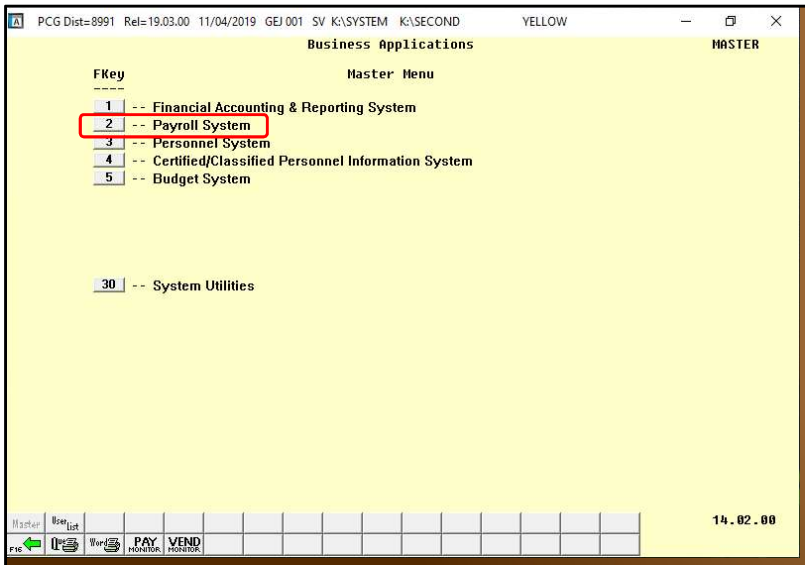
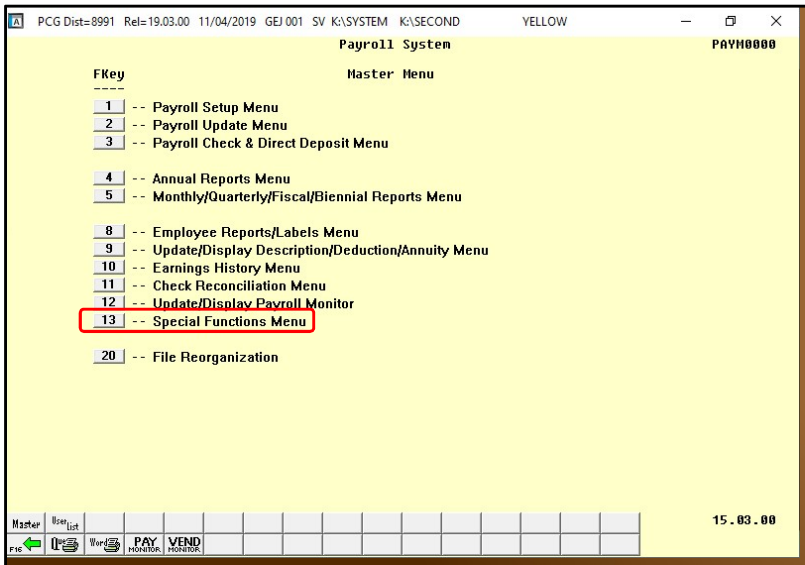
PCG Payroll Tips

Stephanie Collins, Twiggs Co.
Gary Jenkins, Jasper Co.



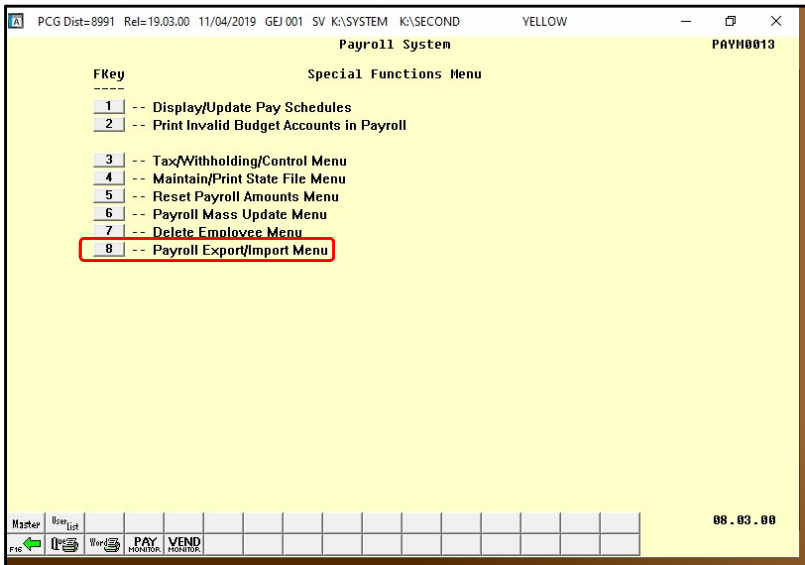
Payroll Export/Import

F2, F,13, F8



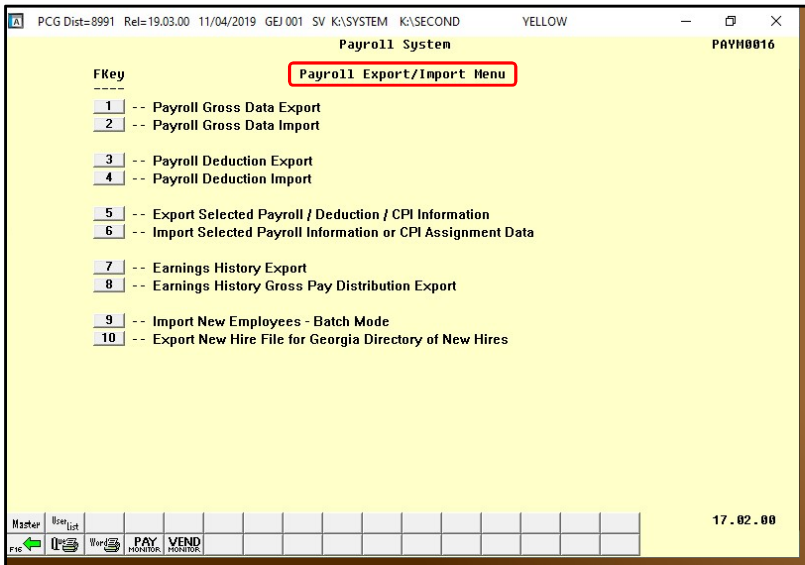
Payroll Export/Import

F2, F,13, F8



Payroll Export/Import

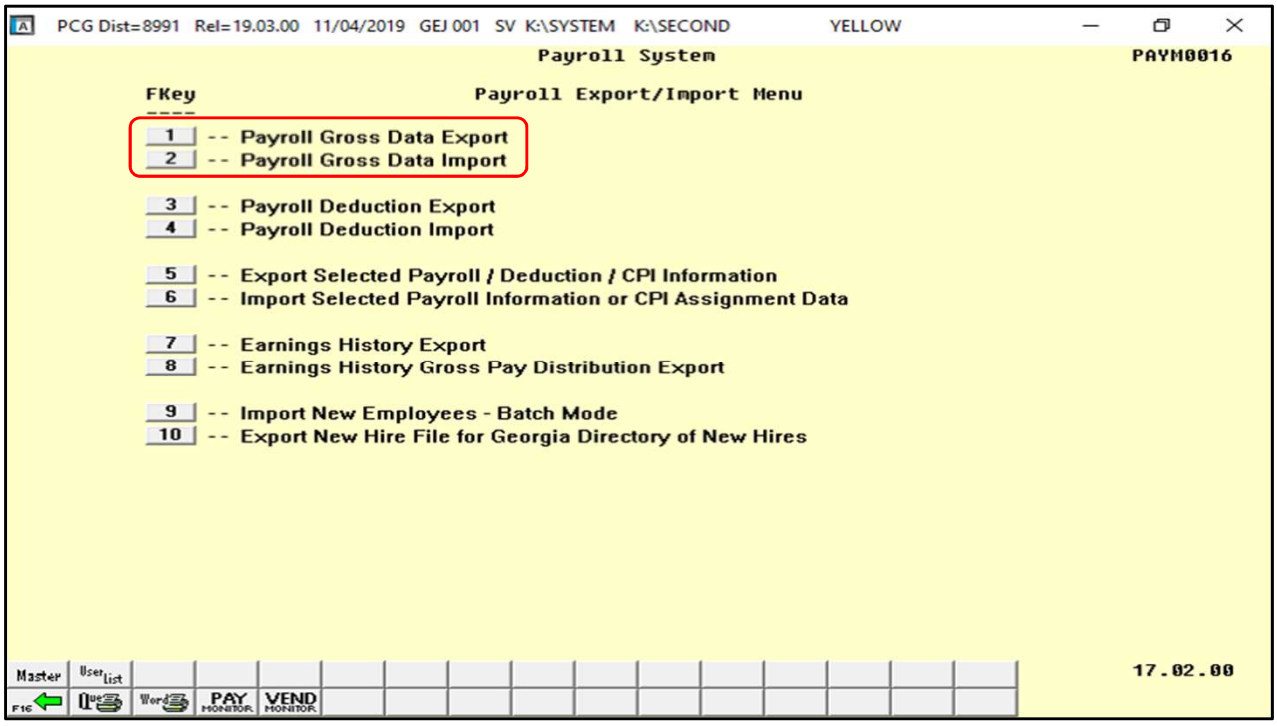
F2, F,13, F8



Payroll Export/Import

- Gross Data
- Deduction
- Payroll/Ded/CPI
- Earnings History
- New Employee
- New Hire Reporting

