



# PCGenesis Advanced Payroll

**Katie Green**  
**CPI Data Analyst**  
*kagreen@doe.k12.ga.us*



# Introduction

Katie Green has been with the Georgia Department of Education for over nine years, currently working with the Data Collections Department. Katie is responsible for the Certified/Classified Personnel Information collection (CPI). She is also the PCGenesis expert for Data Collections. Katie has 16 years of service in the corporate sector in accounting and six years as a Business Analyst. She is a native of Atlanta, Georgia, and attended Atlanta Public Schools. Katie holds an Associate's Degree in Business Administration and a Bachelor of Science in Technical Management.



# Objectives / Learning Targets

- The learner will be able to understand the difference between the Check/Direct Deposit /add menu and the Manual Checks & Voids From Previous pay menu under Payroll system
- The learner will understand how do adjust for TRS and FICA with Earning history adjustment and Gross data correction.
- The learner will understand the importance of the import and export tools.
- The learner will be able to set up the TRS for retiree returning at 49% HB385 HB210 /SB 327 TRS Retirees



# Objectives / Learning Targets

Difference between the Check/Direct Deposit /add menu F6 option

And

Manual Checks & Voids From Previous pay menu under Payroll system F9 option

# Current Payroll Check/Direct Deposit Void/Add Menu

The **Check/Direct Deposit Void/Add Menu (F6)** is used to correct check errors for the current payroll. Checks may be voided, issued, or reissued, as necessary.

The screenshot displays the 'Payroll System' menu with the following options:

FKey	Check and Direct Deposit Menu
1	-- Print Balance Sheets (After Updates) (Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave)
2	-- Calculate Payroll & Print Exceptions
3	-- Calculate Payroll & Print Trial Register
4	-- Calculate Payroll & Update YTD (Final)
24	-- Import Leave Data for Paystubs From Leave Management System
5	-- Print Paychecks and Direct Deposits
6	-- Check/Direct Deposit Void/Add Menu
7	-- Print Final Payroll Register
8	-- Print Deduction Registers & Create Direct Deposit Export File
9	-- Manual Checks & Voids From Previous Pay Menu
12	-- Print Final Payroll Distribution
13	-- Update Earnings History With Current Pay
14	-- Update Budget Files With Current Pay

The menu also includes a status bar at the top with the text: 'PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV C:\SQLSYS CASECOND YELLOW' and a taskbar at the bottom with icons for 'Master', 'User List', 'F16', 'Word', 'PAY MONITOR', and 'VEND MONITOR'.

# Current Payroll Check/Direct Deposit Void/Add Menu

If you send a NACHA file to the bank, and the bank tries to process the file but finds an error, if the user has NOT run **F13**, Update Earnings History, and **F14**, Update Budget Files, the user can use the **Check/Direct Deposit Void/Add Menu** to correct the NACHA file. This can be a life saver!!!

Void/Reissues can handle both regular checks and direct deposits.

# Current Payroll Check/Direct Deposit Void/Add Menu

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW PAYM0003

**Payroll System**

**Check and Direct Deposit Menu**

**FKey**

- 1 -- Print Balance Sheets [After Updates]  
(Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave)
- 2 -- Calculate Payroll & Print Exceptions
- 3 -- Calculate Payroll & Print Trial Register
- 4 -- Calculate Payroll & Update YTD [Final]
  
- 24 -- Import Leave Data for Paystubs From Leave Management System
- 5 -- Print Paychecks and Direct Deposits
- 6 -- Check/Direct Deposit Void/Add Menu**
- 7 -- Print Final Payroll Register
  
- 8 -- Print Deduction Registers & Create Direct Deposit Export File
  
- 9 -- Manual Checks & Voids From Previous Pay Menu
  
- 12 -- Print Final Payroll Distribution
- 13 -- Update Earnings History With Current Pay
- 14 -- Update Budget Files With Current Pay

13.02.00

Master User List F15 Que Word PAY MONITOR VEND MONITOR

Need to correct problems for specific employees, but checks have already been printed.

# Current Payroll Check/Direct Deposit Void/Add Menu

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW PAYVOIDP

Payroll System

FKey	Check/Direct Deposit Void/Add Procedure
1	-- Step 1. Void/Add Request Procedure
3	-- Step 3. Trial Register for Additional Checks/Direct Deposits
4	-- Step 4. Calculate Pay and Update YTD
5	-- Step 5. Print Additional Checks/Direct Deposits
12	-- Void/Add Procedure Monitor

Note: Steps 1 - 3 can be repeated as often as necessary.  
Records will be accumulated until step 4 is processed.

17.01.00

Master User List Word PAY MONITOR VEND MONITOR

Once you start a Void/Add process, it must be completed.



# Current Payroll Check/Direct Deposit Void/Add Menu

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW

PAYVOID

Payroll Check / Direct Deposit Voiding / Adding

Enter Employee Number: 87781

Employee: AD2ER, TA2

Check/DD #: 50002

Amount: 3,296.57

Will a replacement check / direct deposit be issued? YES (YES or NO)

Enter - Continue, F16 - ReEnter/Exit

21.03.00

To simply void the check, answer NO to the question, “Will a replacement check / direct deposit be issued?”

To void and then to reissue a new check, answer YES to the question, “Will a replacement check / direct deposit be issued?”

# Current Payroll Check/Direct Deposit Void/Add Menu

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW

Status Active Update/Display Gross Data PAY07

EmpNo 87781 AD2ER, TA2 Class 1 CLASSROOM TEACHERS  
 SSN 999-08-7781 Loc 100 Location 000100 Job cd 3 TEACHER 4-8  
 Salary sched Cert level T4 Pay step L2 State yrs 13 Local yrs 3  
 Work sched ID Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay sw Y Budget  
 Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI % Dist	Pay Reas	Pay for Period	End
01.	S	0010			4047.58		1.0000			
02.	S	0011			230.42					
03.	S	0312			416.67					
04.	S	0312			300.00					
05.										
06.										

4994.67 1.0000

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add't'l	Pens	Gross	Pens Amt	Contract	Sub Distrib	Budget Flag
ACCT 01	22	100		1051	1000	11000	100	1						Y	S
ACCT 02	22	100		1053	1000	11000	100	1							I
ACCT 03	22	100		1638	2100	19100	100	1							M
ACCT 04	22	100		1021	1000	11800	100	1							
ACCT 05	00														
ACCT 06	00														

Total gross 4994.67 Pens code 2 TRS Pens Amt/% .0600  
 Cycle gross 4694.67 Pens switch Y  
 State salary 48571.00 TRS service ind 1 TRS/ERS Pens Gross Pay sch. # 12  
 Local salary 2765.00 TRS serv lock N Adj Amt/% Cycle 1 Cal Yr  
 Other 5000.00 No pension code 00 PY contmo 10  
 Contract amt 56336.00 Pens elig date 8/03/2017

Validations passed. Save your changes.

21.03.00

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

The missing pay can be added

Go back to Payroll update menu option F1 or F4 to put in your adjustment

# Current Payroll Check/Direct Deposit Void/Add Menu

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW PAYU0IDP

**Payroll System**

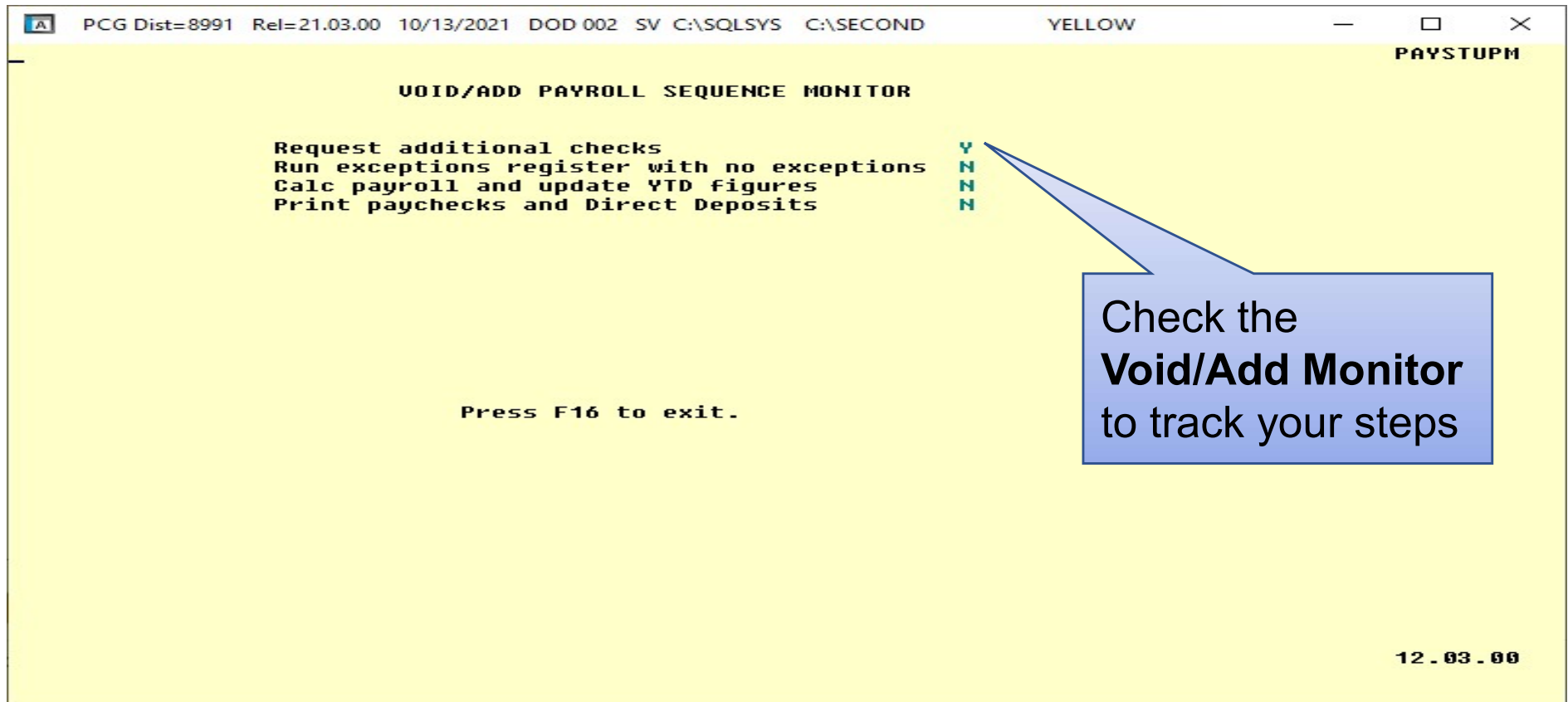
FKey	Check/Direct Deposit Void/Add Procedure
1	-- Step 1. Void/Add Request Procedure Step 2. (Return to Update Menu for Adjustments as Necessary)
3	-- Step 3. Trial Register for Additional Checks/Direct Deposits
4	-- Step 4. Calculate Pay and Update YTD
5	-- Step 5. Print Additional Checks/Direct Deposits
12	-- Void/Add Procedure Monitor

Note: Steps 1 - 3 can be repeated as often as necessary.  
Records will be accumulated until step 4 is processed.

