



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/19/2023

Section I: Special Functions

***[Topic 3: Tax Tables/Withholding/Control
Information Processing, V4.2]***

Revision History

Date	Version	Description	Author
12/19/2023	4.2	23.04.00 – Updated CY2024 <i>FIT</i> , <i>FICA</i> , and Georgia tax tables.	D. Ochala
12/19/2023	4.1	23.03.01 – Updated <i>GHI</i> tax table screenshots for January 2024 coverage.	D. Ochala
06/27/2023	4.0	23.02.00 – Eliminate the <i>Advanced Earned Income (AEIC)</i> tax table screen. Added Medicare-Only School District flag to the <i>Payroll Identification</i> screen. Updated FY2024 <i>ERS</i> tax table screenshot.	D. Ochala
03/2//2023	3.7	23.01.00 – Updated <i>GHI</i> tax table screenshots for April 2023 coverage.	D. Ochala
12/22/2022	3.6	22.04.00 – Updated CY2022 <i>FIT</i> and <i>FICA</i> tax tables.	D. Ochala
06/02/2022	3.5	22.02.00 – Updated FY2022 <i>ERS</i> , and <i>TRS</i> tax table screenshots.	D. Ochala
12/27/2021	3.4	21.04.00 – Updated CY2022 <i>FIT</i> and <i>FICA</i> tax tables.	D. Ochala
06/09/2021	3.3	21.02.00 – Updated FY2022 <i>ERS</i> , and <i>TRS</i> tax table screenshots.	D. Ochala
12/16/2020	3.2	20.04.00 – Updated CY2021 <i>FIT</i> and <i>FICA</i> tax tables.	D. Ochala
05/28/2020	3.1	20.02.00 – Updated FY2021 <i>ERS</i> , and <i>TRS</i> tax table screenshots.	D. Ochala
12/19/2019	3.0	19.04.00 – Increase number of Federal withholding tables to six. Rearrange the <i>Tax/Withholding/Control Menu</i> F-key options.	D. Ochala
06/24/2019	2.37	19.02.00 – Updated FY2020 <i>ERS</i> , and <i>TRS</i> tax table screenshots.	D. Ochala
12/17/2018	2.36	18.04.00 – Updated CY2019 <i>FIT</i> and <i>SIT</i> tax tables.	D. Ochala
06/08/2018	2.35	18.02.00 – Updated FY2019 <i>TRS</i> and <i>old/new ERS</i> tax table screenshots.	D. Ochala
01/12/2018	2.34	17.04.00 – Updated CY2018 <i>FIT</i> tax table and <i>GHI</i> screenshots.	D. Ochala
07/17/2017	2.33	17.02.00 – Updated CY2018 <i>TRS</i> tax table screenshots.	D. Ochala
01/05/2017	2.32	16.04.00 – Updated CY2017 <i>FIT</i> tax table and <i>GHI</i> screenshots.	D. Ochala
08/01/2016	2.31	16.02.01 – Updated FY2017 <i>ERS</i> tax table screenshots.	D. Ochala
06/14/2016	2.30	16.02.00 – Updated FY2017 <i>ERS</i> tax table screenshots.	D. Ochala
02/01/2016	2.29	15.04.00 – Updated CY2016 <i>FIT</i> tax table and <i>GHI</i> screenshots.	D. Ochala
06/22/2015	2.28	15.02.00 – Updated FY2016 <i>ERS</i> , and <i>TRS</i> tax table screenshots.	D. Ochala
01/08/2015	2.27	14.04.00 – Updated CY2015 <i>FIT</i> and <i>FICA</i> tax table screenshots.	D. Ochala
08/14/2014	2.26	14.02.00 – Updated FY2015 <i>ERS</i> , and <i>TRS</i> tax table screenshots.	D. Ochala
12/19/2013	2.25	13.04.00 – Updated CY2014 <i>FIT</i> and <i>FICA</i> tax table screenshots.	D. Ochala
06/25/2013	2.24	13.02.00 – Updated FY2014 <i>GHI</i> , <i>ERS</i> , and <i>TRS</i> tax table screenshots.	D. Ochala
04/25/2013	2.23	13.01.01 – Updated CY2013 <i>Georgia</i> state tax table screenshot updates.	D. Ochala
03/06/2013	2.22	13.01.00 – Updated <i>GHI</i> tax table screenshots for March 2013 coverage.	D. Ochala
01/15/2013	2.21	12.04.01 – Added CY2013 <i>FICA</i> and <i>State</i> tax table screenshot updates. Updated CY2013 <i>Federal</i> tax table screenshot updates.	D. Ochala
06/27/2012	2.20	12.02.00 – Updated FY2013 <i>GHI</i> , <i>ERS</i> , <i>TRS</i> , and <i>PSERS</i> tax table screenshots.	D. Ochala
03/14/2012	2.19	12.01.00 – Updated <i>GHI</i> tax table screenshots for April 2012 coverage. Updated the <i>Payroll Identification</i> screenshot for the fields.	D. Ochala
01/11/2012	2.18	11.04.01 – Added CY2012 <i>FIT</i> and <i>FICA</i> tax table screenshot updates.	D. Ochala
10/11/2011	2.17	11.03.00 – Updated the <i>Payroll Identification</i> screenshot for the new Enhanced Substitute Pay and Leave System option.	D. Ochala
09/01/2011	2.16	11.03.00 - Updated <i>GHI</i> and <i>Old ERS</i> tax table screenshots for September 2011 coverage.	D. Ochala
07/27/2011	2.15	11.03.00 - Updated <i>GHI</i> tax table screenshots for July 2011 coverage. Updated <i>Old and New ERS</i> tax table screenshots for July 2011 coverage.	D. Ochala
05/04/2011	2.14	11.02.00 - Updated <i>GHI</i> tax table screenshots for May 2011 coverage.	D. Ochala
01/19/2011	2.13	10.04.01 - Added CY2011 <i>FIT</i> , <i>FICA</i> , and <i>AEIC</i> tax table screenshot updates.	D. Ochala
11/29/2010	2.12	10.03.01 - Updated CY2011 <i>GHI</i> tax table screenshot for December, 2010 non-certified employee coverage.	D. Ochala
07/01/2010	2.11	10.02.00 - Updated <i>TRS</i> and <i>GHI</i> tax table screenshots for FY2011 coverage.	D. Ochala
01/06/2010	2.10	09.04.01 - Added new screenshots for CY2010 <i>FIT – Federal Income Tax – Annual Tables</i> , <i>FICA/Medicare Tax Table</i> , and <i>Advance EIC Payments – Annual Tables</i> . Added CY2010 identification record screenshot update.	D. Ochala
11/30/2009	2.9	09.04.00 - Updated CY2010 <i>GHI</i> tax table screenshot for December, 2009 certified employee coverage.	D. Ochala

