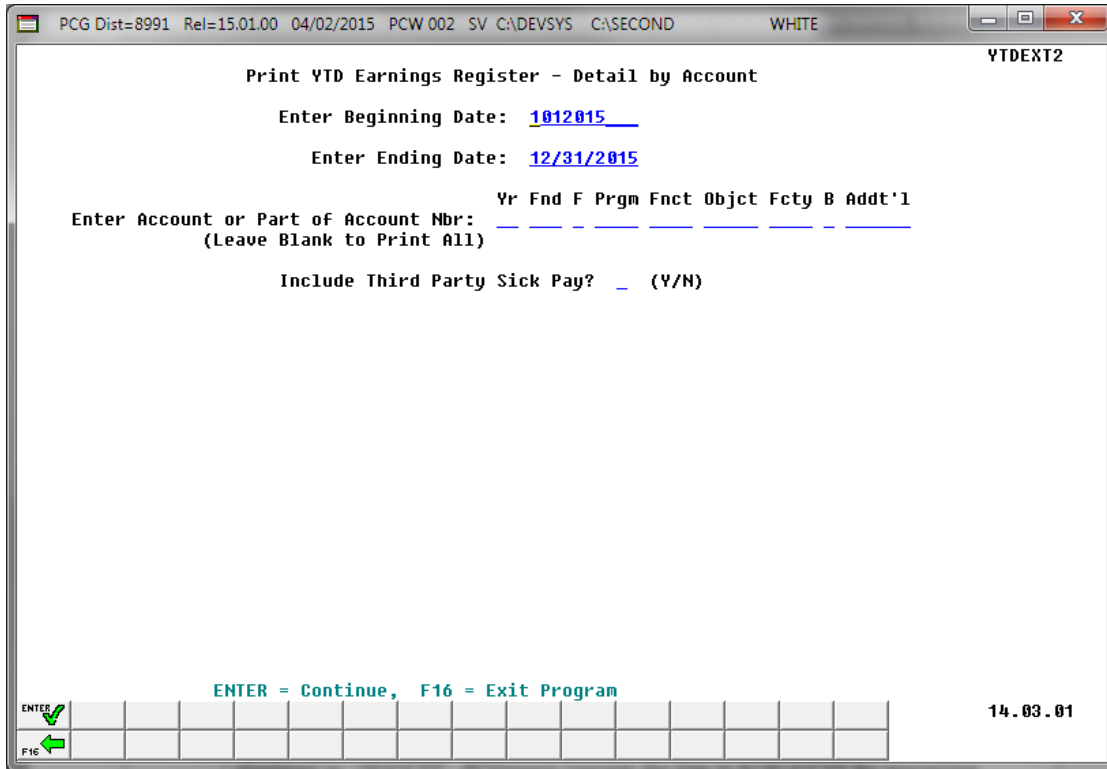
Enter Class (Leave blank to print ALL):



Enter 'X' for Sort Selection: Employee Name Sequence
Name within Class





ENTER = Continue, F16 = Exit Program

14.03.01

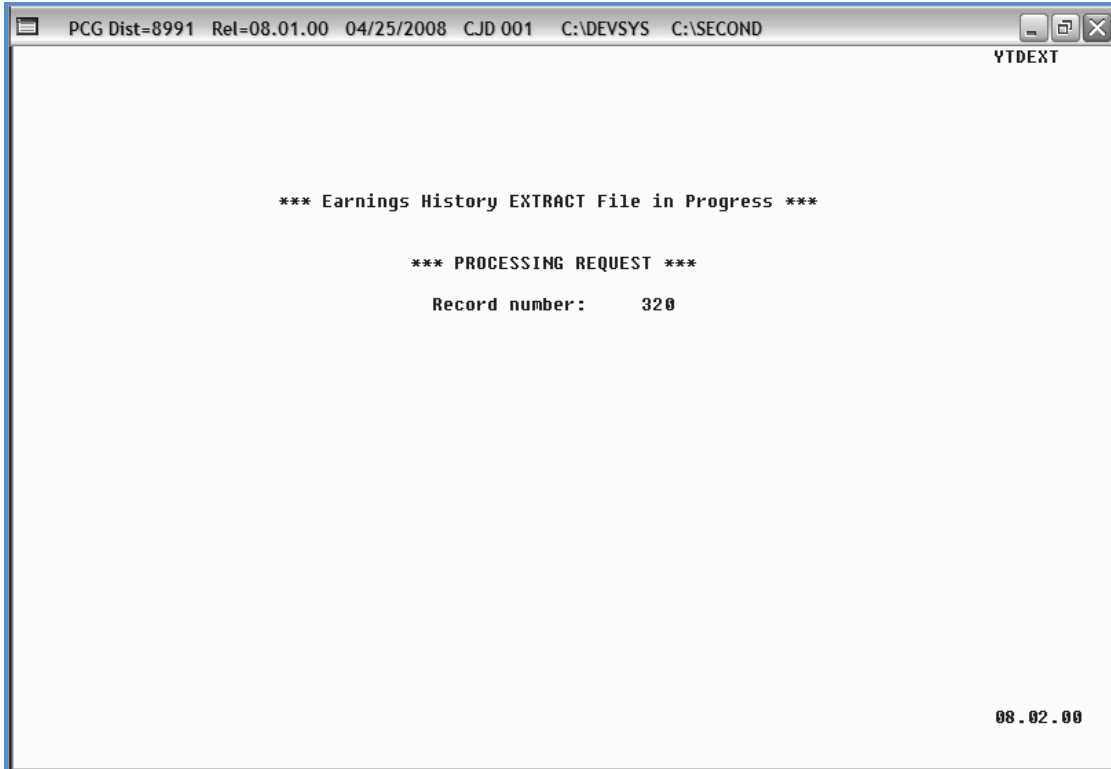
For **Step 2-F14** selections, the following screen displays:



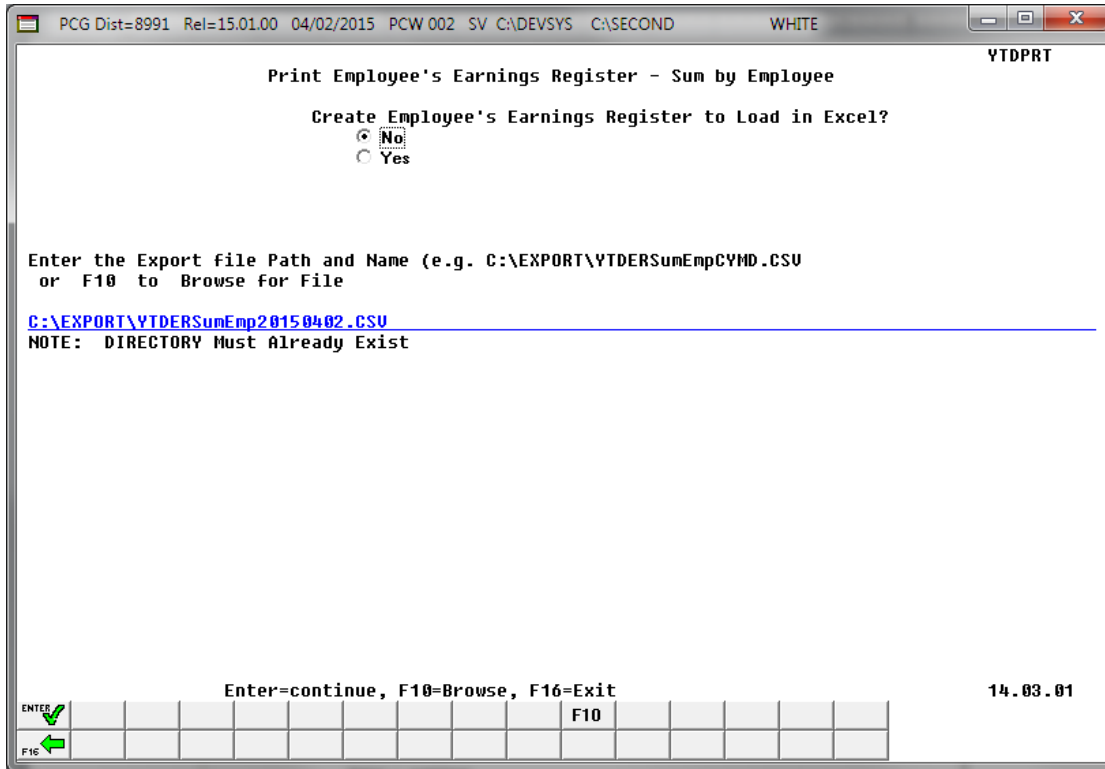
Step	Action
3	<p>Enter the date range (MM/DD/CCYY) in the Enter Beginning Date and the Enter Ending Date fields.</p> <p><i>PCGenesis defaults to the first and last dates of the current calendar year. Although displayed as '101CCYY', PCGenesis converts the date to 01/01/CCYY for processing.</i></p>
4	<p>For Step 2-F13 selections:</p> <p><u>To print for an individual employee:</u> Enter the employee number or select the drop-down selection icon  and in the Enter Empl# (Leave blank to print ALL) field.</p> <p><u>To print for all individual employee:</u> Leave the Enter Empl# (Leave blank to print ALL) field blank.</p> <p><u>To print for an individual pay class:</u> Enter the code or select the drop-down selection icon  and in the Enter Class (Leave blank to print ALL) field.</p> <p><u>To print for all pay classes:</u> Leave the Enter Class (Leave blank to print ALL) field blank.</p>
5	<p>For Step 2-F13 selections: Enter X in the Employee Name Sequence or the Name within Class field to define how the results will display.</p> <p><i>Proceed to Step 8.</i></p>