Master User List Word PAY MONITOR VEND MONITOR 17-01-00

I now return to the **Check/Direct Deposit Void/Add Procedure Menu**. From here, let's look at the **Void/Add Procedure Monitor, F12**.

# Problems in Current Payroll Void/Add Menu



Use the **Void/Add Monitor** to track your steps in the Void/Add process. You can see that I have requested additional checks but have not gone any further yet.

# Current Payroll Check/Direct Deposit Void/Add Menu

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW

Payroll System PAYU0IDP

**FKey**                      **Check/Direct Deposit Void/Add Procedure**

-----

**1** -- Step 1. Void/Add Request Procedure  
      Step 2. (Return to Update Menu for Adjustments as Necessary)

**3** -- Step 3. Trial Register for Additional Checks/Direct Deposits

**4** -- Step 4. Calculate Pay and Update YTD

**5** -- Step 5. Print Additional Checks/Direct Deposits

**12** -- Void/Add Procedure Monitor

**Note: Steps 1 - 3 can be repeated as often as necessary.  
      Records will be accumulated until step 4 is processed.**

Master User List Word PAY MONITOR VEND MONITOR

F16 ←

17 - 01 - 00

From the Add/Void Menu, we will run the **Trial Register (F3)** for the reissued or voided checks.

Note that Step 3, 4, and 5 must be run in order

# Current Payroll Check/Direct Deposit Void/Add Menu

```

REPORT DATE 10/16/2012 09:18 PAYTRIAL          PAYROLL TRIAL REGISTER FOR PAY 09/28/12          PAGE    1
LOCATION 0102 - Location 000102
LOC  EMP # CL NAME                REG HRS  OT HRS    GROSS  ANNUITY  FEDERAL  OASDI    HI    STATE  RETIRE  AEIC
0102 88669 10 DA4LING, BE4KIS      2115.31
NET PAY: 1385.49 DD
316.86 /08 102.86 /33            /13    1.00 /43
    
```

```

REPORT DATE 10/16/2012 09:18 PAYTRIAL          PAYROLL TRIAL REGISTER FOR PAY 09/28/12          PAGE    3
PAYROLL GROSS                    2,115.31
FICA - OASDI                      71.22          1,695.59
FICA - HEALTH INSURANCE          24.59          1,695.59
03 FED INCOME TAX                 60.81
04 VENDOR 000012                  56.66
08 GHI-NON-CERT                   316.86        I
33 VENDOR 002920                  102.86        I
43 VENDOR 004320                   1.00
TRS                                95.82          1,597.00
* PAYROLL CHECKS NET
** DIRECT DEPOSIT NET              1,385.49
TOTAL DEDUCTIONS                  729.82
# OF CHECKS TO BE WRITTEN         1          MALES:          FEMALES:        1
    
```

Trial Register shows one check

Review the **Trial Register**. Note that the Trial Register reflects only the reissued or voided checks.

# Current Payroll Check/Direct Deposit Void/Add Menu

REPORT DATE: 10/16/2012                      TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12                      PAYTRIAL                      PAGE      1

EMP. #	EMPLOYEE NAME	SALARY GROSS	22000 ***** 22000 *****		PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	21000 ***** 21000 *****		(OBJECT) PEN EMPL SHR/EMPL
			OASDI OASDI	GROSS AMT			C GHI	AMT AMT	
DA4LING, BE4KIS 88669		2,115.31	1,695.59	1,695.59		1,597.00			
Deductions:	16.69 /33      5.75 /13		105.13	24.59	TRS	182.22		446.20	
EMPLOYER SHARE GRAND TOTAL		2,115.31	1,695.59	1,695.59	(23000) TRS	1,597.00		446.20	

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

REPORT DATE: 10/16/2012                      TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12                      PAYTRIAL                      PAGE      3

DED NO	DEDUCTION DESCRIPTION	TOTAL DED	EMPLR AMT	DEDUCT	EMPLR INDICATOR
13	VENDOR 002920		5.75		Fixed amount
33	VENDOR 002920		16.69		Fixed amount

The Trial Employer Benefit Register is also available

# Current Payroll Check/Direct Deposit Void/Add Menu

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW PAYVOIDP

**Payroll System**

FKey	Check/Direct Deposit Void/Add Procedure
1	-- Step 1. Void/Add Request Procedure Step 2. (Return to Update Menu for Adjustments as Necessary)
3	-- Step 3. Trial Register for Additional Checks/Direct Deposits
4	-- Step 4. Calculate Pay and Update YTD
5	-- Step 5. Print Additional Checks/Direct Deposits
12	-- Void/Add Procedure Monitor

**Note: Steps 1 - 3 can be repeated as often as necessary.  
Records will be accumulated until step 4 is processed.**

Master User List Word PAY MONITOR VEND MONITOR

F16 ← Que Word

17.01.00



# Current Payroll Check/Direct Deposit Void/Add Menu

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW

Payroll System PAYVOIDP

FKey	Check/Direct Deposit Void/Add Procedure
1	-- Step 1. Void/Add Request Procedure Step 2. (Return to Update Menu for Adjustments as Necessary)
3	-- Step 3. Trial Register for Additional Checks/Direct Deposits
4	-- Step 4. Calculate Pay and Update YTD
5	-- Step 5. Print Additional Checks/Direct Deposits
12	-- Void/Add Procedure Monitor

Note: Steps 1 - 3 can be repeated as often as necessary.  
Records will be accumulated until step 4 is processed.

Master User List Word PAY MONITOR VEND MONITOR

17-01-00

# Current Payroll Check/Direct Deposit Void/Add Menu

If an employee is not in the payroll due to an oversight, an employee can be added with the Void/Add Menu.

We can run and re-run the **Void/Add** process as many times as necessary if **F13**, Update Earnings History, and **F14**, Update Budget Files, has **NOT** been run. Once **F13** and **F14** have been executed, corrections can't be made unless files are restored.

# Current Payroll Check/Direct Deposit Void/Add Menu

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW PAYSTUPM

**VOID/ADD PAYROLL SEQUENCE MONITOR**

Request additional checks N  
Run exceptions register with no exceptions N  
Calc payroll and update YTD figures N  
Print paychecks and Direct Deposits N

Press F16 to exit.

12.03.00

After the pay statement(s) have finished printing, the **Void/Add Monitor** resets

# Current Payroll Check/Direct Deposit Void/Add Menu

PCG Dist=8991 Rel=14.03.00 10/29/2014 PCW 004 SV C:\DEVSY S C:\SECOND WHITE PAYVOID

Payroll Check / Direct Deposit Voiding / Adding

Enter Employee Number: 87998

Employee: HA3DISON, YU3IKO

Check/DD #:

Amount:

Employee does not have a check or direct deposit.

Enter to ADD employee to payroll cycle. F16 to reenter

Enter - Continue, F16 - ReEnter/Exit

ENTER ✓

F16 ←

14.03.00

To process a check for a person that is not on your pay run ENTER to add the employee to the payroll.

# Current Payroll Check/Direct Deposit Void/Add Menu

PCG Dist=8991 Rel=14.03.00 10/29/2014 PCW 004 SV C:\DEVSY S C:\SECOND WHITE PAYVOID

**Payroll Check / Direct Deposit Voiding / Adding**

Enter Employee Number: **87998**

Employee: **HAADISON, YU3IKO**

Check/DD #:

Amount:

**Employee Void/Add Successful.**

Enter - Continue, F16 - ReEnter/Exit

ENTER																	F16	<b>14.03.00</b>
F16																		

# Current Payroll Check/Direct Deposit Void/Add Menu

PCG Dist=8991 Rel=14.03.00 10/29/2014 PCW 004 SV C:\DEVSY S C:\SECOND WHITE

Status Active Update/Display Gross Data PAY07

EmpNo 87998 HA3DISON, YU3IKO Class 5 TCR AIDES PART-TIME

SSN 999-08-7998 Loc 3050 Location 003050 Job cd 3 TEACHER AIDES

Salary sched \_\_\_\_\_ Cert level \_\_\_\_\_ Pay step E State yrs 0 Local yrs 0

Work sched ID \_\_\_\_\_ Hrs/Day 8.000 Days/Week 0 Hrs/Week 0.00 13/14 pay sw \_\_\_\_\_ Budget pay cat \_\_\_\_\_

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

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI % Dist	Pay Reas	Pay for Period End
01	A	55.000	10.00		550.00				
02	A	55.000	5.00		275.00				
03									
04									
05									
06									
15.00					825.00				

ACCT 01 15 100 1021 1000 11400 111

ACCT 02 15 100 1021 1000 11400 3050

ACCT 03 00

ACCT 04 00

ACCT 05 00

ACCT 06 00

TRS & ERS Pens Gross Adj

Contract amt \_\_\_\_\_ Cycle gross \_\_\_\_\_ Total gross 825.00

State salary \_\_\_\_\_ Local salary \_\_\_\_\_ Cycle 1 Cal Yr

Pens code 0 Pens elig date \_\_\_\_\_ Other \_\_\_\_\_

Pens switch Y TRS service ind 0 Amt/% \_\_\_\_\_ Contmo 00

PY contmo 00

Validations passed. Save your changes.

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

F16 F17 F18 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

14.02.00

Now when I access an employee's Gross Data screen can now add additional pay!