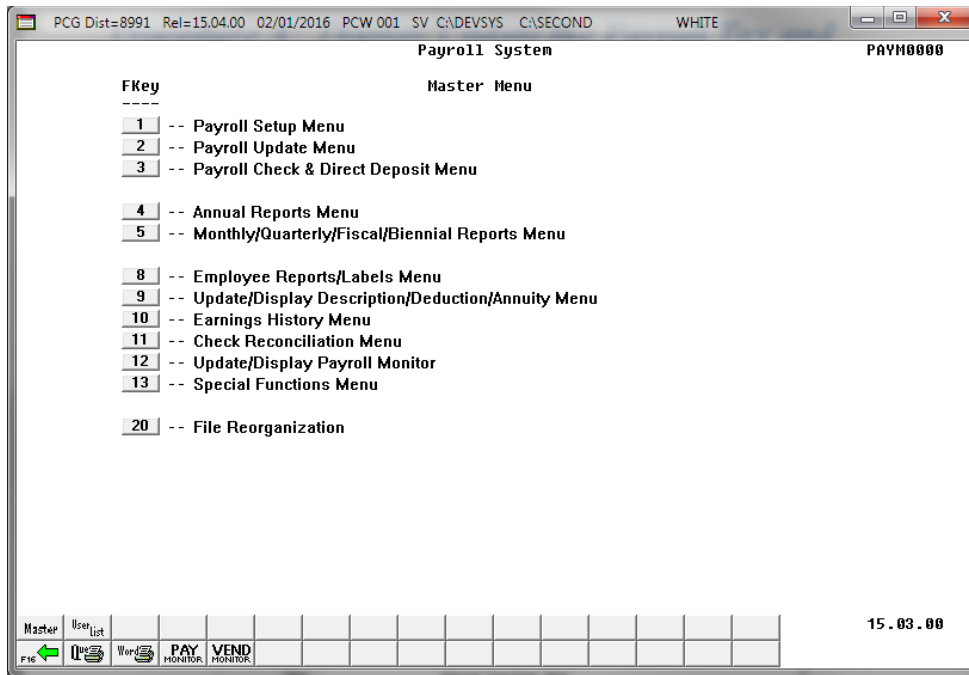
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Overview