Step	Action
6	<p>For Step 2-F14 selections:</p> <p><u>To print for a specific account number or account class:</u> Enter the complete or partial account number or select the drop-down selection icon  in the Enter Account or Part of Account Nbr (Enter Account or Part of Account Number) field.</p> <p><u>To print all accounts:</u> Leave the Enter Account or Part of Account Nbr (Enter Account or Part of Account Number) field blank.</p>
7	<p>For Step 2-F14 selections: Enter Y (Yes) or N (No) in the Include Third Party Sick Pay? field.</p>
8	<p>Select  (Enter).</p>
9	<p>Verify the entries are correct, and select  (Enter) in response to the IS ABOVE DATA CORRECT? message.</p> <p>If the information is incorrect, select  (F16), and return to the appropriate step to correct the entries.</p> <p><i>“** Processing Request **” briefly displays.</i></p>


The following screen displays briefly:



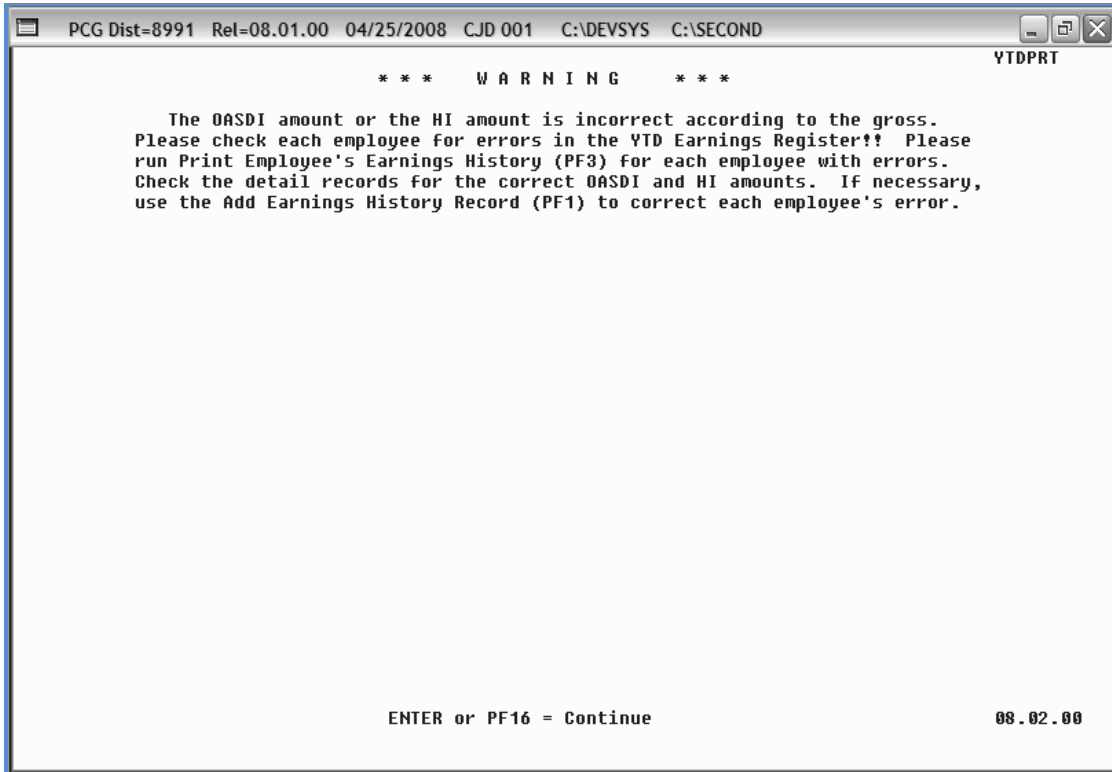
For **Step 2-F13** selections, the following screen displays:



Although the screenshot example displays *Summary by Report* results, the steps also apply to *Detail by Account* results.

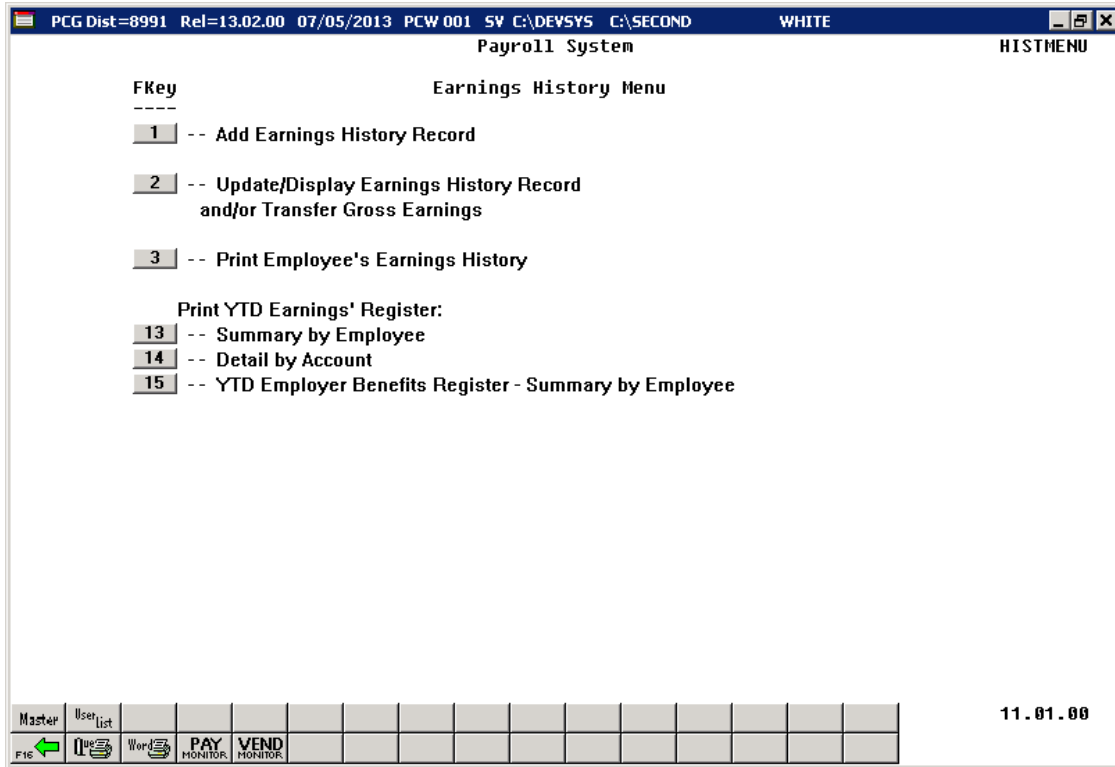
Step	Action
10	Select the <input type="radio"/> (Radio Button) to left of the appropriate response in the Create Employee's Earnings Register to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
11	If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate.
12	If creating an export file: Enter C:\EXPORT\YTDERSumEmpccymmdd.csv in the Enter File Name and Path for Export File field, or select F10 (F10 - Browse for file) to locate the file manually.
13	Select  (Enter) to continue. <i>If the filename is invalid, the "UNABLE TO OPEN ErnHst CSV FILE - 35 = File Not Found" error message displays. In this instance, return to Step 10 to enter the correct information.</i> <i>"Processing Request" briefly displays where appropriate.</i>





For **Step 2-F13** selections, if errors exist, the following screen may display:



Step	Action
14	<p>For OASDI/HI Warning screen displays: Select Enter and access the <i>Uqueue Print Manager</i> to print the reports. Locate the employees with the OASDI and/or Medicare (HI) errors. Where applicable, add an earnings history record adjustment to correct any errors. After making the appropriate modifications, repeat this procedure beginning at <i>Step 1</i>.</p>

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> .
16	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: 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>

E1.1. Earnings History Summary Register – Example

The reports' results are system-specific, and depend upon Procedure E: Printing the YTD Earnings Registers selections.