If I need to change deduction amounts or change direct deposit account numbers, I will find that **F9/pencil** is now available on all the employee payroll screens.

# Current Payroll Check/Direct Deposit Void/Add Menu

PCG Dist=8991 Rel=14.03.00 10/29/2014 PCW 004 SV C:\DEVSY S C:\SECOND WHITE

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

Employee number 87998 Name HA3DISON, YU3IKO Loc 3050  
Social security 999 08 7998

Federal: Mar Stat S Exempt 0 Withholding Code 0 Amt/%.00  
State: Mar Stat A Allowance Mar 0 Dep 0 Withholding Code 0 Amt/%.00  
Switches: Fed Y State Y FICA Y (Y=Yes N=No M=Medicare) AEIC \_

Enable Direct Deposit  Yes  No

Direct Deposit Accounts							
DD #	Bank	Name	Account	Type	Method	Amt/%	Prenote
DD #1	07	UNITED BANKING COMPANY	11112222333344	C	P	1.0000	Y
DD #2	---	---	---	---	---	0.0000	---
DD #3	---	---	---	---	---	0.0000	---
DD #4	---	---	---	---	---	0.0000	---
DD #5	---	---	---	---	---	0.0000	---

Ded Desc	Ded	Annuity Company	Type	Use Percentage:	Percentage of Annuity Gross:
ANNUITY #1	/ 01	---		N	0.0000
ANNUITY #2	/ 02	---		N	0.0000
Annuity # 3	/ 00	---		N	0.0000
Annuity # 4	/ 00	---		N	0.0000
Annuity # 5	/ 00	---		N	0.0000

Validations passed. Save your changes.

14.03.00

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

Direct deposit can also be added.

# Current Payroll Check/Direct Deposit Void/Add Menu

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW

**Payroll System** PAYVOIDP

**FKey** **Check/Direct Deposit Void/Add Procedure**

-----

**1** -- Step 1. Void/Add Request Procedure  
Step 2. [Return to Update Menu for Adjustments as Necessary]

**3** -- Step 3. Trial Register for Additional Checks/Direct Deposits

**4** -- Step 4. Calculate Pay and Update YTD

**5** -- Step 5. Print Additional Checks/Direct Deposits

**12** -- Void/Add Procedure Monitor

Come back to the Void/Add Menu and complete the process.

**Note: Steps 1 - 3 can be repeated as often as necessary.  
Records will be accumulated until step 4 is processed.**

**17.01.00**

Master	User List																					
F10	Queue	Word	PAY MONITOR	VEND MONITOR																		



# Manual Checks & Voids From Previous Pay

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW PAYM0003

**Payroll System**

**Check and Direct Deposit Menu**

FKey	
1	-- Print Balance Sheets (After Updates) [Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave]
2	-- Calculate Payroll & Print Exceptions
3	-- Calculate Payroll & Print Trial Register
4	-- Calculate Payroll & Update YTD (Final)
24	-- Import Leave Data for Paystubs From Leave Management System
5	-- Print Paychecks and Direct Deposits
6	-- Check/Direct Deposit Void/Add Menu
7	-- Print Final Payroll Register
8	-- Print Deduction Registers & Create Direct Deposit Export File
9	-- <b>Manual Checks &amp; Voids From Previous Pay Menu</b>
12	-- Print Final Payroll Distribution
13	-- Update Earnings History With Current Pay
14	-- Update Budget Files With Current Pay

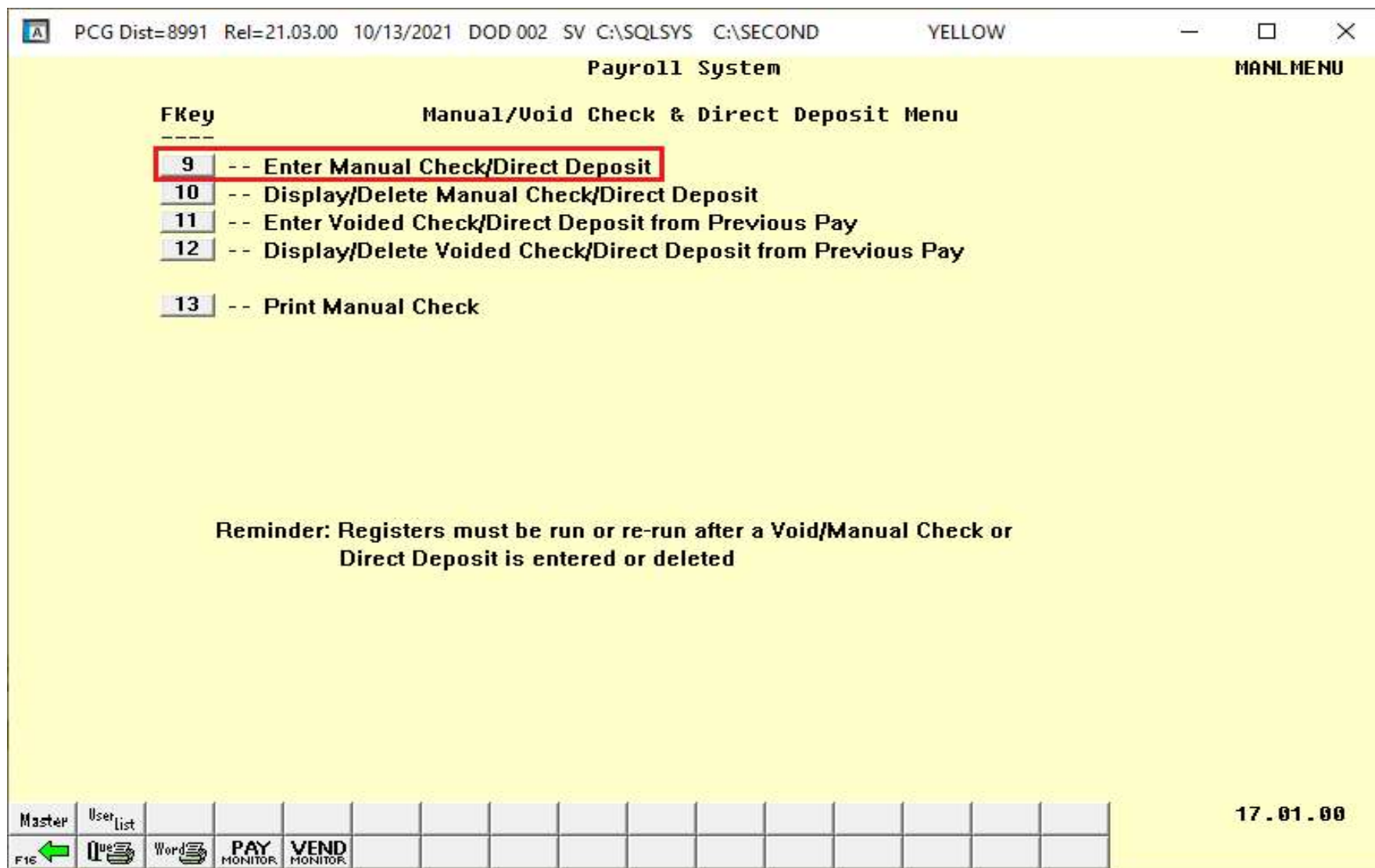
13.02.00

Master User List Word PAY MONITOR VEND MONITOR

F15

Use only for checks that were issued or voided before this payroll

# Manual Checks & Voids From Previous Pay



# Manual Checks & Voids From Previous Pay

- 1 manual check per employee per cycle
- 1 void check per employee per cycle
- Manual and void checks can be entered during a normal payroll cycle as well
  - 1 normal check for the employee
  - 1 voided check for the employee
  - 1 manual check for the employee

# Manual Checks & Voids From Previous Pay

PCG Dist=8991 Rel=21.03.00 10/15/2021 DOD 005 SV C:\SQLSYS C:\SECOND YELLOW

PAYMANL

Manual Check For: Employee **89118 NE7SOM, D07IAN** 999-08-9118 Loc **0108**  
 Chk Dt \_\_\_\_\_ Bank **BK01** Chk No. \_\_\_\_\_ DD Bank **01** DD acct **11 1111 111275**  
 Reg Hr \_\_\_\_\_ Out-Hr \_\_\_\_\_ Reg Amt \_\_\_\_\_ Out Amt \_\_\_\_\_  
 GHI ind **Y** FICA **Y** TRS Serv **1** Retire **Y** TRS DOE Paid ERCON ? **N** Pens code **2** TRS

Proc Type	Pay Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period	End
01									
02									
03									
04									
05									
Totals									

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	GHI Dist	Contract
ACCT 01	22	100	-	2041	1000	11000	108	1		1.0000	
ACCT 02	22	100	-	2043	1000	11000	108	1			
ACCT 03	22	100	-	9990	2100	14600	108	1			
ACCT 04	22	100	-	9990	2100	14600	108	1			
ACCT 05	00										
Totals											

OASDI Gr \_\_\_\_\_ OASDI Amt \_\_\_\_\_ HI Gr \_\_\_\_\_ HI Amt \_\_\_\_\_  
 Ded 03 **N** Ded 04 **N** Ded 09 **N** Ded 14 **N** Ded 17 **N** Ded 33 **N** Ded 48 **N** Ded 58 **N** Ded 67 **N** Ded 71 **N**  
 Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_

\*\*\* Gross Pay                      \*\*\* Deductions                      \*\*\* Net Pay                      \*\*\* NON TAX

21.03.00

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

# Manual Checks & Voids From Previous Pay

PCG Dist=8991 Rel=21.03.00 10/15/2021 DOD 005 SV C:\SQLSYS C:\SECOND YELLOW

PAYMANL

Manual Check For: Employee **89118 NE7SON, D07IAN** 999-08-9118 Loc 0108  
 Chk Dt 9302021 Bank BK01 Chk No. 60000 DD Bank 01 DD acct 11 1111 111275  
 Reg Hr \_\_\_\_\_ Out-Hr \_\_\_\_\_ Reg Amt \_\_\_\_\_ Out Amt \_\_\_\_\_  
 GHI ind N FICA N TRS Serv 1 Retire Y TRS DOE Paid ERCON ? N Pens code 2 TRS

Proc	Pay Type	Pay Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01									10/15/2021
02									
03									
04									
05									
Totals									