F2, F,13, F8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Payroll System
PAYM0016
FKey
Payroll Export/Import Menu
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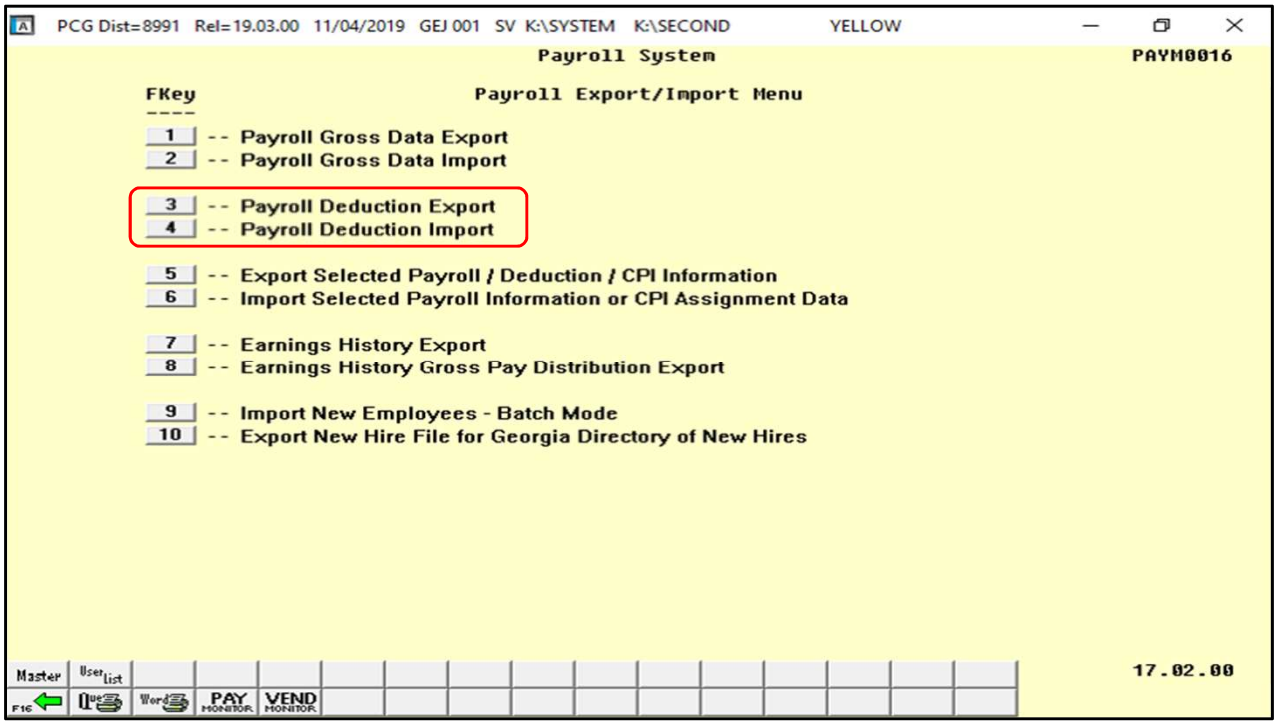
7 -- Earnings History Export
8 -- Earnings History Gross Pay Distribution Export
9 -- Import New Employees - Batch Mode
10 -- Export New Hire File for Georgia Directory of New Hires
Master
User list
F16
Word
PAY MONITOR
VEND MONITOR
17.02.00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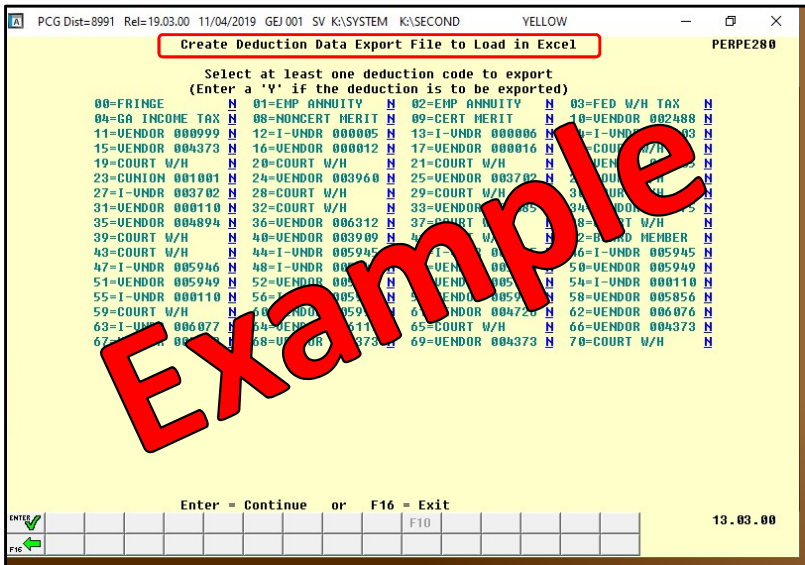
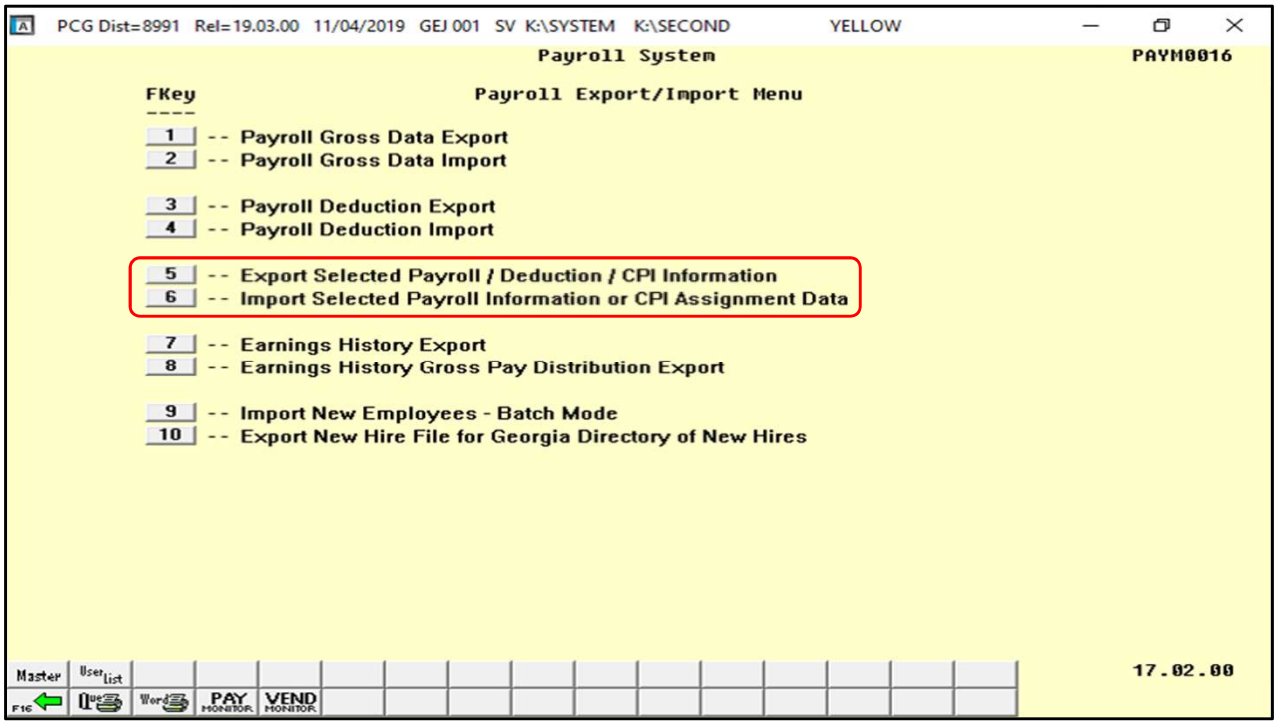