REPORT DATE 02/01/2016		EARNINGS HISTORY REGISTER FOR 01/01/15 THRU 12/31/15										PAGE 1
DEDUCTION TABLE LISTING												
CODE	DESCRIPTION	CODE	DESCRIPTION									
01	= ANNUITY #1	02	= ANNUITY #2									
03	= FED W/H TAX	04	= GA INCOME TAX									
08	= ST HEALTH NON-CERT-125	09	= STATE HEALTH CERT. -125									
10	= CUNION 000008	11	= I-VNDR 001574									
12	= VENDOR 007284	13	= VENDOR 000013									
14	= VENDOR 007285	15	= VENDOR 000293									
16	= VENDOR 000015	17	= PSERS									
18	= I-VNDR 000004	19	= I-VNDR 007281									
20	= COURT W/H	21	= VENDOR 001962									
22	= VENDOR 007286	23	= VENDOR 007889									
24	= VENDOR 007887	25	= VENDOR 007888									
26	= GHI-NON-CERT	27	= GHI-CERT									
28	= I-VNDR 006999	29	= I-VNDR 003323									
30	= VENDOR 005837	31	= VENDOR 005837									
32	= VENDOR 005837	33	= VENDOR 005874									
34	= COURT W/H	35	= INPUTED INCOME									
36	= VENDOR 007300	37	= I-VNDR 007301									
38	= I-VNDR 007301	39	= VENDOR 007690									
40	= I-VNDR 007887	41	= VENDOR 008274									
80	= NEW PSERS											
81	= OLD PSERS	82	= TRS									
83	= OLD ERS	84	= NEW ERS									
85	= OASDI	86	= HI									
87	= NON-TAXABLE	88	= AEIC									

REPORT DATE 02/01/2016		EARNINGS HISTORY REGISTER FOR 01/01/15 THRU 12/31/15										PAGE 23
CLASS 03 - 10 MO. TEACHERS												
REG. HR.	OVT. HR.	REG. GR.	OVT GR.	GROSS	CONTRACT	PENS GR.	OASDI GR.	HI GR.	GHI GR.	NET		
EMP #: 89503	NAME: POZDER, BI2LI											MEDICARE ONLY
4222.16 /03	1719.92 /04	35,148.32		35,148.32		35,148.32	150.00	34,418.08 M		25,868.06		
		530.24 /09	200.00 /37	2108.88 /82	499.06 /86	730.24 /87						
**** OASDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS ****												
EMP #: 86827	NAME: POELIN, GRGORIO											MEDICARE ONLY
30.62		50,778.97		50,778.97	49,813.47	49,813.47		47,984.83 M		33,604.07		
900.00 /01	6350.24 /03	2413.32 /04	1176.66 /09	131.22 /16	288.81 /25	492.48 /29	1125.00 /37	612.54 /41	2988.81 /82			
695.82 /86	2794.14 /87											
EMP #: 89557	NAME: PR4ETT, HE4MA											MEDICARE ONLY
157.33		31,216.87		31,216.87	26,595.06	27,283.62		27,228.43 M		20,575.80		
2179.55 /03	1303.02 /04	3411.00 /09	131.22 /16	234.00 /23	288.81 /25	577.44 /29	360.00 /33	124.20 /41	1637.02 /82			
394.81 /86	3988.44 /87											
EMP #: 88158	NAME: QU3RLES, WI3LETTA											MEDICARE ONLY
3366.37 /03	1777.77 /04	38,369.90		38,369.90	38,370.06	38,369.90		35,805.80 M		18,934.10		
		2564.10 /09	8055.00 /10	131.22 /16	117.00 /23	603.00 /41	2302.13 /82	519.21 /86	2564.10 /87			
EMP #: 87700	NAME: RASNS, FR5DRICKA											MEDICARE ONLY
.50		44,120.00		44,120.00	42,977.36	44,100.00		40,668.32 M		31,523.33		
2244.18 /03	1310.88 /04	2343.60 /09	1800.00 /10	1108.08 /29	554.13 /41	2646.09 /82	589.71 /86	3451.68 /87				
EMP #: 86683	NAME: RA6P, RI6KIE											MEDICARE ONLY GA EXEMPT
355.17 /03	7.29 /16	3,826.41		3,826.41	3,826.41			3,826.41 M		3,596.83		
		229.58 /82	55.49 /86							3,178.88		
EMP #: 86683	NAME: RA6P, RI6KIE											NON-CERTIFIED HISTORY MEDICARE ONLY GA EXEMPT
116.35		9,871.42		9,871.42		7,043.92		9,871.42 M		8,579.81		
383.73 /03	26.31 /04	422.64 /82	143.16 /86							8,895.58		
EMP #: 89428	NAME: RESRDON, BESNETT											MEDICARE ONLY
196.90 /03	190.84 /04	7,583.86		7,583.86	4,107.92	7,583.86		7,191.26 M		6,212.60		
		261.48 /09	131.12 /29	31.60 /41	455.04 /82	104.28 /86	392.60 /87					

The final page(s) of the report lists total dollar amounts and overall employee totals. Use this information in W-2 Statement Balancing.

REPORT DATE	EARNINGS HISTORY REGISTER FOR			PAGE
01/31/2018	01/01/17 THRU 12/31/17			44
CODE	DESCRIPTION	CERTIFIED	NON-CERTIFIED	TOTAL
	REGULAR HOURS	71.25	19,746.50	19,817.75
	OVERTIME HOURS		252.00	252.00
	REGULAR GROSS	6,683,364.48	2,670,700.20	9,354,064.68
	OVERTIME GROSS	7,167.00	14,592.47	21,759.47
	CONTRACT GROSS			
	TOTAL GROSS	6,690,531.48	2,685,292.67	9,375,824.15
	GA TAXABLE GROSS	5,808,330.60	2,370,788.21	8,179,118.81
	FED. TAXABLE GROSS	5,808,330.60	2,370,788.21	8,179,118.81
	PSERS GROSS		522,414.57	522,414.57
	TRS GROSS	6,431,620.55	1,461,405.78	7,893,026.33
	OLDERS GROSS			
	NEWERS GROSS			
	OASDI GROSS	6,327,798.53	2,469,297.62	8,797,096.15
	HI GROSS	6,327,798.53	2,469,297.62	8,797,096.15
	GHI GROSS			
01	EMPLOYEE ANNUITY	112,270.00	13,708.00	125,978.00
02	EMPLOYEE 2ND ANNUITY	21,800.00	200.00	22,000.00
03	FED W/H TAX	589,086.16	119,613.69	708,699.85
04	GA INCOME TAX	272,085.45	67,530.32	339,615.77
08	NONCERTIFIED MERIT		174,963.67	174,963.67
09	CERTIFIED MERIT	272,997.21		272,997.21
16	VENDOR 000012	4,125.68		4,125.68
17	VENDOR 000016	13,044.75	2,631.73	15,676.48
18	COURT W/H	22,200.00	14,820.00	37,020.00
20	COURT W/H	703.80	519.86	1,223.66
36	VENDOR 005347	802.00	241.00	1,043.00
39	COURT W/H		1,936.96	1,936.96
40	VENDOR 003909	875.00		875.00
41	COURT W/H		1,291.30	1,291.30
42	SUPER SHBP		551.68	551.68
44	I-VNDR 005945	1,461.60	1,720.64	3,182.24
45	I-VNDR 005945	5,071.20	1,173.12	6,244.32
46	I-VNDR 005945	1,215.72	150.91	1,366.63
47	I-VNDR 005946	58,188.93	25,327.21	83,516.14
48	I-VNDR 005947	8,185.73	5,086.89	13,272.62
49	VENDOR 005948	200.00	368.00	568.00
50	VENDOR 005949	10,396.35	8,187.36	18,583.71
51	VENDOR 005949	9,126.91	5,103.28	14,230.19
52	VENDOR 005949	5,479.36	2,524.16	8,003.52
53	VENDOR 005949	6,766.82	2,349.84	9,116.66
54	I-VNDR 000110	14,346.56	4,855.28	19,201.84
55	I-VNDR 000110	150.00	3,333.28	3,483.28
56	I-VNDR 005950	616.00	192.00	808.00
57	VENDOR 005951	416.00	728.08	1,144.08
58	VENDOR 005856	1,575.00	1,000.00	2,575.00
59	COURT W/H		616.53	616.53
60	VENDOR 005995	375.00	182.00	557.00
61	VENDOR 004726	76.00	42.00	118.00
81	OLD PSERS		808.00	808.00
80	NEW PSERS		1,650.00	1,650.00
86	HI	91,753.09	35,805.29	127,558.38
87	NON-TAXABLE	362,232.95	212,911.88	575,144.83
	NET	4,386,918.91	1,945,297.52	6,332,216.43
	*** EMPLOYEE COUNTS	209	305	514

Where appropriate, the final page(s) lists voided payroll checks and voided direct deposits.

REPORT DATE 02/01/2018		EARNINGS HISTORY EXCEPTIONS FOR 01/01/17 THRU 12/31/17				PAGE 1
EMPLOYEE NAME	EMPLOYEE NUMBER	CHECK DATE	TRANS DATE	STATUS	CHECK TYPE	
J04LY, MO4GAN		12/18/15	10/31/17	V	C	

The final page(s) of the report summarize non-taxable third party sick pay Earnings History information for applicable employees for the time period specified, followed by total dollar amounts and overall employee totals for non-taxable third party sick pay.