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	GHI Dist	Contract
ACCT 01	22	100		2041	1000	11000	108	1			
ACCT 02	22	100		2043	1000	11000	108	1			
ACCT 03	22	100		9990	2100	14600	108	1			
ACCT 04	22	100		9990	2100	14600	108	1			
ACCT 05	00										
Totals											

OASDI Gr \_\_\_\_\_ OASDI Amt \_\_\_\_\_ HI Gr \_\_\_\_\_ HI Amt \_\_\_\_\_  
 Ded 03 N Ded 04 N Ded 09 N Ded 14 N Ded 17 N Ded 33 N Ded 48 N Ded 58 N Ded 67 N Ded 71 N  
 Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded 20.00- Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_ Ded \_\_\_\_\_

\*\*\* Gross Pay                      \*\*\* Deductions                      \*\*\* Net Pay                      \*\*\* NON TAX

21.03.00


# Manual Checks & Voids From Previous Pay

PCG Dist=8991 Rel=21.03.00 10/15/2021 DOD.005 SV C:\SQLSYS\ C:\SECOND YELLOW

Manual Check For: Employee 89118 NE7SON, DOZIAN 999-88-9118 Loc 0188 PAYMANL  
 Chk Dt 9/30/2021 Bank BK01 Chk No. 60000 DD Bank 01 DD acct 11 1111 111275  
 Reg Hr Out-Hr Reg Amt Out Amt  
 GHI ind N FICA N TRS Serv 1 Retire Y TRS DOE Paid ERCON ? N Pens code 2 TRS

Proc Type	Pay Type	Tot Gross
01		
02		
03		
04		
05		
Totals		
Yr	Fnd	F Prgm Fnd
ACCT 01	22 100	2041 10
ACCT 02	22 100	2043 10
ACCT 03	22 100	9990 21
ACCT 04	22 100	9990 21
ACCT 05	00	

Check or Direct Deposit?

 This manual payment will take the form of a direct deposit because the DD Bank and DD Acct are filled in. NOTE: Manual payments do NOT go to a NACHA file.

To continue as a direct deposit payment, select 'OK'.  
 To change to check payment, select 'CANCEL' and delete DD Bank and DD Account.

OK Cancel

OASDI Gr	OASDI Amt	HI Gr	HI Amt
Ded 03 N	Ded 04 N	Ded 09 N	Ded 14 N
		Ded 17 N	Ded 33 N
		Ded 48 N	Ded 58 N
		Ded 67 N	Ded 71 N
		20.00-	

\*\*\* Gross Pay Invalid Check Number - Cannot be Zeroes? \*\*\* Deductions 20.00- \*\*\* Net Pay 20.00 \*\*\* NON TAX

21.03.00

Manual checks should NOT be created as a direct deposits. Manual checks created as direct deposits will NOT appear on a NACHA file.

Go back and erase the DD information.

# Manual Checks & Voids From Previous Pay

PCG Dist=8991 Rel=21.03.00 10/15/2021 DOD.005 SV C:\SQLSYS C:\SECOND YELLOW

PAYMANL

Manual Check For: Employee 89118 NEZSOM, D07IAN 999-08-9118 Loc 0108  
 Chk Dt 9/30/2021 Bank BK01 Chk No. 60000 DD Bank DD acct  
 Reg Hr Out-Hr Reg Amt Out Amt  
 GHI ind N FICA N TRS Serv 1 Retire Y TRS DOE Paid ERCON ? N Pens code 2 TRS

Proc Type	Pay Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01								
02								
03								
04								
05								
Totals								
ACCT 01	22	100	2041	1000	11000	108	1	
ACCT 02	22	100	2043	1000	11000	108	1	
ACCT 03	22	100	9990	2100	14600	108	1	
ACCT 04	22	100	9990	2100	14600	108	1	
ACCT 05	00							

Totals		Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	GHI Dist	Contract							
OASDI Gr																			
Ded 03	N	Ded 04	N	Ded 09	N	Ded 14	N	Ded 17	N	Ded 33	N	Ded 48	N	Ded 58	N	Ded 67	N	Ded 71	N
Ded		Ded		Ded		Ded		Ded		Ded		Ded		Ded		Ded		Ded	

\*\*\* Gross Pay 20.00- \*\*\* Deductions 20.00- \*\*\* Net Pay 20.00 \*\*\* NON TAX

Validations passed. Save your changes.

21.03.00

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

Verify the Net Pay amount.

Once the check is verified, select **F8** – Save.

# Manual Checks & Voids From Previous Pay

PCG Dist=8991 Rel=13.03.00 10/24/2013 DOD 002 SV C:\DEVSY\ C:\SECOND GREEN MANLMENU

Payroll System

Manual/Void Check & Direct Deposit Menu

FKey

-----

9 -- Enter Manual Check/Direct Deposit

10 -- Display/Delete Manual Check/Direct Deposit

11 -- Enter Voided Check/Direct Deposit from Previous Pay

12 -- Display/Delete Voided Check/Direct Deposit from Previous Pay

13 -- Print Manual Check

15 -- Void/Add Check to Direct Deposit Bank

Reminder: Registers must be run or re-run after a Void/Manual Check or Direct Deposit is entered or deleted

Master User List Word PAY MONITOR VEND MONITOR 13.01.00

After you have entered the check/direct deposit, you may review it through the F10 function. If there is an error, you may delete the check and start over.



# Manual Checks & Voids From Previous Pay

PCG Dist=8991 Rel=13.03.00 10/24/2013 DOD 002 SV C:\DEV5YS C:\SECOND GREEN MANL MENU

Payroll System

FKey Manual/Void Check & Direct Deposit Menu

- 9 -- Enter Manual Check/Direct Deposit
- 10 -- Display/Delete Manual Check/Direct Deposit
- 11 -- Enter Voided Check/Direct Deposit from Previous Pay
- 12 -- Display/Delete Voided Check/Direct Deposit from Previous Pay
- 13 -- Print Manual Check
- 15 -- Void/Add Check to Direct Deposit Bank

Reminder: Registers must be run or re-run after a Void/Manual Check or Direct Deposit is entered or deleted

13.01.00

Master User List Word PAY MONITOR VEND MONITOR

You may enter a voided check/direct deposit through the **F11** function. After you have entered the voided check/direct deposit, you may review it through the **F12** function. If there is an error, you may delete the voided check and start over.

# Manual Checks & Voids From Previous Pay

Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN  
 Void Check/Dir Dep For: Employee 89647 BA2LEY, TIZANY Loc 0102 PAYUD  
 Transaction Date 11/30/2012 AEIC IND ADU EIC PAYMT SSN 999-88-9647  
 CK/DD # Chk Date Chk Bank BK08 Chk or DD (C or D) SERU 0  
 Reg Hr Out-Hr Reg Amt Out Amt Contract  
 Proc Pay  
 Type Type Tot Gross FICA Gr FICA Amt Pens Gr Pens Amt Reas Pay Pay for  
 Period End  
 01  
 02  
 03  
 04  
 05  
 \*\*\* Totals  
 Yr Fnd F Prgm Fnct Object Fcty B Addt'l GHI Dist  
 ACCT 01  
 ACCT 02  
 ACCT 03  
 ACCT 04  
 ACCT 05  
 Totals  
 OASDI Gr HI Gr Employer paid: GHI  
 Ded Ded Ded Ded Ded Ded ER: Pens Ded  
 Ded Ded Ded Ded Ded Ded Ded Ded Ded  
 Employer Contribution Override Sets all deduction employer contribution flags to 'N' if  
 OVERRIDE turned on. (Employer pension, GHI, & FICA not affected.)  
 \*\*\* Gross Pay \*\*\* Deductions \*\*\* Net Pay \*\*\*  
 12.02.00

This feature is used if you are voiding a check that was already processed in a previous payroll run.

The drop-down selection icon on the **Check/Direct Deposit Number** field will provide a list of all the employee's checks in the current calendar year.

# Manual Checks & Voids From Previous Pay

PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

VOID Check or Direct Deposit from Previous Pay PAYUD

Void Check/Dir Dep for: Employee 89647 BA2LEY, TIZANY Loc 0102

Transaction Date 11/30/2012 AEIC IND ADU EIC PAYMT SSN 999-08-9647

Ck/DD #  Chk Date  Chk Bank BK08 Chk or DD (C or D) SERI 0

Reg Hr Proc Pay Out-Hr

Type Type Tot Gross FIC

Check Number	Check Date	Check Bank	DD/Chk	Check Status	Total Net
0026062	01/31/2012	BK08	D	Issued	2,185.61
0026373	02/29/2012	BK08	D	Issued	2,185.61
0026691	03/30/2012	BK08	D	Issued	2,244.73
0127011	04/30/2012	BK08	D	Issued	2,207.07
0127329	05/31/2012	BK08	D	Issued	2,183.75
0127645	06/29/2012	BK08	D	Issued	2,183.75
0127918	07/31/2012	BK08	D	Issued	2,171.71
0128138	08/31/2012	BK08	D	Issued	2,171.71

\*\*\* Totals

Yr Fnd F Prgm Fnct Objc

ACCT 01  
ACCT 02  
ACCT 03  
ACCT 04  
ACCT 05

OASDI Gr Ded OASDI Amt Ded D  
Ded Ded Ded D

Employer Contribution Override

\*\*\* Gross Pay \*\*\*

Select payments for calendar year: 12

Re-filter Done Cancel

12.02.00

# Manual Checks & Voids From Previous Pay

PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSY S C:\SECOND GREEN

VOID Check or Direct Deposit from Previous Pay PAYUD

Void Check/Dir Dep for: Employee 89647 BA2LEY, TIZANY Loc 0102

Transaction Date 11/30/2012 AEIC IND ADU EIC PAYMT SSN 999-08-9647

Ck/DD # 128193 Chk Date 8/31/2012 Chk Bank BK08 Chk or DD (C or D) D SERU 0

Reg Hr Out-Hr Reg Amt Out Amt Contract

Proc Pay Pay Pay for

Type Type Tot Gross FICA Gr FICA Amt Pens Gr Pens Amt Reas Period End

01

02

03

04

05

\*\*\* Totals

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

ACCT 01

ACCT 02

ACCT 03

ACCT 04

ACCT 05

Totals Employer paid: GHI

OASDI Gr OASDI Amt HI Gr HI Amt ER: Pens

Ded Ded Ded Ded Ded Ded Ded Ded Ded Ded

Ded Ded Ded Ded Ded Ded Ded Ded Ded Ded

Employer Contribution Override Sets all deduction employer contribution flags to 'N' if  
OVERRIDE turned on. (Employer pension, GHI, & FICA not affected.)