Deduction Data

- Census Data
- Check Payroll
- Mass Changes
- Reconcile Bills

F2, F,13, F8, F3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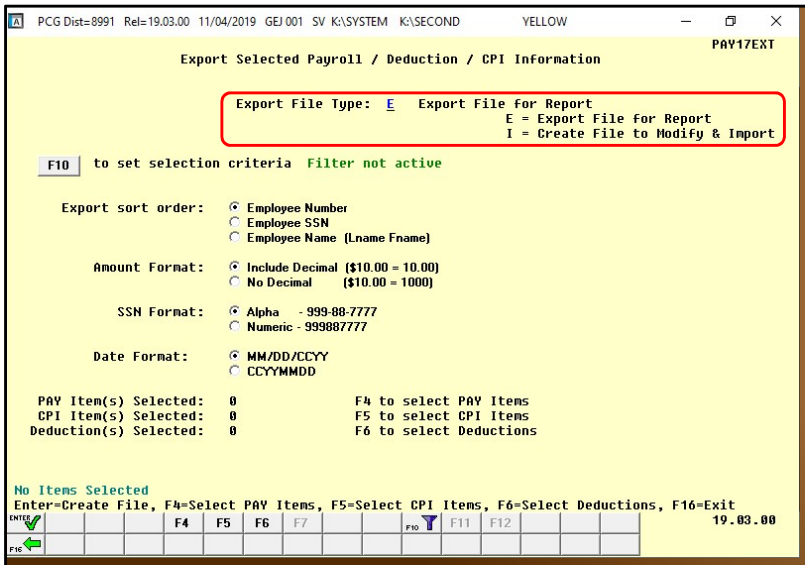
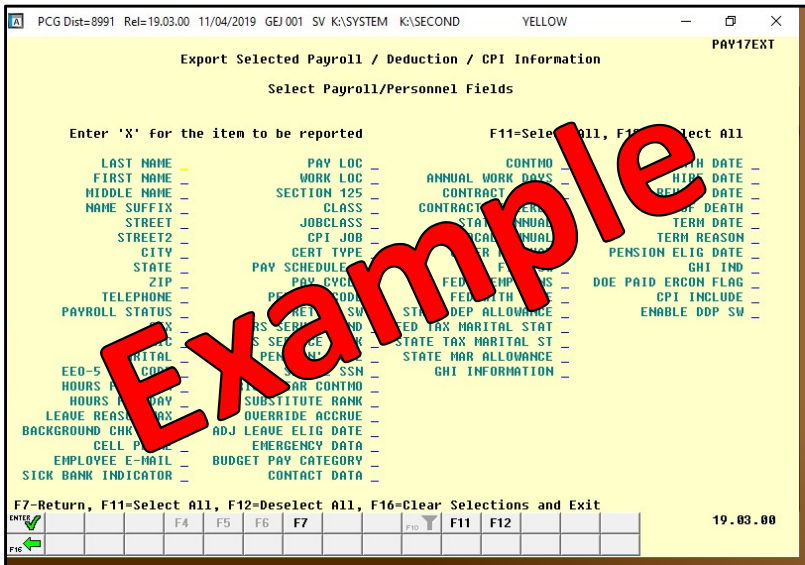


Payroll/Deduct/CPI

- Export only
- Export/Import Changes

F2, F13 F8, F5

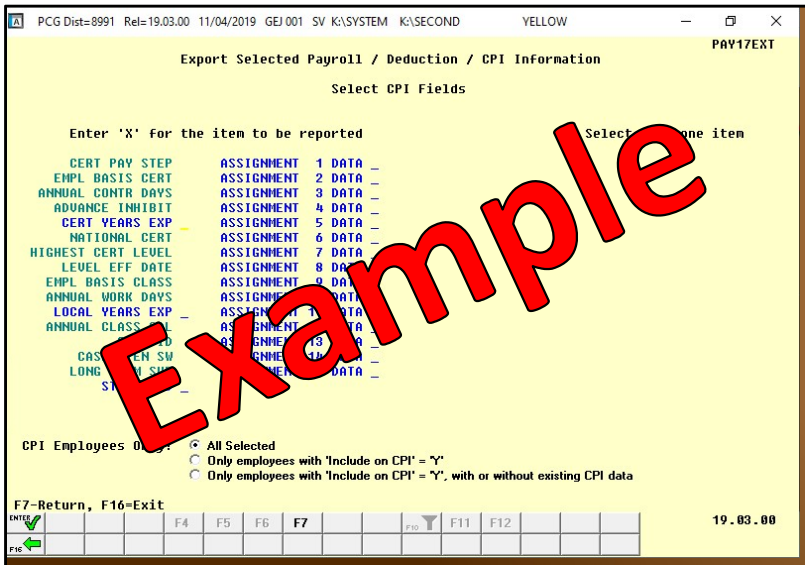


Payroll/Deduct/CPI

Payroll

- Census Data
- Lists
  - Class
  - Location
  - Job Code
- Analyze Data
- Multiple Tasks

F2, F13 F8, F5, F4

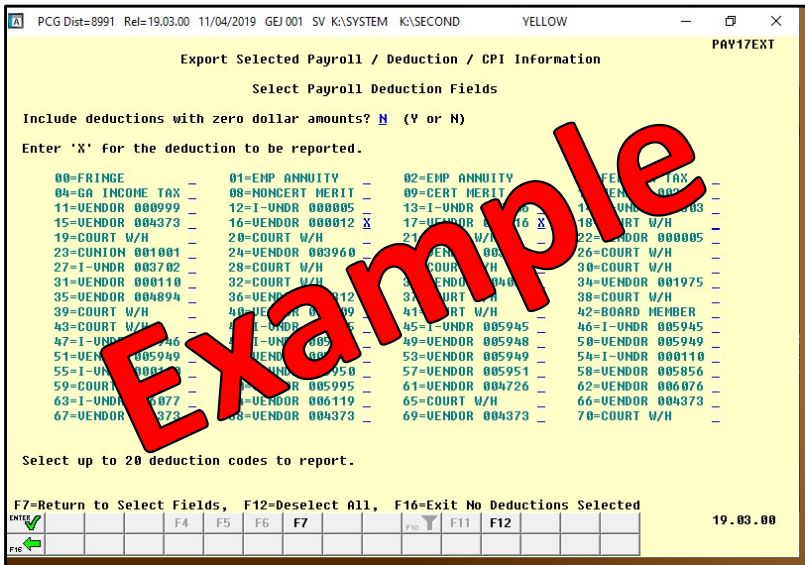


Payroll/Deduct/CPI

CPI

- Assignment Template
- Update
  - Cert Years
  - Local Years
  - STRIDE ID (holding)