REPORT DATE 02/01/2018		EARNINGS HISTORY REGISTER FOR NON-TAXABLE THIRD PARTY SICK PAY		PAGE 2
		FOR PAY PERIOD 01/01/17 THRU 12/31/17		
EMPLOYEE NAME	EMPLOYEE NUMBER	GROSS		
LASSITER, FRSDRICKA	88480	1,234.55		

REPORT DATE 02/01/2018		EARNINGS HISTORY REGISTER FOR NON-TAXABLE THIRD PARTY SICK PAY			PAGE 3
		FOR PAY PERIOD 01/01/17 THRU 12/31/17			
CODE	DESCRIPTION	CERTIFIED	NON-CERTIFIED	TOTAL	
	REGULAR GROSS	1,234.55		1,234.55	
	NET	1,234.55		1,234.55	
	*** EMPLOYEE COUNTS	1		1	

The final page(s) of the report summarize taxable third party sick pay Earnings History information for applicable employees for the time period specified, followed by total dollar amounts and overall employee totals for taxable third party sick pay.

REPORT DATE 01/31/2018		EARNINGS HISTORY REGISTER FOR TAXABLE THIRD PARTY SICK PAY						PAGE 46	
		FOR PAY PERIOD 01/01/17 THRU 12/31/17							
EMPLOYEE NAME	EMP NBR	GROSS	OASDI GR	OASDI AMT	HI GR	HI AMT	STATE AMT	FEDERAL AMT	
HY4AN, ED4ARDO	87821	2,714.30							

REPORT DATE 01/31/2018		EARNINGS HISTORY REGISTER FOR TAXABLE THIRD PARTY SICK PAY			PAGE 47	
		FOR PAY PERIOD 01/01/17 THRU 12/31/17				
CODE	DESCRIPTION	CERTIFIED	NON-CERTIFIED	TOTAL		
	REGULAR GROSS	2,714.30		2,714.30		
	FED. TAXABLE GROSS	2,714.30		2,714.30		
	OASDI GROSS					
	HI GROSS					
03	FEDERAL TAX					
04	STATE TAX (GA)					
85	OASDI					
86	HI					
	NET	2,714.30		2,714.30		
	*** EMPLOYEE COUNTS		1			1

In addition to other earnings history information, the Payroll Earnings Register also displays Year-to-Date (YTD) W-2 adjustment information for affected employees. The final page(s) of the report summarize W-2 adjustment Earnings History information for applicable employees for the time period specified, followed by total dollar amounts and overall employee totals for W-2 earnings history adjustments.

REPORT DATE 01/31/2018	EARNINGS HISTORY REGISTER FOR W-2 ADJUSTMENTS FOR PAY PERIOD 01/01/17 THRU 12/31/17	PAGE 48
EMP #: 88930	NAME: AD3M, SA3	
100.00 / 12 6	Bene under small employer health reimburse ar	
EMP #: 89624	NAME: AG9ILERA, DO9OVAN	
111.11 / 01 0	Wages, Tips, Other Compensation	111.11 / 16 0 State Wages, Tips, and Other Compensation
EMP #: 88306	NAME: DA2GLE, GL2NN	
1.00 / 01 0	Wages, Tips, Other Compensation	2.00 / 02 0 Federal Income Tax Withheld
3.00 / 03 0	Social Security Wages	18.00 / 08 0 Allocated Tips
17.00 / 09 0	Advance EIC Payment	16.00 / 10 0 Dependent Care Benefits
15.00 / 11 0	Nonqualified Plans	4.00 / 12 1 Designated Roth Contributions to a Section 40
5.00 / 12 2	Designated Roth Contributions Under 403(b) Sa	6.00 / 12 3 HIRE Exempt Wages and Tips
7.00 / 12 4	Coverage Cost for Employer-Sponsored Health P	8.00 / 12 5 Designated Roth Contributions to a Section 45
9.00 / 12 6	Bene under small employer health reimburse ar	10.00 / 14 A Lease Value of a Vehicle Provided to Employee
11.00 / 14 B	State Disability Insurance Taxes Withheld	12.00 / 14 C Union Dues
13.00 / 16 0	State Wages, Tips, and Other Compensation	14.00 / 17 0 State Income Tax
EMP #: 87483	NAME: WA3DROP, VA3CE	
5000.00 / 12 4	Coverage Cost for Employer-Sponsored Health P	150.00 / 12 6 Bene under small employer health reimburse ar

REPORT DATE 01/31/2018	EARNINGS HISTORY REGISTER FOR W-2 ADJUSTMENTS FOR PAY PERIOD 01/01/17 THRU 12/31/17	PAGE 49				
BOX	ITEM LABEL	DESCRIPTION	CERTIFIED	NON-CERTIFIED	TOTAL	
01	0	Wages	Wages, Tips, Other Compensation	112.11	112.11	
02	0	Fed Tax	Federal Income Tax Withheld	2.00	2.00	
03	0	SS Wages	Social Security Wages	3.00	3.00	
08	0	AllocTip	Allocated Tips	18.00	18.00	
09	0	Adv EIC	Advance EIC Payment	17.00	17.00	
10	0	Dep Care	Dependent Care Benefits	16.00	16.00	
11	0	Nonqual	Nonqualified Plans	15.00	15.00	
12	1	AA	Designated Roth Contributions to a Section 401(k)	4.00	4.00	
12	2	BB	Designated Roth Contributions Under 403(b) Sal Red	5.00	5.00	
12	3	CC	HIRE Exempt Wages and Tips	6.00	6.00	
12	4	DD	Coverage Cost for Employer-Sponsored Health Plan	7.00	5,000.00	5,007.00
12	5	EE	Designated Roth Contributions to a Section 457(b)	8.00	8.00	
12	6	FF	Bene under small employer health reimburse arrange	9.00	250.00	259.00
14	A	CarLease	Lease Value of a Vehicle Provided to Employee	10.00	10.00	
14	B	St Disab	State Disability Insurance Taxes Withheld	11.00	11.00	
14	C	Union	Union Dues	12.00	12.00	
16	0	StateWgs	State Wages, Tips, and Other Compensation	124.11	124.11	
17	0	StateTax	State Income Tax	14.00	14.00	
		*** EMPLOYEE COUNTS		2	2	4

The final page(s) of the report lists total dollar amounts and overall employee totals for regular and third party sick pay. Use this information in W-2 Statement Balancing.

REPORT DATE	EARNINGS HISTORY REGISTER FOR			PAGE
01/31/2018	01/01/17 THRU 12/31/17			50
FINAL TOTALS INCLUDING THIRD PARTY SICK PAY				
CODE	DESCRIPTION	CERTIFIED	NON-CERTIFIED	TOTAL
	REGULAR HOURS	71.25	19,746.50	19,817.75
	OVERTIME HOURS		252.00	252.00
	REGULAR GROSS	6,686,078.78	2,670,700.20	9,356,778.98
	OVERTIME GROSS	7,167.00	14,592.47	21,759.47
	CONTRACT GROSS			
	TOTAL GROSS	6,693,245.78	2,685,292.67	9,378,538.45
	GA TAXABLE GROSS	5,811,044.90	2,370,788.21	8,181,833.11
	FED. TAXABLE GROSS	5,811,044.90	2,370,788.21	8,181,833.11
	PSERS GROSS		522,414.57	522,414.57
	TRS GROSS	6,431,620.55	1,461,405.78	7,893,026.33
	OLDERS GROSS			
	NEWERS GROSS			
	OASDI GROSS	6,327,798.53	2,469,297.62	8,797,096.15
	HI GROSS	6,327,798.53	2,469,297.62	8,797,096.15
	GHI GROSS			
01	EMPLOYEE ANNUITY	112,270.00	13,708.00	125,978.00
02	EMPLOYEE 2ND ANNUITY	21,800.00	200.00	22,000.00
03	FED W/H TAX	589,086.16	119,613.69	708,699.85
04	GA INCOME TAX	272,085.45	67,530.32	339,615.77
08	NONCERTIFIED MERIT		174,963.67	174,963.67
09	CERTIFIED MERIT	272,997.21		272,997.21
16	VENDOR 000012	4,125.68		4,125.68
17	VENDOR 000016	13,044.75	2,631.73	15,676.48
18	COURT W/H	22,200.00	14,820.00	37,020.00
20	COURT W/H	703.80	519.86	1,223.66
36	VENDOR 005347	802.00	241.00	1,043.00
39	COURT W/H		1,936.96	1,936.96
40	VENDOR 003909	875.00		875.00
41	COURT W/H		1,291.30	1,291.30
42	SUPER SHBP		551.68	551.68
44	I-VNDR 005945	1,461.60	1,720.64	3,182.24
45	I-VNDR 005945	5,071.20	1,173.12	6,244.32
46	I-VNDR 005945	1,215.72	150.91	1,366.63
47	I-VNDR 005946	58,188.93	25,327.21	83,516.14
48	I-VNDR 005947	8,185.73	5,086.89	13,272.62
49	VENDOR 005948	200.00	368.00	568.00
50	VENDOR 005949	10,396.35	8,187.36	18,583.71
51	VENDOR 005949	9,126.91	5,103.28	14,230.19
52	VENDOR 005949	5,479.36	2,524.16	8,003.52
53	VENDOR 005949	6,766.82	2,349.84	9,116.66
54	I-VNDR 000110	14,346.56	4,855.28	19,201.84
55	I-VNDR 000110	150.00	3,333.28	3,483.28
56	I-VNDR 005950	616.00	192.00	808.00
57	VENDOR 005951	416.00	728.08	1,144.08
58	VENDOR 005856	1,575.00	1,000.00	2,575.00
59	COURT W/H		616.53	616.53
60	VENDOR 005995	375.00	182.00	557.00
61	VENDOR 004726	76.00	42.00	118.00
81	OLD PSERS		808.00	808.00
80	NEW PSERS		1,650.00	1,650.00
82	TRS	385,897.93	87,684.58	473,582.51
85	OASDI	392,324.32	153,098.49	545,422.81
86	HI	91,753.09	35,805.29	127,558.38
87	NON-TAXABLE	362,232.95	212,911.88	575,144.83
	NET	4,389,633.21	1,945,297.52	6,334,930.73
*** EMPLOYEE COUNTS		210	305	515