\*\*\* Gross Pay \*\*\* Deductions \*\*\* Net Pay \*\*\*

12.02.00

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

F16 F17 F18 Help

# Manual Checks & Voids From Previous Pay

PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

VOID Check or Direct Deposit from Previous Pay

Transaction Date 11/30/2012 AEIC IND ADU EIC PAYMT Loc 0102  
 CK/DD # 128193 Chk Date 8/31/2012 Chk Bank BK08 Chk or DD (C or D) D SERU 0  
 Reg Hr Out-Hr Reg Amt 3183.52 Out Amt Contract 3183.52

Proc Type	Pay Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Reas	Pay for	Period End
01	S 0000	2868.92	2868.92	156.63	156.63	2868.92	172.14	91	8/31/2012	
02	S 0310	166.67	166.67	9.10	9.10	166.67	10.00	91	8/31/2012	
03	S 0300	208.33	208.33	11.38	11.38	208.33	12.50	91	8/31/2012	
04	B 0301	60.40	60.40	3.30	3.30			91	8/31/2012	
05										
*** Totals		3183.52	3076.17	173.81	173.81	3243.92	194.64			

Yr Fnd F Prgm Fcty Object Fcty B Addt'l GHI Dist

ACCT	Gr	Yr	Fnd	F	Prgm	Fcty	Object	Fcty	B	Addt'l	GHI	Dist
ACCT 01	13	402	1750	1000	11000	102	1				1.0000	
ACCT 02	13	100	9990	2100	14600	102	1					
ACCT 03	13	100	9990	2100	14600	101	1					
ACCT 04	13	402	1750	1000	11000	102	1					
ACCT 05												

Totals 1.0000 Employer paid: GHI 912.34  
 ER: Pens 370.13

OASDI Gr 3076.17 OASDI Amt 129.20 HI Gr 3076.17 HI Amt 44.61  
 Ded 01 N Ded 03 N Ded 04 N Ded 09 N Ded 11 N Ded 13 Y Ded 24 N Ded 28 N Ded 30 N Ded 33 Y  
 20.00 318.63 130.86 80.58 38.35 3.00 10.08 11.09 1.58 16.69  
 Ded 17 N Ded Ded Ded Ded Ded Ded Ded Ded

Employer Contribution Override N Sets all deduction employer contribution flags to 'N' if  
 OVERRIDE turned on. (Employer pension, GHI, & FICA not affected.)

\*\*\* Gross Pay 3183.52 \*\*\* Deductions 1011.81 \*\*\* Net Pay 2171.71 \*\*\*

12.02.00

Verify that this is the check you want to void. Select **ENTER** and then **F8** to save. If you do not want to reverse the employer contributions for the deductions, set the **Employer Contribution Override** to 'Y'. This will cause the deduction employer contribution flags to be set to 'N'. However, the employer contributions for pension, GHI and FICA will NOT be affected. Voiding a check will always result in the employer pension, GHI, and FICA employer amounts being voided as well.

# Manual Checks & Voids From Previous Pay

PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEV\SYS C:\SECOND GREEN

**VOID Check or Direct Deposit from Previous Pay** PAYUD

Void Check/Dir Dep for: Employee 89647 BA2LEY, TI2ANY Loc 0102  
 Transaction Date 11/30/2012 AEIC IND ADV EIC PAYMT SSN 999-08-9647  
 Ck/DD # 128193 Chk Date 8/31/2012 Chk Bank BK08 Chk or DD (C or D) D SERU 0  
 Reg Hr Out-Hr Reg Amt 3183.52 Out Amt Contract 3183.52

Proc	Pay									
Type	Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Reas	Pay for	Period End	
01	S 0010	2868.92	2772.18	156.63	2868.92	172.14	91	8/31/2012		
02	S 0310	166.67	161.04	9.10	166.67	10.00	91	8/31/2012		
03	S 0310	208.33	201.31	11.38	208.33	12.50	91	8/31/2012		
04	B 0301	60.40	58.				91	8/31/2012		
05										
*** Totals		3183.52	3076.							
ACCT	01 13 402	1750	1000	11000						
ACCT	02 13 100	9990	2100	14600						
ACCT	03 13 100	9990	2100	14600						
ACCT	04 13 402	1750	1000	11000						
ACCT	05									

**Success!**

Void of payroll payment created.

OK

Employer paid: GHI 912.34  
 ER: Pens 370.13

Ded 01	N Ded 03	N Ded 04	N Ded 09	N Ded 11	N Ded 13	Y Ded 24	N Ded 28	N Ded 30	N Ded 33	Y
20.00	318.63	130.86	80.58	38.35	3.00	10.08	11.09	1.58	16.69	
Ded 17	N Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	
12.50										

Employer Contribution Override N Sets all deduction employer contribution flags to 'N' if OVERRIDE turned on. (Employer pension, GHI, & FICA not affected.)

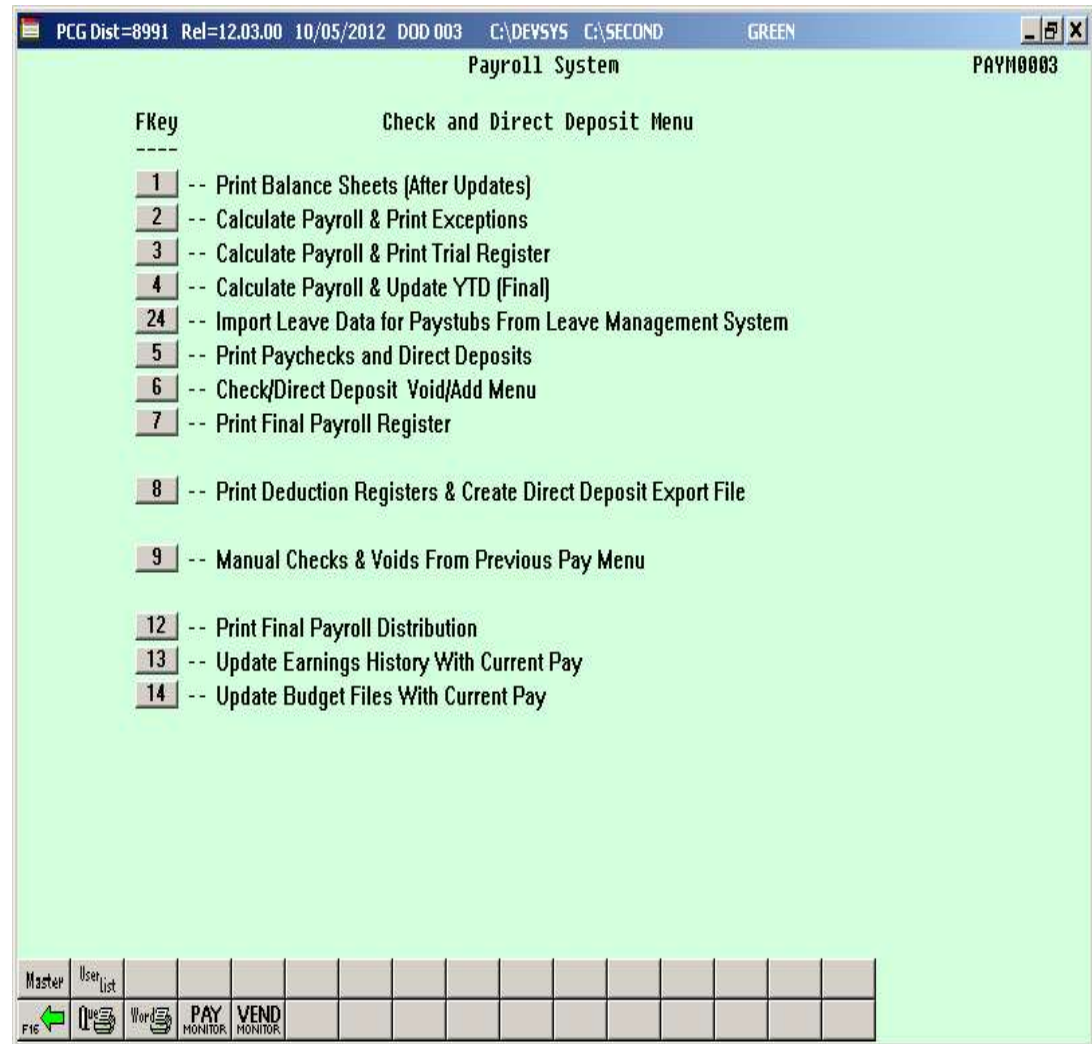
\*\*\* Gross Pay 3183.52 \*\*\* Deductions 1011.81 \*\*\* Net Pay 2171.71 \*\*\*

Save to complete payment void.

12.02.00

# Manual Checks & Voids From Previous Pay

- Update Budget Files with Current Pay (F14)
- Run F13 and F14 back to back
- Payroll is complete
- You cannot repost even if you try to run these steps again
- No reports produced





# Objectives / Learning Targets

The learner will understand how do adjust for TRS and FICA with Earning history adjustment and Gross data correction.



# FICA Adjustments

- Whenever possible, process FICA adjustments through payroll.
  - Earnings history will be correct
  - FICA and taxes will be correct
- Two methods for FICA adjustments:
  - FICA Adjustment (F2, F2, F9) – easiest method
  - Manual payroll check to refund the FICA

# FICA Adjustment Screen

- The easiest way to adjust FICA is on the **FICA Adjustment** screen (F2, F2, F9)
- This works if the **FICA switch** has not changed for the employee
- Use if wages were not taxed that should have been taxed
- Use to refund a FICA amount

# FICA Adjustment Screen

PCG Dist=8991 Rel=21.03.00 10/22/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW

Status **Active** Update/Display FICA/Medicare Adjustments PAYADJ2

Employee **87832 - AS9TON, YU9NE**

SSN **999-08-7836** Work-Loc **0100**

FICA/Medicare flag is currently set to: **Y**

FICA/Medicare Adjustment:  
 OASDI GROSS .00 Amt. \_\_\_\_\_ in Fund/Fisc \_\_\_\_  
 HI GROSS \_\_\_\_\_ Amt. \_\_\_\_\_

Pension Adjustment:  
 Pension adjustments are now accomplished with a Gross Type '2'  
 on the Gross Adjustment screen (PAY07).