F2, F13 F8, F5, F5

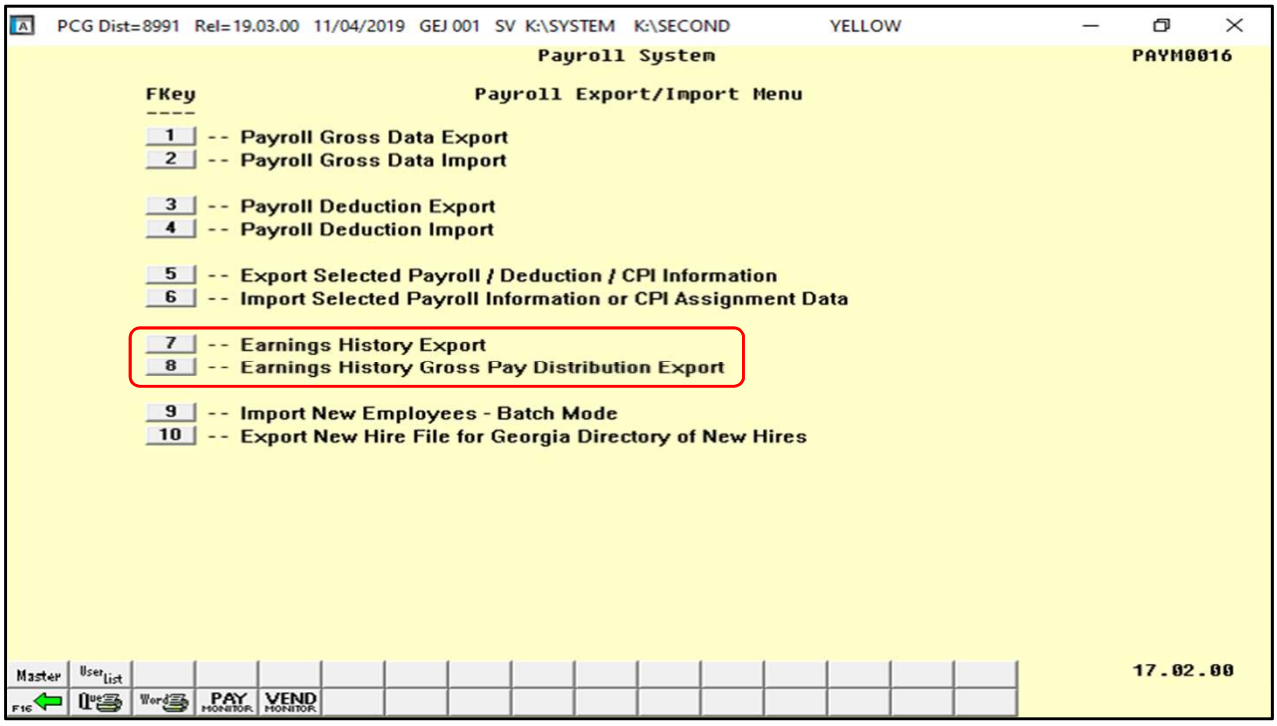


Payroll/Deduct/CPI

Deductions

- More Detail
- Finding Errors
- Determine Costs

F2, F13 F8, F5, F6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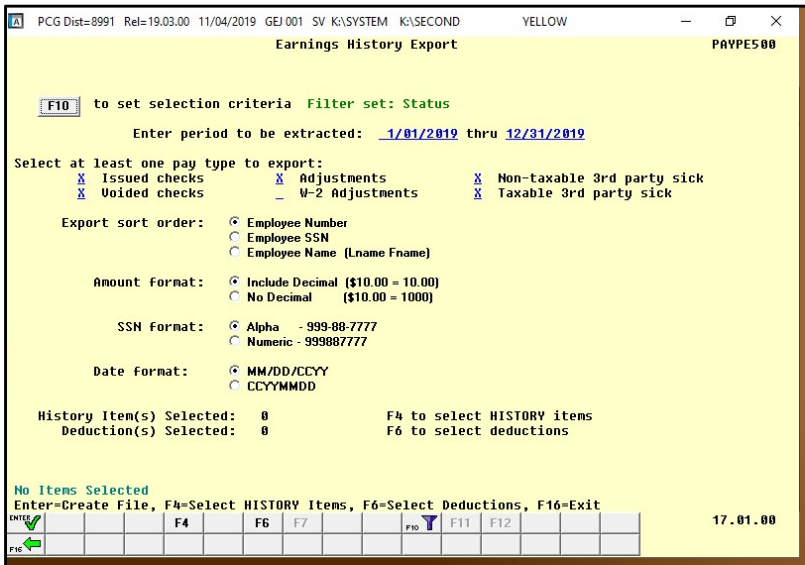
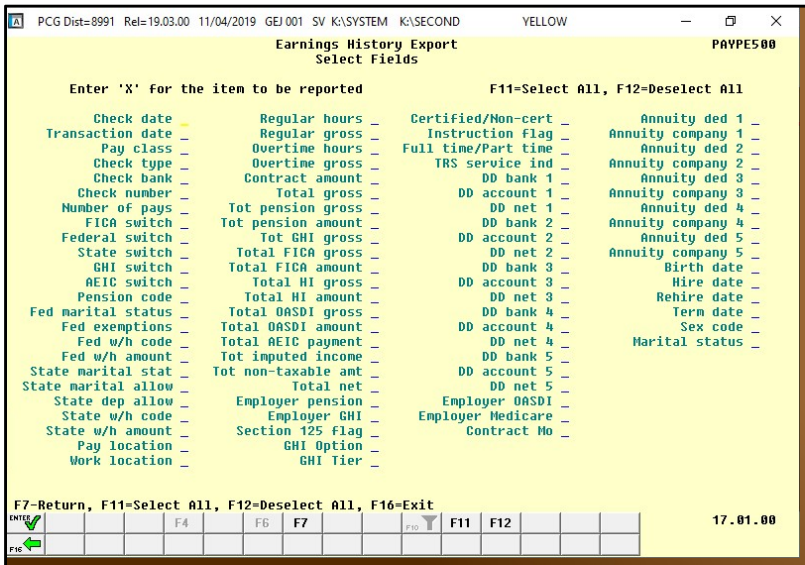