E1.2. YTD Earnings Register Error Report – Example

-----Page Break-----											
REPORT DATE 04/24/2008		EARNINGS HISTORY REGISTER FOR 01/01/08 THRU 12/31/08						PAGE 1			
ERROR REPORT											
REG. HR.	OVT. HR.	REG. GR.	OVT GR.	GROSS	CONTRACT	PENS GR.	OASDI GR.	HI GR.	GHI GR.	NET	
EMP #: 88994		NAME: ACCIDENTALLYFELL, AMMILIA X			CLASS: 04						
				3,945.45	3,945.45	3,945.45	3,630.25	2,841.16	3,945.45	2,741.38	
197.25 /01	224.90 /03	143.06 /04	11.50 /19	29.00 /20	365.00 /29	16.00 /81	176.16 /85	41.20 /86	315.20 /87		
***** OASDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS *****											
EMP #: 89311		NAME: ACEDTHETEST, ABIGAIL			CLASS: 06						
				3,029.50	3,029.50	3,029.50	3,029.50	3,029.50 M	2.00	2,364.48	
225.94 /03	119.30 /04	228.88 /08	38.05 /13	3.15 /19	2.90 /20	46.80 /29					
***** OASDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS *****											
EMP #: 25628		NAME: TEST TEACHER, GADOE 08.01.00			CLASS: 04						

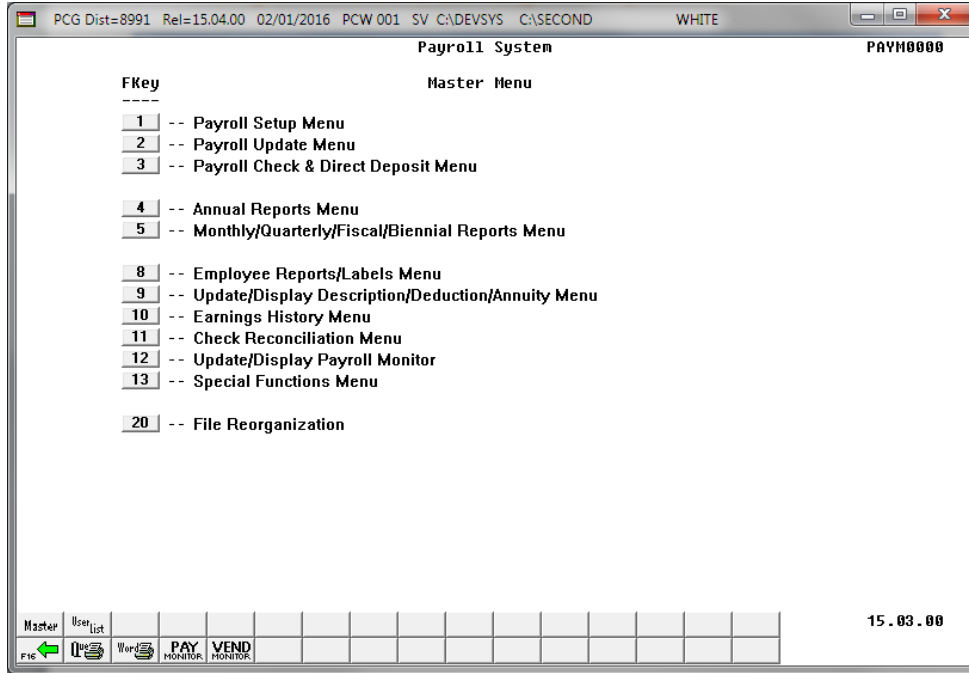
E1.3. YTD Earnings Register – Detail by Account – Example

The final page of the report provides totals by Object Function, Program and by Fund/Fisc.

DATE: 2/01/2016		EARNINGS REGISTER DETAIL					PAGE: 86								
REQUESTED DATES 1/01/15 THROUGH 12/31/15		FOR ACCOUNT MASK: 00000000000000000000000000000000													
EMP#	SHORT NAME	GROSS AMT	FICA AMT	FICA GR	PENSION	PENS GR	ACCOUNT								
89219	CO6GHLIN, ALGEN	50.75	3.89	50.75	0.00	0.00	16	603	0	9990	3100	11400	0194	0	000000
88234	OJ7DA, JETNELL	25.38	1.94	25.38	0.00	0.00	16	603	0	9990	3100	11400	0194	0	000000
***	TOTAL BY OBJECT	76.13	5.83	76.13	0.00	0.00	*								
88464	AG9ILERA, JOSUE	2,614.23	192.62	2,517.99	4.00	855.70	16	603	0	9990	3100	18400	0194	0	000000
88433	BUSROWS, ODE	3,827.88	52.17 M	3,598.68	229.68	3,827.88	16	603	0	9990	3100	18400	0194	0	000000
88725	DO4DY, KEADAL	2,614.23	172.74	2,257.95	4.00	855.70	16	603	0	9990	3100	18400	0194	0	000000
87855	PE2BERTON, BR2DY	2,703.43	176.60	2,308.45	4.00	891.80	16	603	0	9990	3100	18400	0194	0	000000
89742	WA3TE, MO3TY	5,672.25	70.36 M	4,852.24	306.15	5,102.31	16	603	0	9990	3100	18400	0194	0	000000
87589	WE4TBROOK, CA4MELO	2,614.23	171.89	2,246.97	4.00	855.70	16	603	0	9990	3100	18400	0194	0	000000
***	TOTAL BY OBJECT	20,046.25	836.38	17,782.28	551.83	12,389.09	*								
***	TOTAL BY FUNCTION	20,122.38	842.21	17,858.41	551.83	12,389.09	**								
***	TOTAL BY PROGRAM	20,122.38	842.21	17,858.41	551.83	12,389.09	***								
***	TOTAL BY FUND/FISC	20,122.38	842.21	17,858.41	551.83	12,389.09	****								
88234	OJ7DA, JETNELL	146.82	11.23	146.82	0.00	0.00	16	604	0	9990	3100	11400	0110	0	000000
***	TOTAL BY OBJECT	146.82	11.23	146.82	0.00	0.00	*								
88728	AD9ISON, IS9IAH	5,408.27	70.02 M	4,829.43	307.71	5,128.65	16	604	0	9990	3100	18400	0110	0	000000
89655	BL2M, NI2KOLAS	2,231.13	125.70	1,643.25	10.00	728.00	16	604	0	9990	3100	18400	0110	0	000000
89197	CA4RANZA, CL4RIS	3,932.04	255.81	3,344.16	4.00	1,310.68	16	604	0	9990	3100	18400	0110	0	000000
89073	CL8RY, FR8NCES	2,266.62	173.40	2,266.62	4.00	739.83	16	604	0	9990	3100	18400	0110	0	000000
87014	DO3ELL, FR3DRIC	2,022.86	137.22	1,793.66	4.00	678.18	16	604	0	9990	3100	18400	0110	0	000000
86629	GA4DINER, SE4	2,231.13	170.70	2,231.13	10.00	728.00	16	604	0	9990	3100	18400	0110	0	000000
88923	GO6SETT, RO6BIE	2,672.64	170.60	2,230.21	4.00	882.25	16	604	0	9990	3100	18400	0110	0	000000
89200	ME9K, CL9LIA	2,340.33	179.01	2,340.33	0.00	0.00	16	604	0	9990	3100	18400	0110	0	000000
89172	MOSLEY, AM5E	2,231.13	143.41	1,874.85	10.00	728.00	16	604	0	9990	3100	18400	0110	0	000000
87157	FR4ETT, BR4NTON	2,247.51	154.18	2,015.37	4.00	733.46	16	604	0	9990	3100	18400	0110	0	000000
87373	WH4TMOORE, FR4D	2,231.13	96.31	1,258.92	10.00	728.00	16	604	0	9990	3100	18400	0110	0	000000
***	TOTAL BY OBJECT	29,814.79	1,676.36	25,827.93	367.71	12,385.05	*								
***	TOTAL BY FUNCTION	29,961.61	1,687.59	25,974.75	367.71	12,385.05	**								
***	TOTAL BY PROGRAM	29,961.61	1,687.59	25,974.75	367.71	12,385.05	***								
***	TOTAL BY FUND/FISC	29,961.61	1,687.59	25,974.75	367.71	12,385.05	****								
87435	PR6SCOTT, LI6COLN	12,929.60	183.21 M	12,634.52	775.78	12,929.60	16	607	0	9990	3100	14200	8010	0	000000
***	TOTAL BY OBJECT	12,929.60	183.21	12,634.52	775.78	12,929.60	*								
***	TOTAL BY FUNCTION	12,929.60	183.21	12,634.52	775.78	12,929.60	**								
***	TOTAL BY PROGRAM	12,929.60	183.21	12,634.52	775.78	12,929.60	***								
***	TOTAL BY FUND/FISC	12,929.60	183.21	12,634.52	775.78	12,929.60	****								
***	GRAND TOTAL	12749,942.88	222,752.08	11840,601.02	663,345.50	11383,051.79	*****								