**OASDI Gross = OASDI employer contribution**  
**HI Gross = Medicare (HI) employer contribution**

Mode changed to update

ENTER ✓	F1 ▶	F2 ◀	F3 📄	F4 📅	F5 ⏴	F6 ⏵	F7 ⏪	F8 📁	F9 🔍	F10 📏	F11 ▶	F12 ◀	F15 🔍		
F16 ◀	F17 📄	F18 🗑️				Per	Ded	Grs	W/H	Lv	Ytd	Help	Adj	FICA	Gar

22.01.00

# FICA Adjustment Screen

PCG Dist=8991 Rel=21.03.00 10/22/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW

Status **Active** Update/Display FICA/Medicare Adjustments PAYADJ2

Employee **87832 - AS9TON, YU9NE**

SSN **999-08-7836** Work-Loc **0100**

FICA/Medicare flag is currently set to: **Y**

FICA/Medicare Adjustment:  
 OASDI GROSS .00 Amt. \_\_\_\_\_ in Fund/Fisc \_\_\_\_\_  
 HI GROSS \_\_\_\_\_ Amt. \_\_\_\_\_

Pension Adjustment:  
 Pension adjustments are now accomplished with a Gross Type 'Z'  
 on the Gross Data screen (407).

**OASDI Amt = OASDI employee contribution**  
**HI Amt = Medicare (HI) employee contribution**

Mode changed to update

ENTER ✓	F1 ▶	F2 ◀	F3 📄	F4 🖨	F5 ⏴	F6 ⏵	F7 ⏴	F8 📁	F9 🔍	F10 📏	F11 ▶	F12 🔊		F15 🔍		
F16 ◀	F17 🔄	F18 🗑					Per	Ded	Grs	W/H	Lv	Ytd	Help	Adj	FICA	Gar

22.01.00

# FICA Adjustment Screen

- Use the **Calculate and Display** screen (F2, F2, F14) to verify results
- Before adding the FICA adjustment, look at the calculated OASDI and HI amounts
- After adding the FICA adjustment, look at the calculated OASDI and HI amounts
- Now, you can be certain the adjustments are correct

# Employer FICA, TRS, and GHI on a Manual Check

- FICA switch and **FICA gross** determine the employer FICA contribution
- Employee pension switch and **pension gross** determine the employer pension contribution
- GHI Participation Switch and the **GHI % Distribution** determine the employer GHI contribution
- Employer switch on individual deductions determine the employer deduction contribution

# Employer FICA, TRS, and GHI on a Manual Check

PCG Dist=8991 Rel=12.03.00 10/19/2012 DOD 001 C:\DEVSY S C:\SECOND GREEN

PAYMANL

Manual Check For: Employee 88650 EA7L, UI7CE 999-08-8650 Loc 0302  
 Chk Dt 11012012 Bank BK08 Chk No. 500003 DD Bank DD acct  
 Reg Hr Out-Hr Reg Amt 4678.42 Out Amt  
 GHI ind Y FICA Y TRS Serv 1 Pension type TRS

Proc Type	Pay Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01	S	4678.42	4223.35	238.62	4678.42	280.71		11/01/2012
02								
03								
04								
05								
Totals								

ACCT	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	GHI Dist	Contract
ACCT 01	13	100		1021	1000	11000	302	1		1.0000	4678.42
ACCT 02	00										
ACCT 03	00										
ACCT 04	00										
ACCT 05	00										
Totals											4678.42

OASDI Gr	OASDI Amt	HI Gr	HI Amt	Ded 03	Ded 04	Ded 13	Ded 25	Ded 33	Ded 17	Ded 10	Ded 09	Ded 43	Ded 24
4223.35	177.38	4223.35	61.24	417.65	210.73	2.96	90.35	102.86	14.58	42.00	234.48	2.00	27.38
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded

\*\*\* Gross Pay                      \*\*\* Deductions                      \*\*\* Net Pay                      \*\*\* NON TAX

12.02.00



# Objectives / Learning Targets

The learner will understand the importance of the import and export tools.



# Tools

- Payroll

- Gross Data **Export / Import**
- Deduction **Export / Import**
- Payroll/Deduction/CPI **Export / Import**  
**(Partial)**
- Mass Update
- Earnings History **Export**
- Earnings History Gross Pay **Export**
- New Hire **Export / Import**
- Employee Leave & Sub Pay **Export / Import**
- Employee Direct Deposit Accts **Export**
- Payroll Trial Register **Export**

# Payroll Export and Import

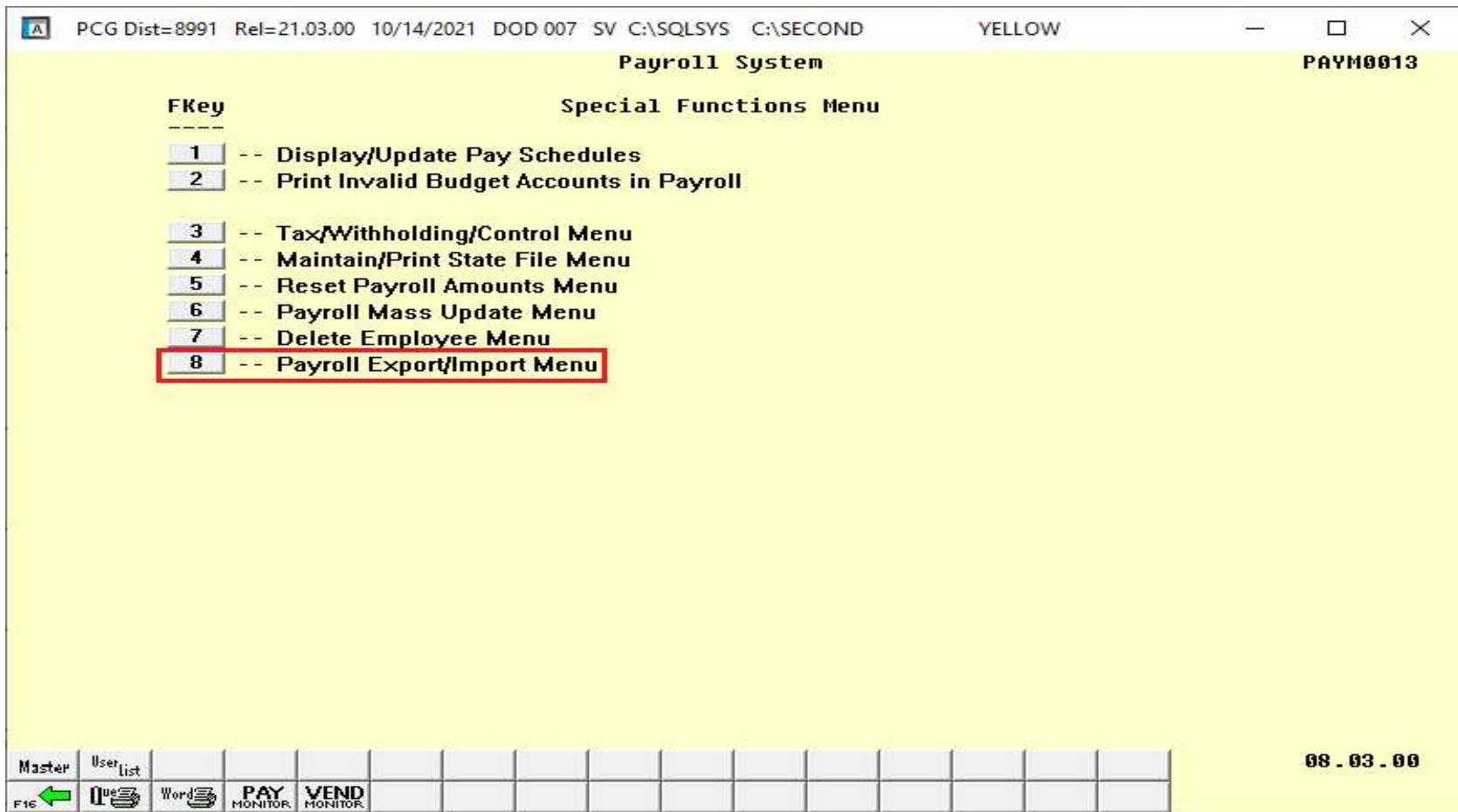
## How Does This Help ME???

FY2024, we added a new Data Element in the CPI Data Collection.

### **EMPLOYEE E-MAIL ADDRESS**

You can export out your active employee's entry the work e-mail on the spreadsheet then import that data back into your system.

# Payroll Export and Import



# Payroll Gross Data Export / Import

PCG Dist=8991 Rel=21.03.00 10/14/2021 DOD 007 SV C:\SQLSYS C:\SECOND YELLOW

**Payroll System** PAYM0016

**FKey** Payroll Export/Import Menu

- 1 -- Payroll Gross Data Export
- 2 -- Payroll Gross Data Import
- 3 -- Payroll Deduction Export
- 4 -- Payroll Deduction Import
- 5 -- Export Selected Payroll / Deduction / CPI Information
- 6 -- Import Selected Payroll Information or CPI Assignment Data
- 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 Word PAY MONITOR VEND MONITOR 17.02.00

# Payroll Gross Data Export / Import

- Use the **Payroll Export** function to set up a spreadsheet in the correct format
- Use the filter to select the desired group of employees
  - For example, to change the salary account for all active employees in a specific location

# Payroll Gross Data Export / Import

**Payroll Gross Data Export** **PAYPE250**

Create Gross Data Export File to Load in Excel

**F10** to set selection criteria **Filter set: TRS,Status**

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:

<input checked="" type="checkbox"/> SALARY	<input type="checkbox"/> TYPE A	<input type="checkbox"/> TYPE Y	<input type="checkbox"/> TYPE
<input type="checkbox"/> HOURLY	<input type="checkbox"/> TYPE B	<input type="checkbox"/> TYPE Q	
<input type="checkbox"/> DAILY	<input type="checkbox"/> TYPE X	<input type="checkbox"/> TYPE P	

Enter = continue    or    F16 = exit    21.03.00

ENTER ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

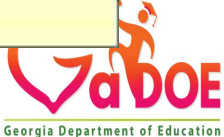
F16 ← | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

F10 Y

Employee filter is set

New employees: Option to export employees who have NO current gross data lines

Which salary types to export?