Earnings History

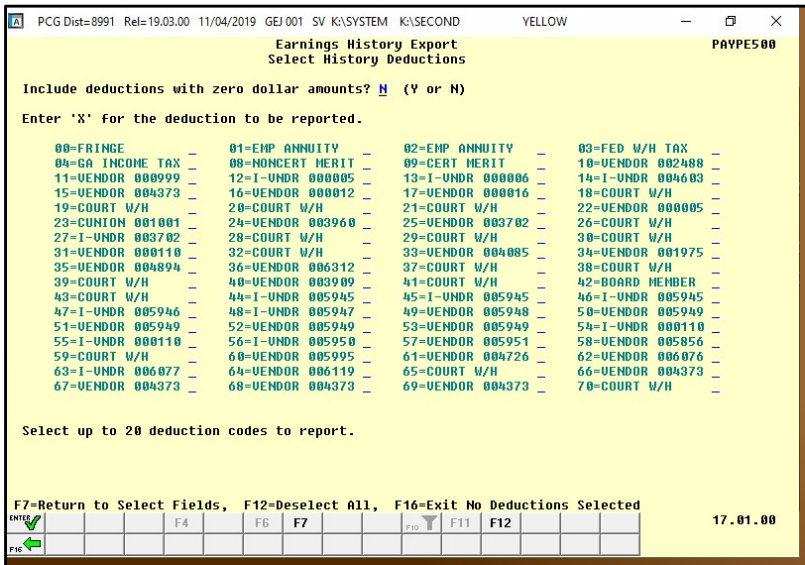
F2, F13 F8, F7



Earnings History

- Every detail of payroll

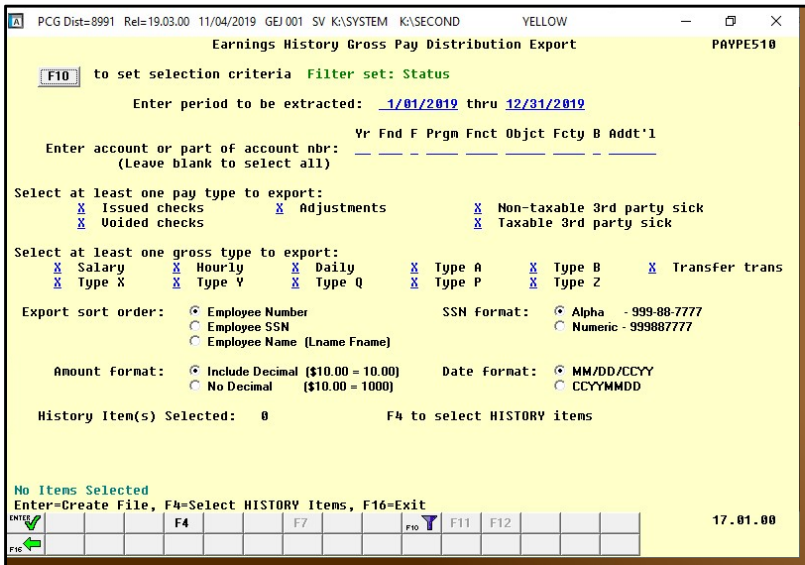
F2, F13 F8, F7, F4



Earnings History

- Every detail of payroll
- Every detail of payroll deductions

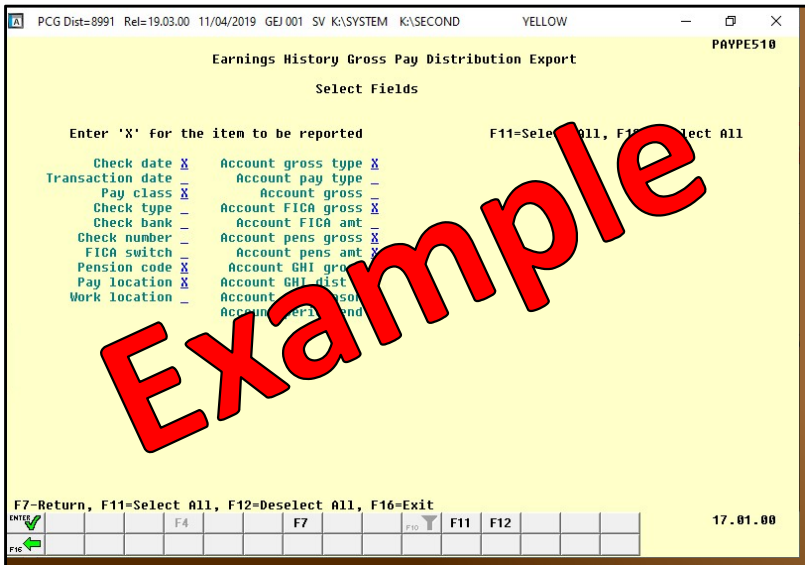
F2, F13 F8, F7, F6



Earnings History Gross Pay Distribution

- Financial Analysis
- Projection Spreadsheets
- Payroll Distribution

F2, F13 F8, F8

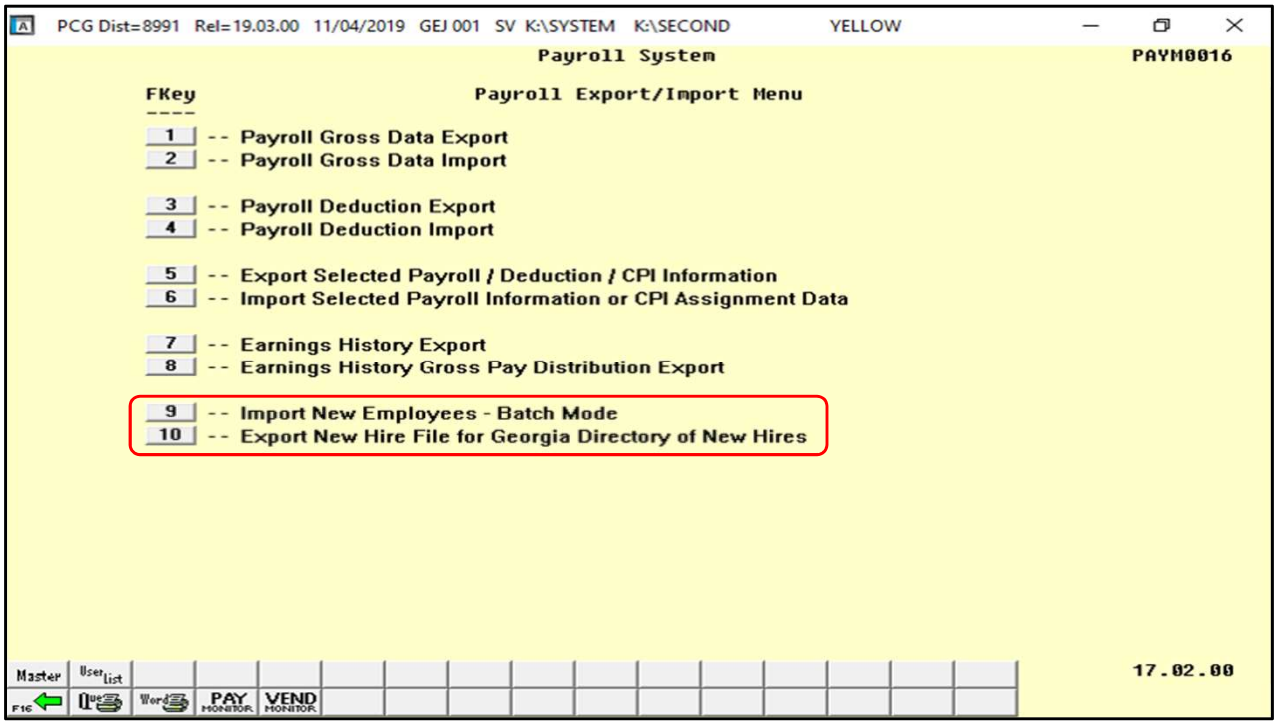


F2, F13 F8, F8, F4

Earnings History Gross Pay Distribution

- Audit Reports
  - ERS
  - TRS
  - PSERS

❖ SHBP (F2, F5, F14)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VEND MONITOR
17.02.00

- Good afternoon!!! My name is Stephanie Collins. I am a Payroll Associate in Twiggs County Public Schools. I have been in the Accounting Department for six years. Five of those years has been in payroll.

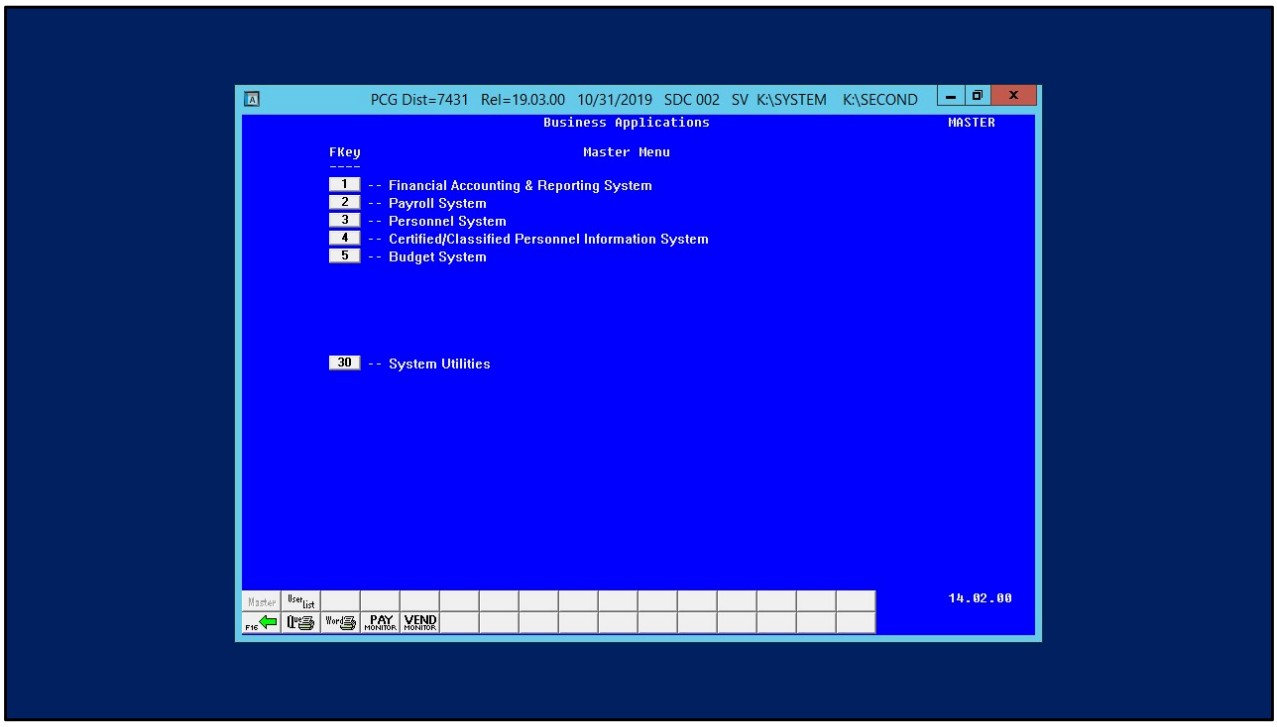
- Is there anyone here new to Payroll.

- Now how many people in here uses Import and Export with some or all of your payroll. We have had some Great and have had Horror stories with and with out using Export and Import, but I cannot imagine completing payroll in a timely manner without Export and Import.