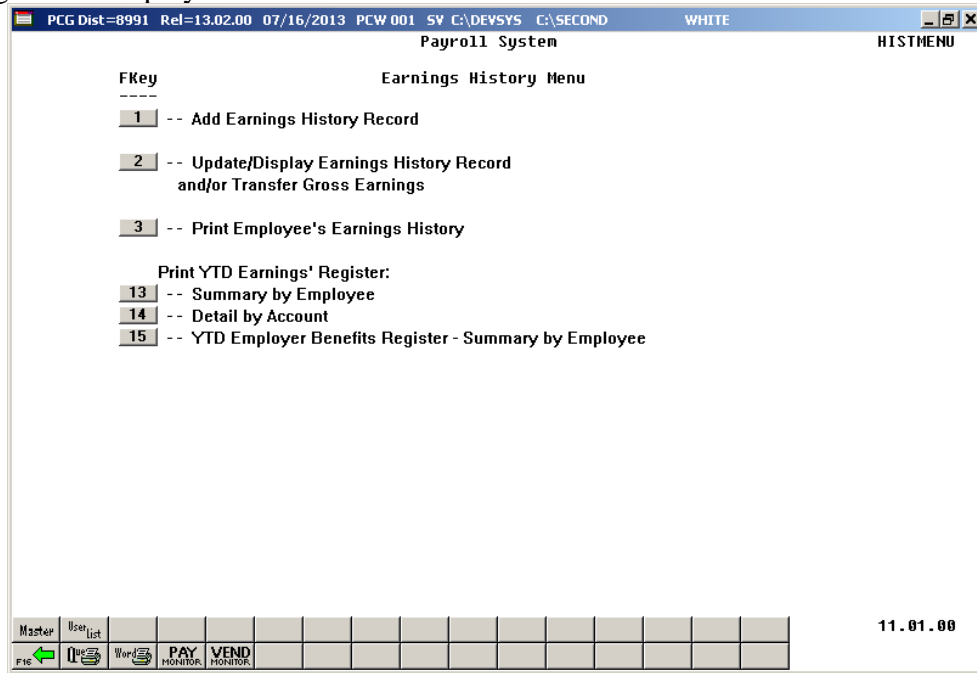
Procedure F: Printing the YTD Employer Benefits Register – Summary by Employee

Users assigned the Display Only (C) security access will not be able to perform this procedure.



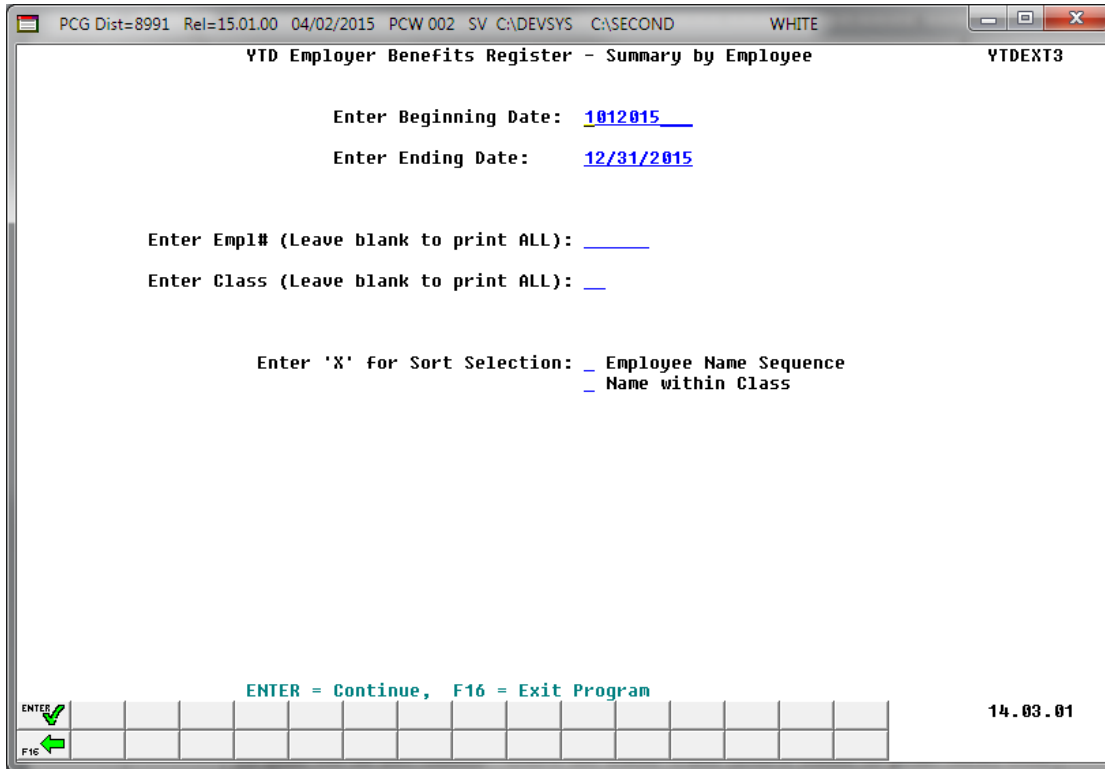
Step	Action
1	Select 10 (F10 - Earnings History Menu).




The following screen displays:





Step	Action
2	Select 15 (F15 - Print YTD Earnings Register: YTD Employer Benefits Register - Summary by Employee).

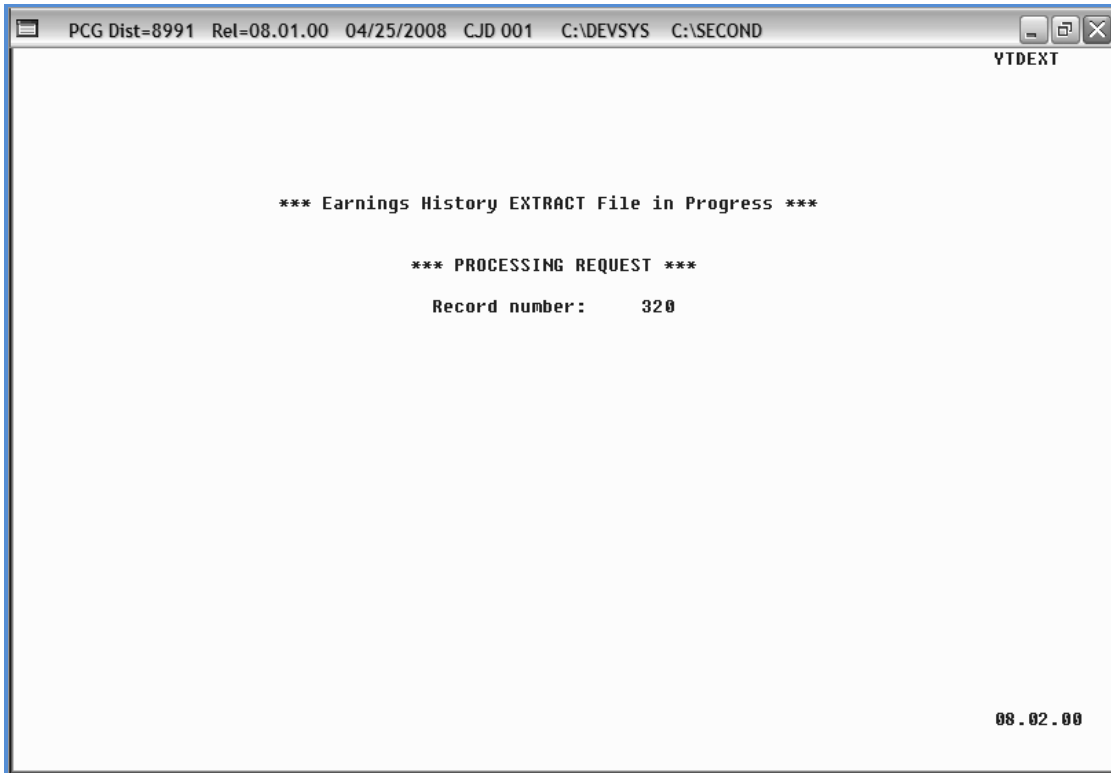
The following screen displays:



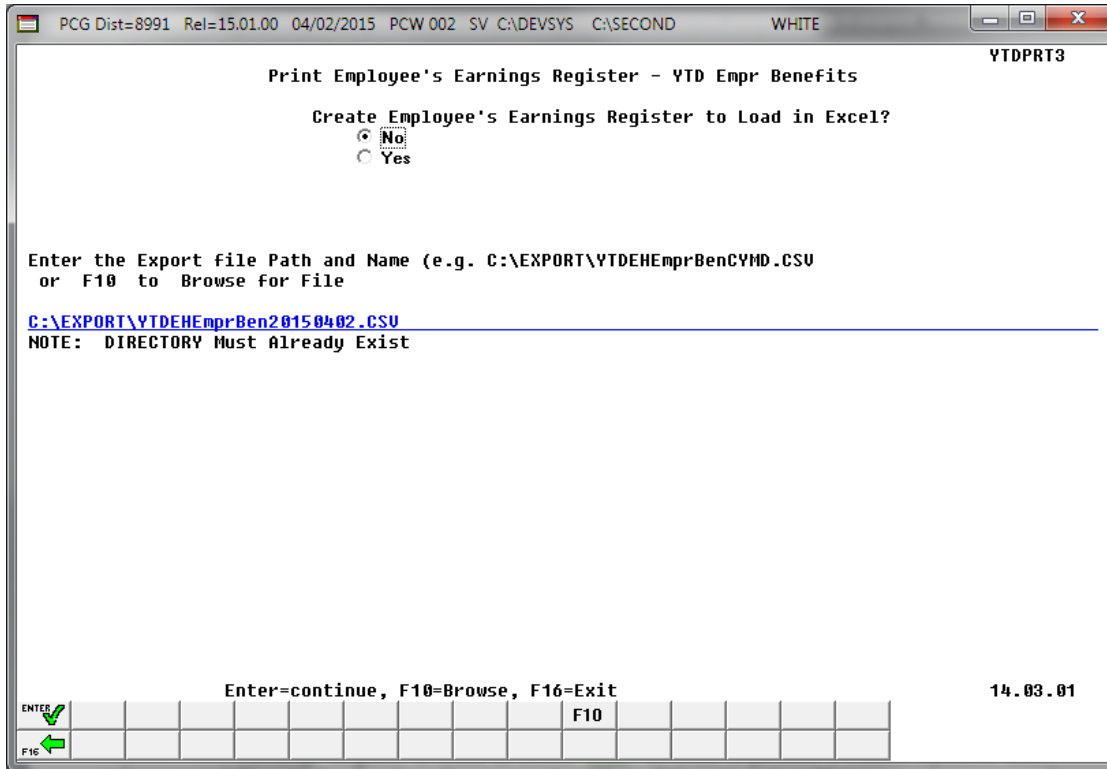
Step	Action
3	Enter the date range (MM/DD/CCYY) in the Enter Beginning Date and the Enter Ending Date fields. <i>PCGenesis defaults to the first and last dates of the current calendar year. Although displayed as '101CCYY', PCGenesis converts the date to 01/01/CCYY for processing.</i>
4	<u>To print for an individual employee:</u> Enter the employee number or select the drop-down selection icon  and in the Enter Empl# (Leave blank to print ALL) field. <u>To print for all employees:</u> Leave the Enter Empl# (Leave blank to print ALL) field blank.
5	<u>To print for an individual pay class:</u> Enter the code or select the drop-down selection icon  and in the Enter Class (Leave blank to print ALL) field. <u>To print for all pay classes:</u> Leave the Enter Class (Leave blank to print ALL) field blank.
6	Enter X in the Employee Name Sequence or the Name within Class field to define how the results will be sorted in the final report.
7	Select  (Enter).


Step	Action
8	<p>Verify the entries are correct, and select  (Enter) in response to the IS ABOVE DATA CORRECT? message.</p> <p>If the information is incorrect, select  (F16), and return to the appropriate step to correct the entries.</p> <p><i>*** Processing Request ***</i> briefly displays.</p>

The following screen displays briefly:

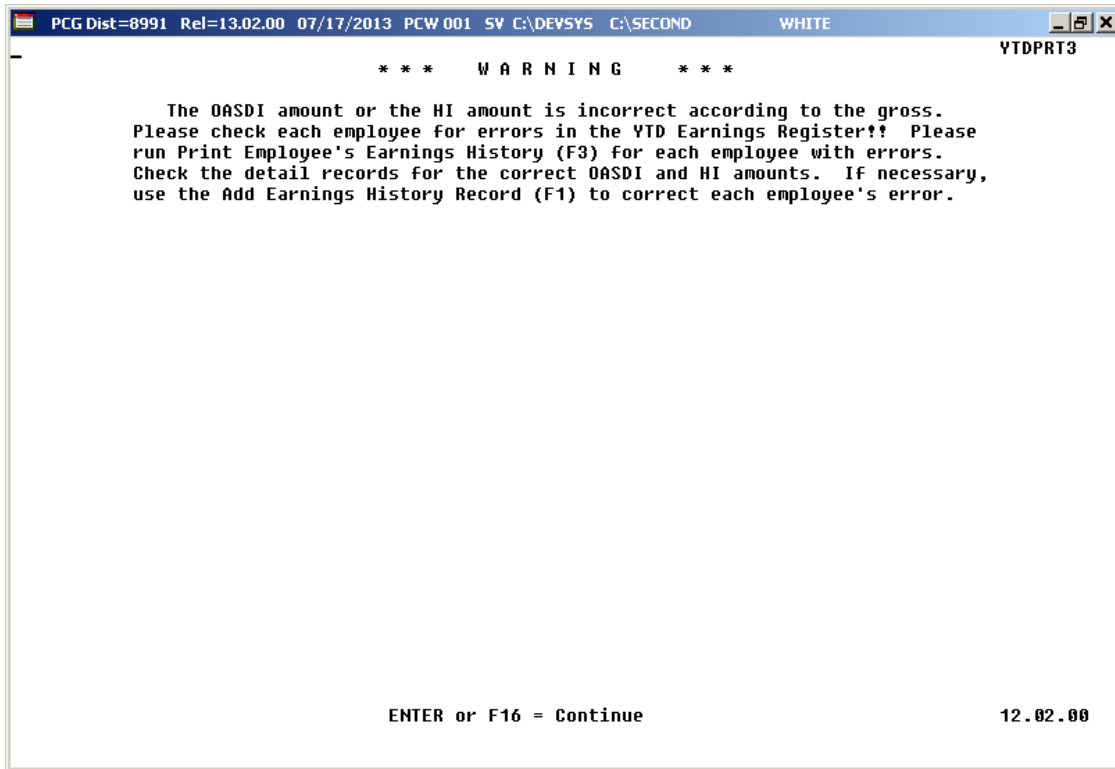


The following screen displays:



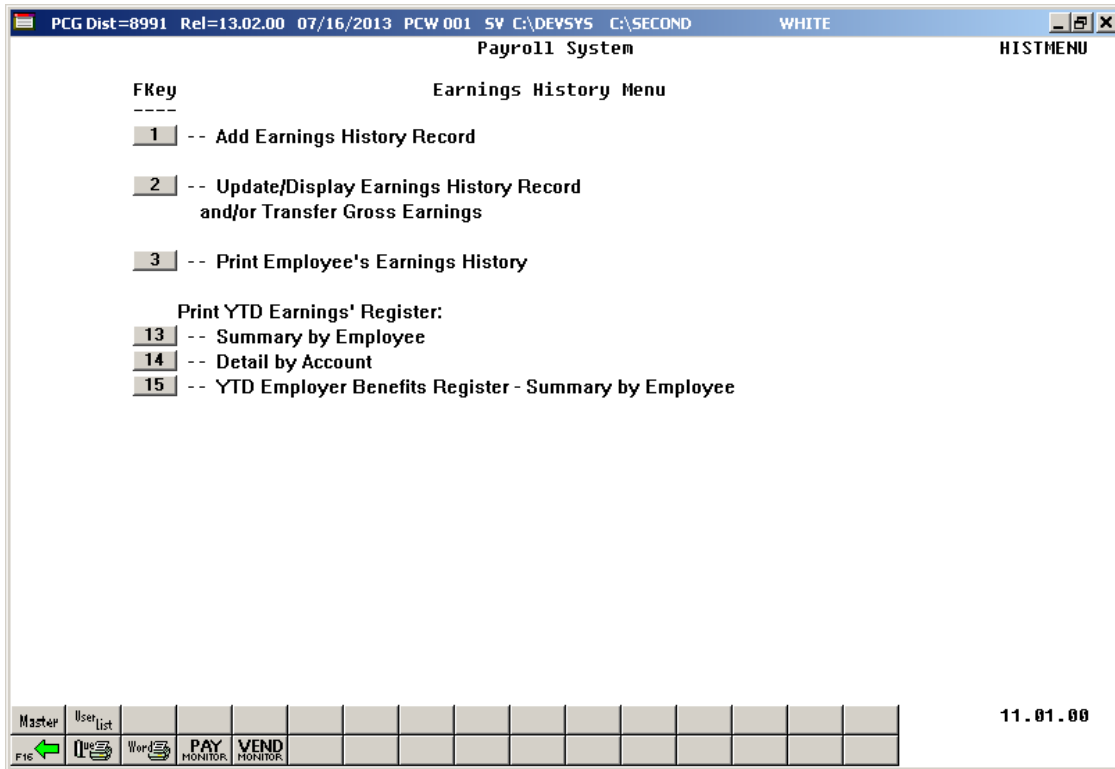
Step	Action
9	Select the <input type="radio"/> (Radio Button) to left of the appropriate response in the Create Employee's Earnings Register to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
10	If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate.
11	If creating an export file: Enter C:\EXPORT\YTDEHEmprBenEmpccyymmdd.csv in the Enter File Name and Path for Export File field, or select F10 (F10 - Browse for file) to locate the file manually.
12	Select  (Enter) to continue. <i>If the filename is invalid, the "UNABLE TO OPEN ErnHst CSV FILE - 35 = File Not Found" error message displays. In this instance, return to Step 9 to enter the correct information.</i> <i>"Processing Request" briefly displays where appropriate.</i>





When OASDI or Medicare (HI) errors exist, the following warning screen displays where appropriate:



Step	Action
13	<p>For OASDI/HI Warning screen displays: Select Enter and access the <i>Uqueue Print Manager</i> to print the reports. Locate the employees with the OASDI and/or Medicare (HI) employer contribution errors. Where applicable, add an earnings history record adjustment to correct any errors. After making the appropriate modifications, repeat this procedure beginning at <i>Step 1</i>.</p>

The following screen displays:



Step	Action
14	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> .
15	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: 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>

F1.1. YTD Employer Benefits Register – Example

The reports' results are system-specific, and depend upon Procedure F: Printing the YTD Employer Benefits Register – Summary by Employee selections.

The first page of the report lists the deduction codes and descriptions. Note that deduction code 87 represents the Employer GHI contribution amount.

REPORT DATE	YTD EMPLOYER BENEFITS REGISTER FOR	PAGE:	
07/17/2013	01/01/13 THRU 12/31/13	1	
REPORT TIME 08:01		PROGRAM: YTDXT3/YTDPRT3	
DEDUCTION TABLE LISTING			
CODE	DESCRIPTION	CODE	DESCRIPTION
01	= ANNUITY # 1	02	= ANNUITY # 2
03	= FED W/H TAX	04	= GA INCOME TAX
08	= STATE MERIT NON CERT	09	= STATE MERIT CERTIFIED
10	= VENDOR 000014	11	= VENDOR 002203
12	= VENDOR 004850	13	= VENDOR 002920
15	= VENDOR 000018	16	= VENDOR 000023
17	= VENDOR 000019	18	= VENDOR 000008
19	= VENDOR 000541	20	= COURT W/H
21	= CUNION 000021	22	= IMPUTED INCOME
23	= VENDOR 004805	24	= I-VNDR 002920
25	= I-VNDR 000014	26	= VENDOR 002208
27	= VENDOR 002599	28	= VENDOR 000869
29	= I-VNDR 000869	30	= VENDOR 001040
31	= VENDOR 002920	33	= I-VNDR 002920
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
42	= VENDOR 004059	43	= VENDOR 004320
80	= NEW PSERS		
81	= OLD PSERS	82	= TRS
83	= OLD ERS	84	= NEW ERS
85	= OASDI	86	= HI
87	= EMPLOYER GHI	88	= AEIC

The YTD Employer Benefits Register displays the employer contribution information for affected employees.

REG. HR.	OUT. HR.	REG. GR.	OUT GR.	GROSS	CONTRACT	PENS GR.	OASDI GR.	HI GR.	GHI GR.	NET
CLASS 01 - ADMINISTRATION										
EMP #: 86313	NAME: BLACKMAN, TYSHA						MEDICARE ONLY			
2.70 /42	619.21 /82	6,023.46	10.00 /85	85.26 /86	1002.27 /87	6,023.46		5,879.76 M	4,565.13	4,056.15
**** OASDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS ****										
EMP #: 88801	NAME: CABHEY, TIJUANA						MEDICARE ONLY			
2.70 /42	58.68 /86	4,046.77	491.11 /87			4,046.77		4,046.77 M	2,236.91	3,247.17
EMP #: 88208	NAME: SA9LOR, LE9						MEDICARE ONLY			
2.70 /42	704.56 /82	6,853.65	94.89 /86	1006.27 /87			6,853.65	6,544.35 M	4,583.37	4,822.11
EMP #: 86279	NAME: SK2GGS, JA2AR						MEDICARE ONLY			
2.70 /42	737.43 /82	7,173.45	1132.58 /87			7,173.45			5,158.66	5,075.03
EMP #: 86575	NAME: S02ELL, LI2WOOD						MEDICARE ONLY			
2.70 /42	733.15 /82	7,131.78	96.55 /86	1132.58 /87			7,131.78	6,658.38 M	5,158.66	4,688.57
EMP #: 88319	NAME: SP2IN, WH2TLEY						MEDICARE ONLY			

The final page of the report lists total dollar amounts and overall employer contribution totals.

CODE	DESCRIPTION	CERTIFIED	NON-CERTIFIED	TOTAL
	REGULAR HOURS		80.00	80.00
	OVERTIME HOURS			
	REGULAR GROSS	1,190,925.68	369,866.11	1,560,791.79
	OVERTIME GROSS			
	CONTRACT GROSS			
	TOTAL GROSS	1,190,925.68	369,866.11	1,560,791.79
	GA TAXABLE GROSS	1,035,753.68	305,376.95	1,341,130.63
	FED. TAXABLE GROSS	1,035,753.68	305,376.95	1,341,130.63
	PSERS GROSS		141,652.05	141,652.05
	TRS GROSS	1,162,537.82	223,338.15	1,385,875.97
	OLDERS GROSS			
	NEWERS GROSS			
	OASDI GROSS	8,547.00	127,026.52	135,573.52
	HI GROSS	1,063,206.03	321,578.12	1,384,784.15
	GHI GROSS	1,114,214.76	276,931.20	1,391,145.96
01	EMPLOYEE'S 1ST ANNUITY	634.33		634.33
02	EMPLOYEES'S 2ND ANNUITY	95.00		95.00
42	VENDOR 002135	772.20	672.30	1,444.50
43	VENDOR 002135	1.35	13.50	14.85
82	TRS	120,484.09	22,856.27	143,340.36
85	OASDI	539.92	7,875.66	8,415.58
86	HI	15,416.59	4,662.78	20,079.37
87	EMPLOYER GHI	244,624.47	33,032.16	277,656.63
88	AEIC		152.50	152.50
	NET	835,476.47	256,669.15	1,092,145.62
*** EMPLOYEE COUNTS		290	266	556

F1.2. YTD Employer Benefits Register Error Report – Example

REG. HR.	OUT. HR.	REG. GR.	OUT GR.	GROSS	CONTRACT	PENS GR.	OASDI GR.	HI GR.	GHI GR.	NET
REPORT DATE 03/08/2011 YTD EMPLOYER BENEFITS REGISTER FOR 01/01/11 THRU 12/31/11 PAGE: 1 REPORT TIME 09:04 PROGRAM: YDTEXT3/YTDPRT3										
ERROR REPORT										
EMP #: 86313	NAME: BLCKMAN, TYSHA						MEDICARE ONLY			
		6,023.46		6,023.46		6,023.46		5,879.76 M	4,565.13	4,056.15
2.70 /42	619.21 /82	10.00 /85	85.26 /86	1002.27 /87						
**** OASDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS ****										
End of File										