# Payroll Gross Data Export / Import

A spreadsheet is created in the correct format needed for the import

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	TYPE	EMPNO	LNAME	FNAME	SEQ	GRTYPE	PAYTYPE	PAYREAS	PERENDD	PAYRATE	REGHRS	OVTHRS	REG GR	OVT GR
2	G	86779	BE8BE	MA8IMIN	1	S		20	0	0	0	0	984.49	0
3	G	86784	CA3DWEL	AR3N	1	S		10	0	0	0	0	2853.23	0
4	G	86784	CA3DWEL	AR3N	2	S		11	0	0	0	0	159.15	0
5	G	86801	GI3	RE3DA	1	S		10	0	0	0	0	2710.57	0
6	G	86801	GI3	RE3DA	2	S		10	0	0	0	0	142.66	0
7	G	86801	GI3	RE3DA	3	S		11	0	0	0	0	151.2	0
8	G	86801	GI3	RE3DA	4	S		11	0	0	0	0	7.96	0
9	G	86813	LY7	RU7IN	1	S		10	0	0	0	0	3246.69	0
10	G	86813	LY7	RU7IN	2	S		11	0	0	0	0	169.15	0
11	G	86821	ST8ANGE	TI8DA	1	S		10	0	0	0	0	2853.23	0
12	G	86821	ST8ANGE	TI8DA	2	S		11	0	0	0	0	159.15	0

# Payroll Gross Data Export / Import

- Best Practice: Before importing payroll data back into the system:
  - Use **Gross Data Export** to export all gross data to a “backup spreadsheet”
  - If you have any unexpected results after importing gross data, you can always restore this backup copy



# Payroll Gross Data Export / Import

- Make the desired changes to the spreadsheet data
- Save the spreadsheet and exit Excel
  - The system will need the spreadsheet free to sort the rows in order by employee number
- Get everyone out of payroll prior to importing gross data

# Payroll Gross Data Export / Import

- Sequence Number: Gross data sequence line number. (Optional, may be zero.)
- PCGenesis automatically generates the **Sequence Number** when a sequence number is not entered
- When the **R** option is selected and S (Salary) lines are present, PCGenesis loads the following data fields for the **Sequence Number 01**:
  - Cycle Gross, State Salary, Local Salary, Other Salary, Total Contract Amount, and TRS Service Indicator

# Payroll/Deduction/CPI Export/Import

PCG Dist=8991 Rel=21.03.00 10/14/2021 DOD 007 SV C:\SQLSYS C:\SECOND YELLOW PAYM0016

**Payroll System**

**FKey Payroll Export/Import Menu**

- 1** -- Payroll Gross Data Export
- 2** -- Payroll Gross Data Import
- 3** -- Payroll Deduction Export
- 4** -- Payroll Deduction Import
- 5** -- Export Selected Payroll / Deduction / CPI Information
- 6** -- Import Selected Payroll Information or CPI Assignment Data
- 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 Word PAY MONITOR VEND MONITOR

F16

17.02.00

# Payroll/Deduction/CPI Export/Import

## Respond to Benefit Provider Request for Information

F2, F13, F8, F5

Set 'Export File Type' to 'I' to import data back into PCG

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 004 SV C:\SQLSYS C:\SECOND YELLOW PAY17EXT

lected Payroll / Deduction / CPI Information

Export File Type: **I** Export File for Report  
 E = Export File for Report  
 I = Create File to Modify & Import

Criteria Filter set: Class,Status

Export sort order:  Employee Number  
 Employee SSN  
 Employee Name (Lname Fname)

Amount Format:  Include Decimal (\$10.00 = 10.00)  
 No Decimal (\$10.00 = 1000)

SSN Format:  Alpha - 999-88-7777  
 Numeric - 999887777

Date Format:  MM/DD/CCYY  
 CCYYMMDD

PAY Item(s) Selected: 0 F4 to select PAY Items  
 CPI Item(s) Selected: 0 F5 to select CPI Items  
 Deduction(s) Selected: 0 F6 to select Deductions

No Items Selected

Enter=Create File, F4=Select PAY Items, F5=Select CPI Items, F6=Select Deductions, F16=Exit

ENTER ✓				F4	F5	F6	F7		F10	F11	F12						21.03.00
F16 ←																	

# Payroll/Deduction/CPI Export/Import

## Set the Filter

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW

**Export Selected Payroll / Deduction / CPI Information** PAYFIND  
**Set Employee Selection Filter**

**Filter set: Status**  
Status: A \_ \_ Pension: \_ Contract no: \_ Certified (C or N): \_ 13 month (Y or N): \_

Class Code: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Work Location: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Job Code: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

CS1 Job: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

**NOTE:** The entries you place on this screen are not checked against the description file. This may be used to search for employees who may have invalid entries.

**Filter conditions set**

ENTER ✓	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10 <b>T</b>					F15 🔍
F16 ←	SET to #	F18 🚫		PGUP ▲	PGDN ▼						Help				

22.01.00

# Payroll/Deduction/CPI Export/Import

## Select Payroll/Personnel Fields

PCG Dist=6791 Rel=23.03.00 11/02/2023 DOE 001 K:\SYSTEM K:\SECOND LTBLUE

PAY17EXT

Export Selected Payroll / Deduction / CPI Information

Select Payroll/Personnel Fields

Enter 'X' for the item to be reported F11=Select All, F12=Deselect All

LAST NAME	PAY LOC	CONTMO	BIRTH DATE
FIRST NAME	WORK LOC	ANNUAL WORK DAYS	HIRE DATE
MIDDLE NAME	SECTION 125	CONTRACT GROSS	REHIRE DATE
NAME SUFFIX	CLASS	CONTRACT BIWEEKLY	DATE OF DEATH
STREET	JOBCLASS	STATE ANNUAL	TERM DATE
STREET2	CPI JOB	LOCAL ANNUAL	TERM REASON
CITY	CERT TYPE	OTHER ANNUAL	PENSION ELIG DATE
STATE	PAY SCHEDULE #	FICA SW	GHI IND
ZIP	PAY CYCLE	FEDERAL W/H INFO	DOE PAID ERCON FLAG
TELEPHONE	PENSION CODE	STATE W/H INFO	CPI INCLUDE
PAYROLL STATUS	RETIRE SW	GHI INFORMATION	ENABLE DRG CH
SEX	TRS SERVICE IND		
ETHNIC	TRS SERVICE LOCK		
MARITAL	'NO PENSION' CODE		
EEO-5 JOB CODE	SPOUSE SSN		
HOURS PER WEEK	PRIOR YEAR CONTMO		
HOURS PER DAY	SUBSTITUTE RANK		
LEAVE REASON MAX	OVERRIDE ACCRUE		
BACKGROUND CHK DATE	ADJ LEAVE ELIG DATE		
CELL PHONE	EMERGENCY DATA		
EMPLOYEE E-MAIL	BUDGET		
SICK BANK INDICATOR	CONTACT DATA		

F7-Return, F11=Select All, F12=Deselect All, F16=Clear Selections and E

ENTER ✓			F4	F5	F6	F7		F10	F11	F12		
F16 ←												

Select only one item at a time when importing data back into PCGenesis

# Payroll/Deduction/CPI Export/Import

Empno	SSN	Name	GHI Email Pref	Work Email	Personal E LOC	LOC Desc
000009	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		
000010	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		
000011	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		
000012	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		
000013	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		
000014	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		
000015	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		
000016	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		
000017	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		
000018	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		
000019	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		
000020	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		
000021	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		
000022	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		
000023	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		
000024	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		
000025	xxxxxxxx		W	<a href="mailto:G@123.com">G@123.com</a>		

The resulting spreadsheet is formatted to allow the data to import back into PCGenesis.

# Payroll Gross Data Export / Import

PCG Dist=8991 Rel=21.03.00 10/14/2021 DOD 007 SV CASQLSYS C\SECOND YELLOW

**Payroll Gross Data Import** PAYPI251

Identify Gross Data Import File from Excel

**R** Input the GROSS DAT Type for Import

- R = Replace - To Replace All Current Entries
- A = Add - To Add Salary, Hourly or Daily Entries
- S = Substitute - To Add Entries for Substitutes

Enter the Import file Path and Name (e.g. C:\GROSSDAT\GROSSDAT.CSU)  
or F10 to Browse for File

C:\GROSSDAT\GROSSDAT.CSU

**R** = Rep~~l~~ace ALL current gross data lines for the employee in the spreadsheet

**A** = Add gross data lines to employees' current pay

**S** = Works like 'R' but edits payroll class code to make sure it is a substitute class

Enter = continue or F16 = Exit

ENTER															
F16						F8	F10								

20.02.00



# Payroll/Deduction/CPI Export/Import

Import Selected Payroll Information

PAY17IMP

No Errors in Import File

Please Review Print file

Press ENTER to load Import File

Press F16 to STOP Process



# Set up the TRS for retiree returning at for HB385 rehire TRS retirees

# HB385 HB210 /SB 327 TRS Retirees

For HB210/SB 327 TRS Retirees: HB210/SB 327 allows retirees to return to work full-time, and requires the employer to pay both the employee's percentage and the employer's matching percentage of TRS

# HB385 HB210 /SB 327 TRS Retirees

When using **Pension Switch** code 'R' (TRS: Employer Pays BOTH employer and employee shares – SB327), ensure that the Pension code field reflects '2' (TRS), the Amt/% field reflects '0.00', and the TRS service ind field reflects '1' (In-Service). See documentation here: [B4: Update/Display Payroll Information \(gadoe.org\)](#)