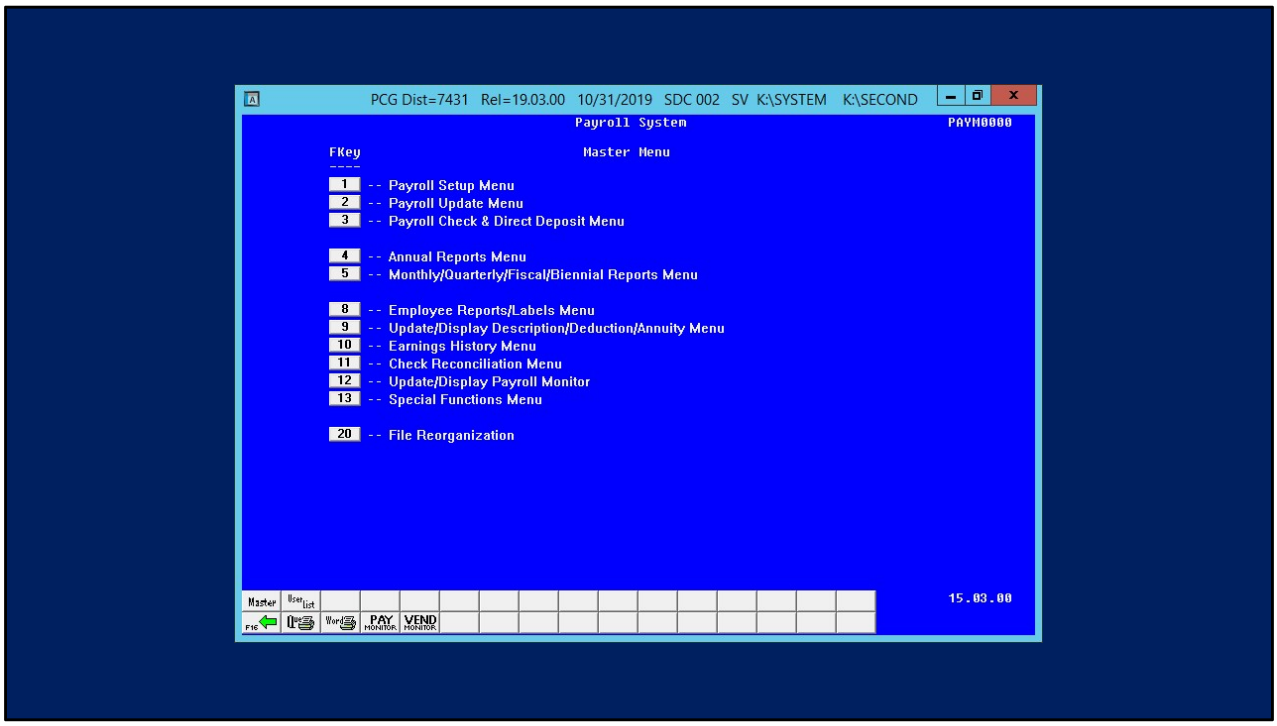
AGENDA

- ❑ Importing New Hires
- ❑ Exporting/Importing Payroll Gross Data

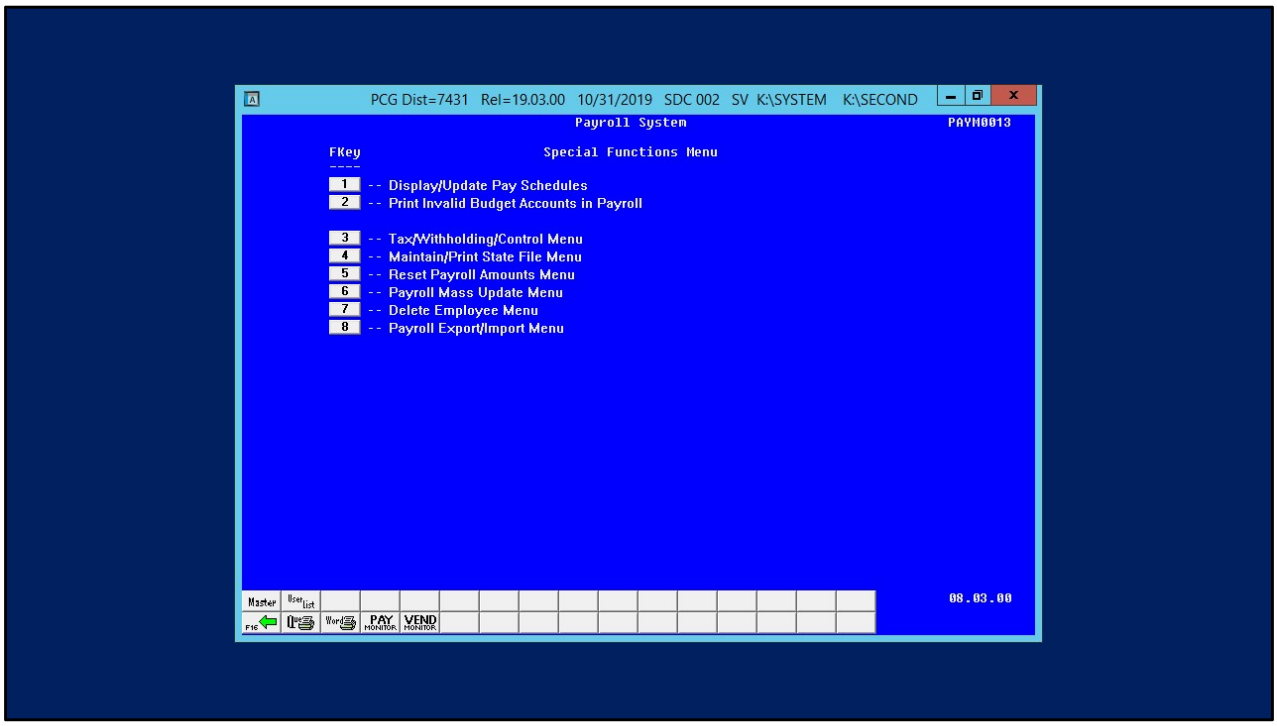
- Today Gary Jenkins and I will be tag teaming on PC Genesis Payroll-Best Practices. **(Read Slide)**
- To get to the export/Import Menu **(Click the next slides until I get to Importing New Hires Slide)**



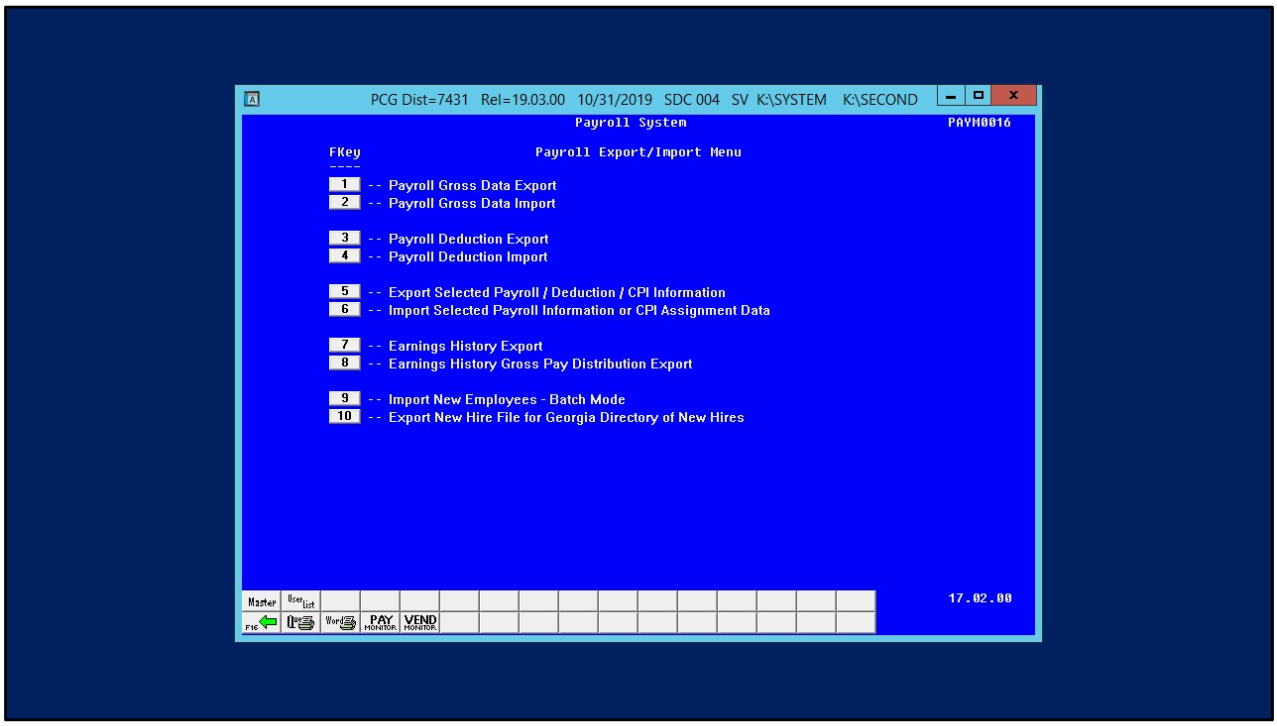
Click F2 (Payroll System)



F13 (Special Functions Menu)



F8 (Payroll Export/Import Menu)



This is your Payroll Export/Import Menu

IMPORTING NEW HIRES
Download Spreadsheet

- ❑ Download Spreadsheet https://www.gadoe.org/Pages/Home.aspx
- ❑ Finance & Operations
- ❑ PCGensis
- ❑ Payroll System Operations Guide
- ❑ Section I /Topic8E
- ❑ Single Employee/Multiple Employees Template

- Importing New Hires.