# HB385 HB210 /SB 327 TRS Retirees

This is 'Calculate and Display' with the Pension Switch as 'Y':

```

Tax Marital Status - Federal: M   State: B   AEIC Ind:   AEIC Payment:   .00
Fed:   Mar M Exempt 6 2020 W-4 N W/H Cd 0 Addn Amt/%   Box 2 N 3-Dep   0.00 4a-Inc   0.00
State: Mar B Allow M[0] D[00]   W/H Cd 0 Addn Amt/%   Fed 4b-deduct   0.00
Switches:   Fed Y   State Y   FICA/Med Y   Pension Y   GHI N   Pension type TRS
Reg-hr      Out-hr      Reg-amt   5141.93   Out-amt

Ded Short      Employee Emplr Employer      Ded Short      Employee Emplr Employer
Cd Description Amount Flag Amount      Cd Description Amount Flag Amount
TRS            308.51   Y   1027.35      GHI - EMPLR   n/a     Y
FICA           372.22   Y   372.22
01 ROTH 403(B)  514.19   Y   514.19
03 FEDERAL TAX   80.99   N
04 GA STATE TAX 188.66   N
24 PAGE DUES    14.58   N
29 GARNISHMENT  15.00   N
42 VISION       15.19   N
57 AFLAC AD&D   31.95   N
59 FSA MEDICAL  229.16   N
61 FSA CARD     2.00    N

      Bank      Account      Net Pay      Annuities
DD #1 01 30108229 3369.48      Ann #1 Ded 1 Co 25
      Ann #2 Ded 2 Co
      Ann #3 Ded 45 Co
      Ann #4 Ded 47 Co

*** Gross Pay 5141.93 *** Deductions 1772.45 *** Net Pay 3369.48 *** Non Tax 276.30

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

# HB385 HB210 /SB 327 TRS Retirees

On the Gross Data screen, change the Pension Switch to 'R':

Salary sched \_\_\_\_\_ Cert level T5 Pay step 7 State yrs 9 Local yrs 3  
 Work sched ID \_\_\_\_\_ Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay sw N Budget pay cat \_\_\_\_\_  
 Ann work days 190 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI % Dist	Pay Reas	Pay for Period End
01.	S				4366.33			91	
02.	S				517.07			91	
03.	S				258.53			91	
04.									
05.									
06.									
					5141.93				

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Pens Gross	Pens Amt	Contract	Sub Distrib	Budget Flag
ACCT 01	22	100	-	1041	1000	11000	291							S
ACCT 02	22	100	-	1041	1000	11500	291							M
ACCT 03	22	448	-	4190	1000	11000	291							M
ACCT 04	00													
ACCT 05	00													
ACCT 06	00													

Total gross 5141.93 Pens code 2 TRS Pens Amt/% \_\_\_\_\_  
 Cycle gross 5141.93 Pens switch R  
 State salary 52396.00 TRS service ind 1 TRS/ERS Pens Gross \_\_\_\_\_  
 Local salary \_\_\_\_\_ TRS serv lock N Adj Amt/% \_\_\_\_\_  
 Other 9307.19 No pension code 00  
 Contract amt 61703.19 Pens elig date 7/23/2019

Pay sch. # 12  
 Cycle 1 Cal Yr  
 Contmo 10  
 PY contmo 10

Validations passed. Save your changes.

22.01.00

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

# HB385 HB210 /SB 327 TRS Retirees

This is 'Calculate and Display' with the Pension Switch as 'R'

```

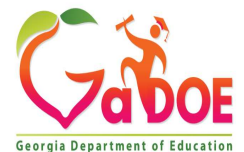
Tax Marital Status - Federal: M   State: B   AEIC Ind:   AEIC Payment:   .00
Fed:   Mar M Exempt 6 2020 W-4 N W/H Cd 0 Addn Amt/%   Box 2 N 3-Dep   0.00 4a-Inc   0.00
State: Mar B Allow M[0] D[00]   W/H Cd 0 Addn Amt/%   Fed 4b-deduct  0.00
Switches:   Fed Y   State Y   FICA/Med Y   Pension R   GHI N   Pension type TRS
Reg-hr      Ovt-hr      Reg-amt  5141.93  Ovt-amt

Ded Short      Employee Emplr Employer      Ded Short      Employee Emplr Employer
Cd Description  Amount  Flag  Amount      Cd Description  Amount  Flag  Amount
-----
TRS            1335.87  Y      1335.87      GHI - EMPLR    n/a     Y
FICA           372.22  Y      372.22
01 ROTH 403(B)  514.19  Y      514.19
03 FEDERAL TAX  111.85  N
04 GA STATE TAX 206.40  N
24 PAGE DUES    14.58  N
29 GARNISHMENT  15.00  N
42 VISION       15.19  N
57 AFLAC AD&D   31.95  N
59 FSA MEDICAL  229.16  N
61 FSA CARD     2.00   N

          Bank      Account      Net Pay      Annuities
DD #1 01  30108229  3629.39      Ann #1 Ded 1 Co 25
Ann #2 Ded 2 Co
Ann #3 Ded 45 Co
Ann #4 Ded 47 Co

*** Gross Pay  5141.93 *** Deductions  1512.54 *** Net Pay  3629.39 *** Non Tax  276.30

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15
F16 ← F17 → F18
  
```



# Help Desk Assistance

The preferred manner to request assistance from the Technology Management Customer Support Team is by using the Help Desk Portal link on both the left side of the MyGaDOE Portal menu and on the top blue Information bar.

To Login to the MyGaDOE portal please follow this link:

<https://portal.doe.k12.ga.us/Login.aspx>

You may also request assistance by calling 1-800-869-1011. Please provide a detailed message as well as your contact information.

Technology Management Customer Support Center  
Georgia Department of Education



# Submitting a Ticket for Assistance

To submit a ticket, click on Help Desk Portal in either location, then follow the steps on the next slide.

The screenshot displays the Georgia Department of Education (GaDOE) website interface. A red arrow originates from the top right corner, pointing to the 'Help Desk Portal' link in the top right navigation bar. Another red arrow originates from the 'Help Desk' menu item in the left sidebar, pointing to the 'Help Desk Portal' sub-item. The main content area shows the 'Data Collection Survey Reporting' section with a 'Transmission Period' table. The table lists various 'Transmission Cycles' from 2010-1 to 2022-1, each with a corresponding link.

Search Districts 0-9 A B C D E F G H I J K L M N P Q R S T U V W

Welcome to My [Help Desk Portal](#)

You have (2) new messages.

Site Navigation

- Home
- Logout

Information Technology

- Data Collection
- Data Collection Survey
- EOPA Reports

Patricha Miller

- Account Information
- Add to Favorites
- Help Desk
  - Help Desk Portal
  - Help Desk Portal Documentation

Hide Navigation

Georgia Department of Education Data Collection Survey Reporting

Data Collection Survey Transmission Period

Transmission Period

Transmission Cycles

- [Data Collection Survey for 2022-1](#)
- [Data Collection Survey for 2021-1](#)
- [Data Collection Survey for 2020-1](#)
- [Data Collection Survey for 2019-1](#)
- [Data Collection Survey for 2018-1](#)
- [Data Collection Survey for 2017-1](#)
- [Data Collection Survey for 2016-1](#)
- [Data Collection Survey for 2015-1](#)
- [Data Collection Survey for 2014-1](#)
- [Data Collection Survey for 2013-1](#)
- [Data Collection Survey for 2012-1](#)
- [Data Collection Survey for 2011-1](#)
- [Data Collection Survey for 2010-1](#)


# Submitting a Ticket

- A. Select Service Catalog.
- B. Select Applications.
- C. Select the appropriate application:
  1. For FTE, SR, SC, EOPA, FRL, Private School, Data Collections Survey, select GaDOE Data Collection and Reporting Application.
  2. If you have a PC Genesis/Payroll question/issue select PC Genesis/Payroll (this is not for CPI).
  3. If you have a GUIDE/GTID question/issue select GUIDE/GTID.
  4. If you have a question not related to a Data Collection Application (i.e., portal login issue, SLDS, School Nutrition etc.) select MyGaDOE Portal Application.

# Submitting a Ticket

D. Fill in the form with as much information as possible without entering Personally Identifiable Information (PII) in the ticket.

E. Add attachments if a you have any.

A blue rectangular button with a white checkmark icon and the text "Request" in white.

F. When complete click on the Request button.

You should receive various emails (when the ticket is created, acknowledged, updated) and you can provide updates and view your tickets. Questions about the use of the Help Desk Portal should be directed to the Technology Services – Service Desk at 1-800-869-1011.

# Data Collection Team

Nicholas Handville	Chief Data Officer		nhandville@doe.k12.ga.us
Patty Miller	GTID Administrator and Data Collections Specialist (GUIDE, Private School Collection, EOPA)	404-290-8530	pmiller@doe.k12.ga.us
Carl Garber	Data Collections Specialist (Student Record, Free & Reduced Meal)	404-304-5200	cgarber@doe.k12.ga.us
Sharon Armour	Data Collections Specialist (Student Class, Course Table Maintenance)	678-590-9861	sarmour@doe.k12.ga.us
Katie Green	Data Collections Specialist (CPI, PC Genesis)	404-295-8841	kagreen@doe.k12.ga.us
Irish Saxton	Data Collections Specialist (FTE, Data Collections Survey, School Calendar)	404-304-3346	irish.saxton@doe.k12.ga.us

# GaDOE Community

## GaDOE Professional Learning Events

Our GaDOE professional learning events catalog, housed in GaDOE Community, contains registration information for upcoming virtual and in-person webinars, workshops, and conferences. On-demand, pre-recorded webinars and by-request opportunities are also available to meet educators' professional learning needs. Most by-request offerings are virtual, both synchronous and asynchronous. Professional learning events are updated weekly, and educational stakeholders are encouraged to visit the site often to review the latest agencywide offerings. View our [professional learning events here](https://login.community.gadoe.org/events) (<https://login.community.gadoe.org/events>).

# GaDOE Community



<https://community.gadoe.org/>

- Take a tour. Go to <https://community.gadoe.org>
- Select Professional Learning in the upper right corner. Then select Events to bypass the sign in. You may also create an account.
- Under DOE Office, select Technology Services or you can select Data Collections under Topics.





**Offering a holistic education  
to  
each and every child  
in our state.**

[www.gadoe.org](http://www.gadoe.org)



@georgiadeptofed



youtube.com/georgiadeptofed