- Before you can do anything, you must download the spreadsheet from GADOE. https://www.gadoe.org/Pages/Home.aspx . **(Go to website)**

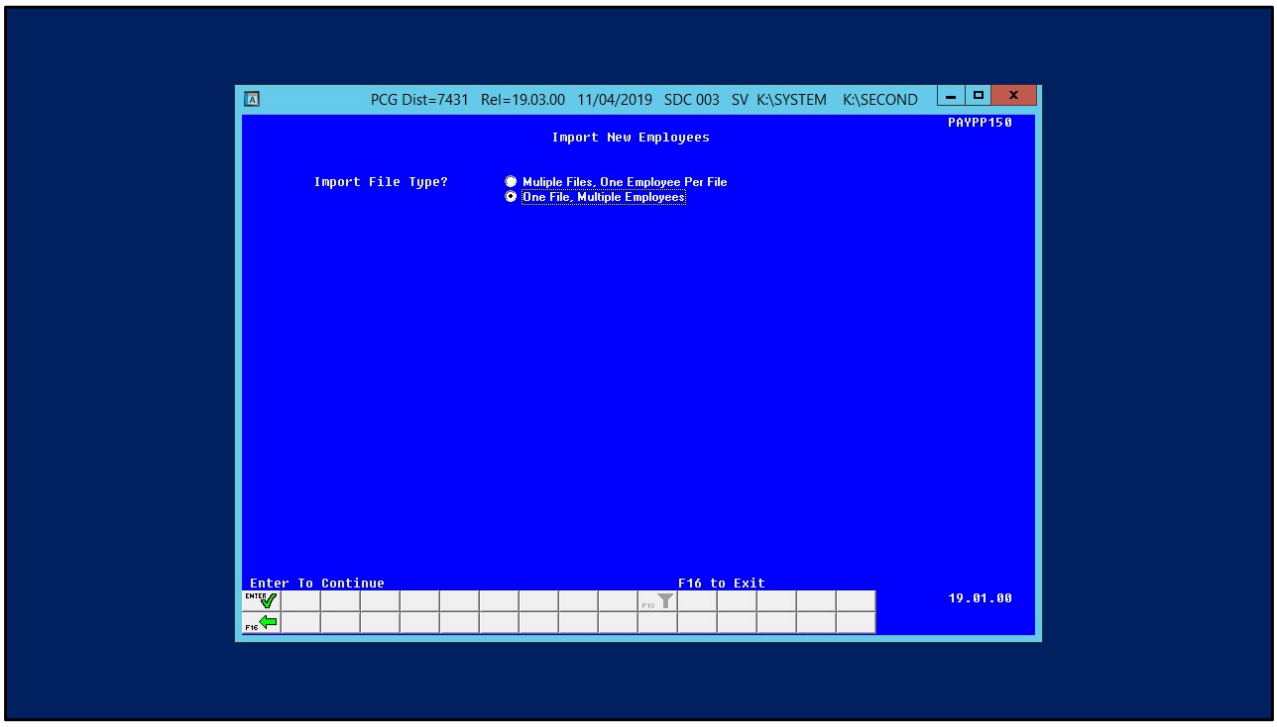
- Under Finance & Operations
- Click on PCGenesis
- Now, go to Payroll System Operations Guide
- Scroll down to Section I, Topic 8E.
- Here you will find a Single Employee Template and Multiple Employees Template.

(Show Example of Single Employee Template and Multiple Employees)

IMPORTING NEW HIRES

- F2 Payroll System
- F13 Special Functions Menu
- F8 Payroll Export/Import Menu
- F9 Import New Employees-Batch Mode
- One File, Multiple Employees

Once it is completed with all of the New Hires information, Change the format from Excel Workbook to CSV (Coma Delimited). Now we're ready to import the file into PCGenesis.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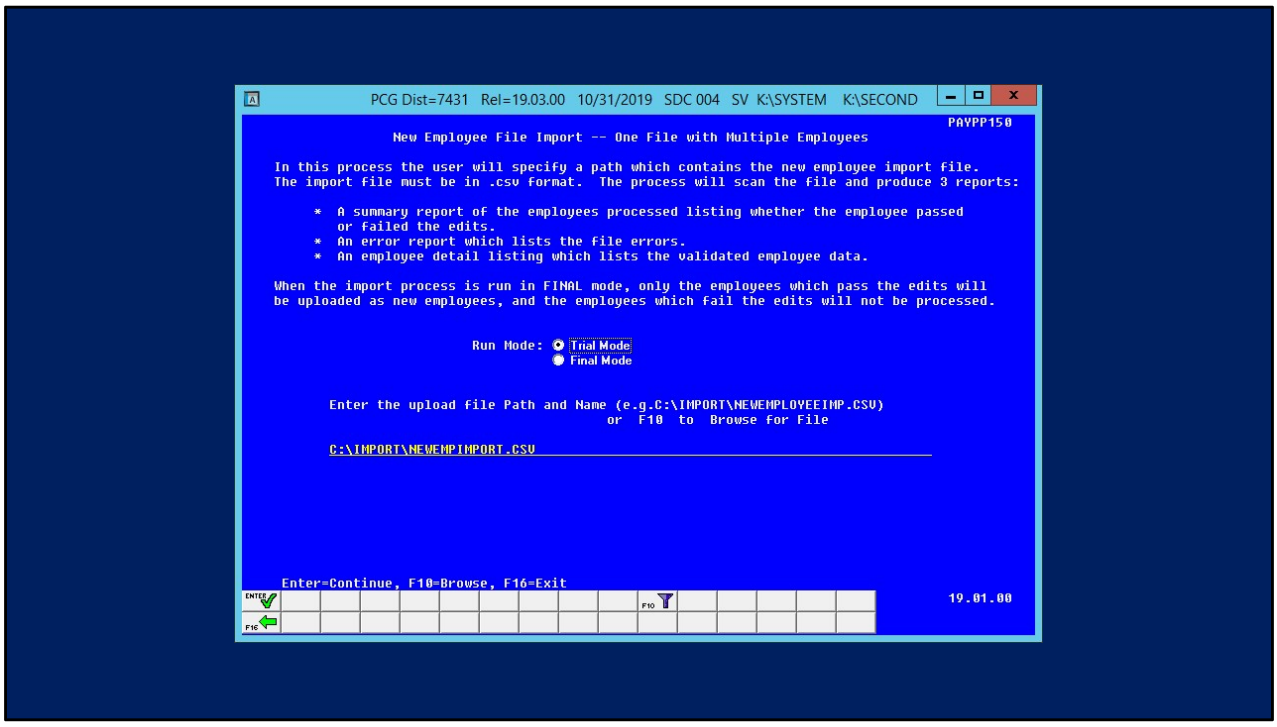
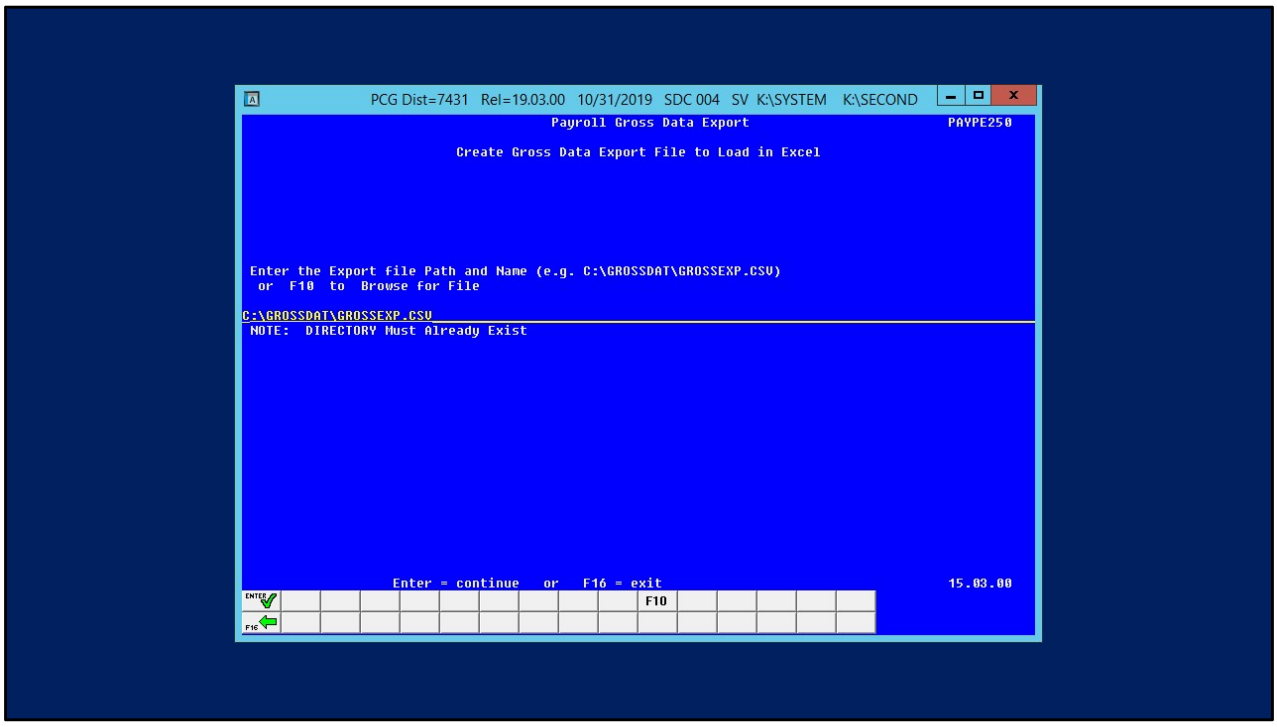
PAYPP150
Import New Employees
Import File Type?
Muliple Files, One Employee Per File
One File, Multiple Employees
Enter To Continue
F16 to Exit
19.01.00


PCG Dist=7431 Rel=19.03.00 10/31/2019 SDC 004 SV K:\SYSTEM K:\SECOND
PAYPP150
New Employee File Import -- One File with Multiple Employees
In this process the user will specify a path which contains the new employee import file.
The import file must be in .csv format. The process will scan the file and produce 3 reports:
* A summary report of the employees processed listing whether the employee passed or failed the edits.
* An error report which lists the file errors.
* An employee detail listing which lists the validated employee data.
When the import process is run in FINAL mode, only the employees which pass the edits will be uploaded as new employees, and the employees which fail the edits will not be processed.
Run Mode: Trial Mode
Final Mode
Enter the upload file Path and Name (e.g.C:\IMPORT\NEWEMPLOYEEIMP.CSV)
or F10 to Browse for File
C:\IMPORT\NEWEMPIMPORT.CSV
Enter=Continue, F10=Browse, F16=Exit
ENTER
F10
F16
19.01.00

EXPORTING PAYROLL GROSS DATA

- F2 Payroll System
- F13 Special Functions Menu
- F8 Payroll Export/Import Menu
- F1 Payroll Gross Data Export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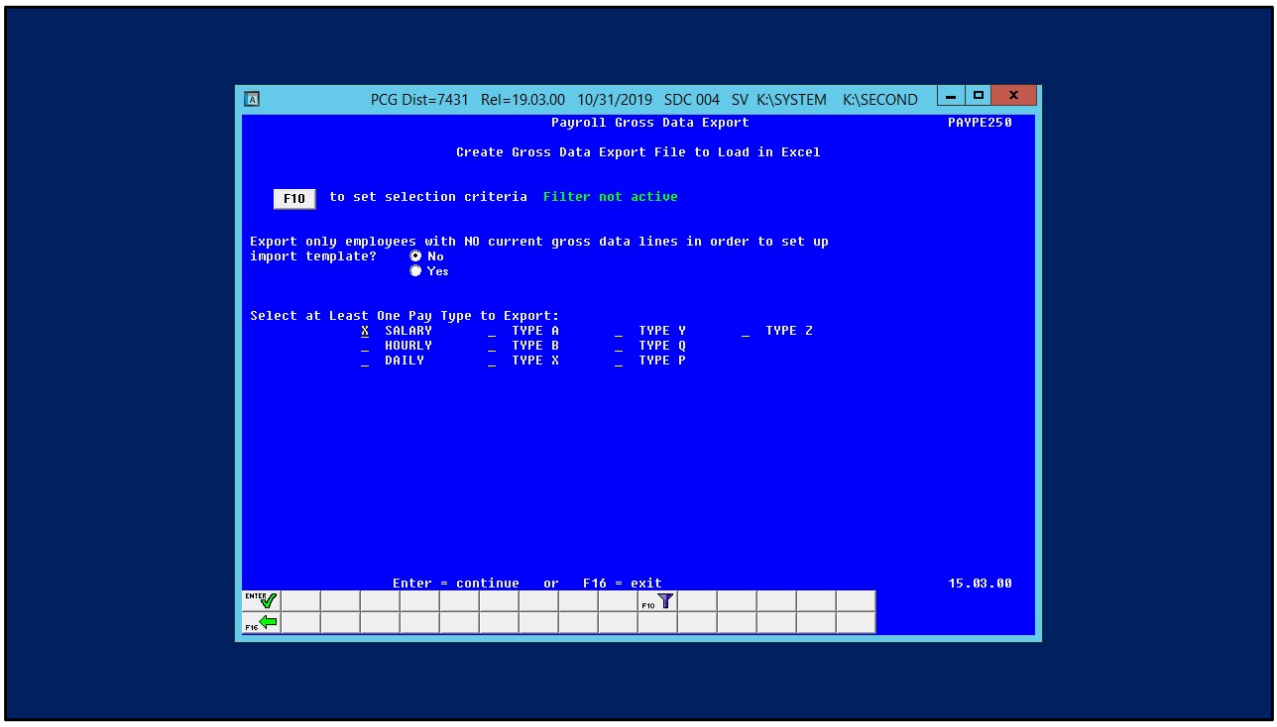
Payroll Gross Data Export
PAYPE250
Create Gross Data Export File to Load in Excel
Enter the Export File Path and Name (e.g. C:\GROSSDAT\GROSSEXP.CSV)
or F10 to Browse for File
C:\GROSSDAT\GROSSEXP.CSV
NOTE: DIRECTORY Must Already Exist
Enter = continue or F16 = exit
15.03.00
ENTER
F10
F16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Payroll Gross Data Export
PAYPE250
Create Gross Data Export File to Load in Excel
F10 to set selection criteria Filter not active
Export only employees with NO current gross data lines in order to set up import template?
No
Yes
Select at Least One Pay Type to Export:
X SALARY
HOURLY
DAILY
TYPE A
TYPE B
TYPE X
TYPE Y
TYPE Q
TYPE P
TYPE Z
Enter = continue or F16 = exit
15.03.00

EXPORTING PAYROLL GROSS DATA

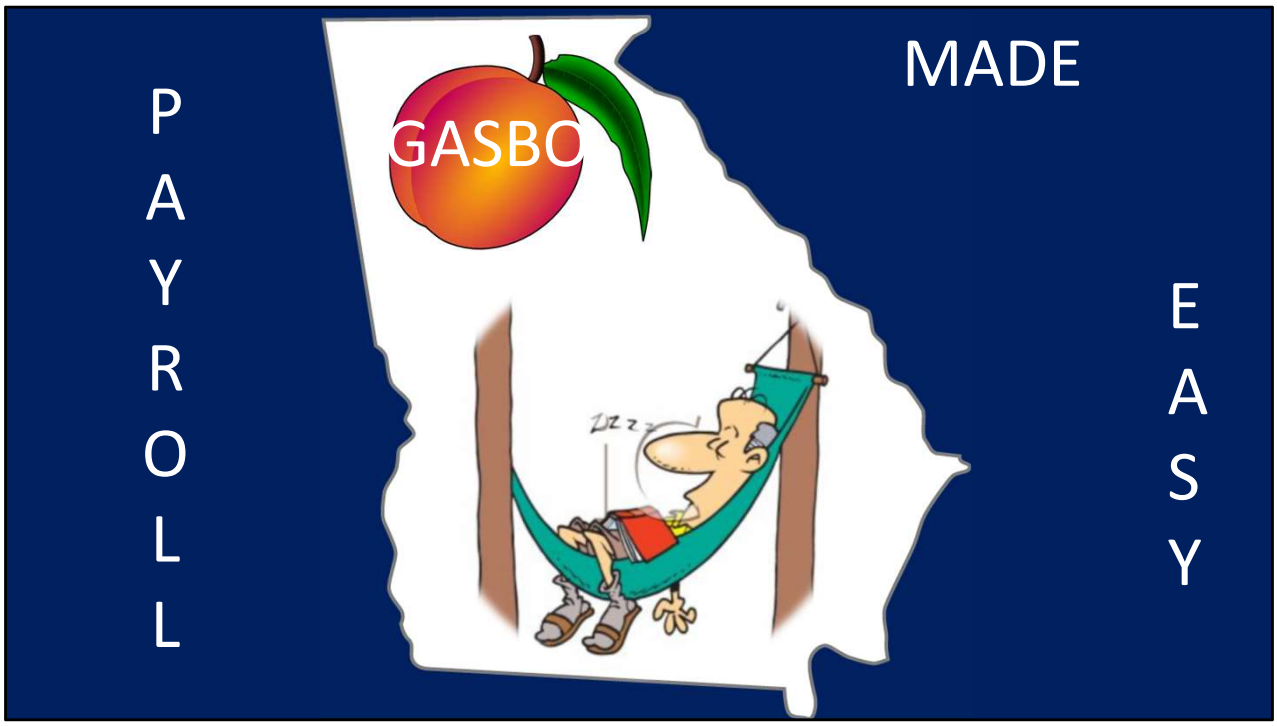
- F2 Payroll System
- F13 Special Functions Menu
- F8 Payroll Export/Import Menu
- F1 Payroll Gross Data Export

Click Data Export Hyperlink

IMPORTING PAYROLL GROSS DATA

- F2 Payroll System
- F13 Special Functions Menu
- F8 Payroll Export/Import Menu
- F2 Payroll Gross Data Import

Click Hyperlink



Using Exporting and Importing will make completing payroll easy.