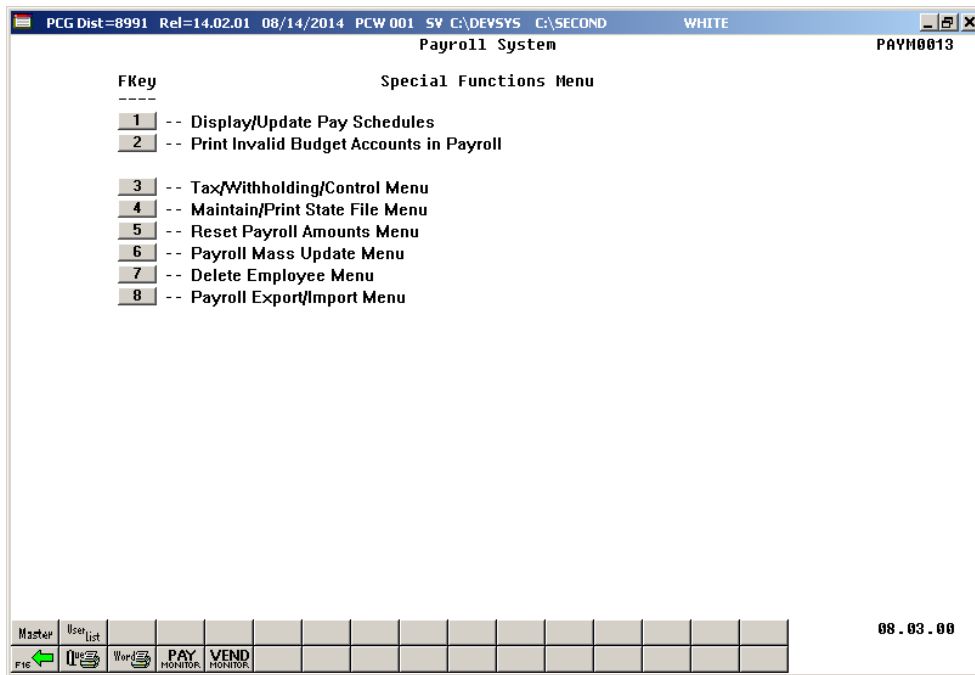
Updating the Payroll system's *Tax Tables* modifies the following tables to reflect current year's figures. PCGenesis users should also modify the *Payroll Identification Record* for normal maintenance purposes, and for National Automated Clearing House Association (NACHA) direct deposit processing.

Procedure A: Display/Update the Payroll Tax and Pension Tables



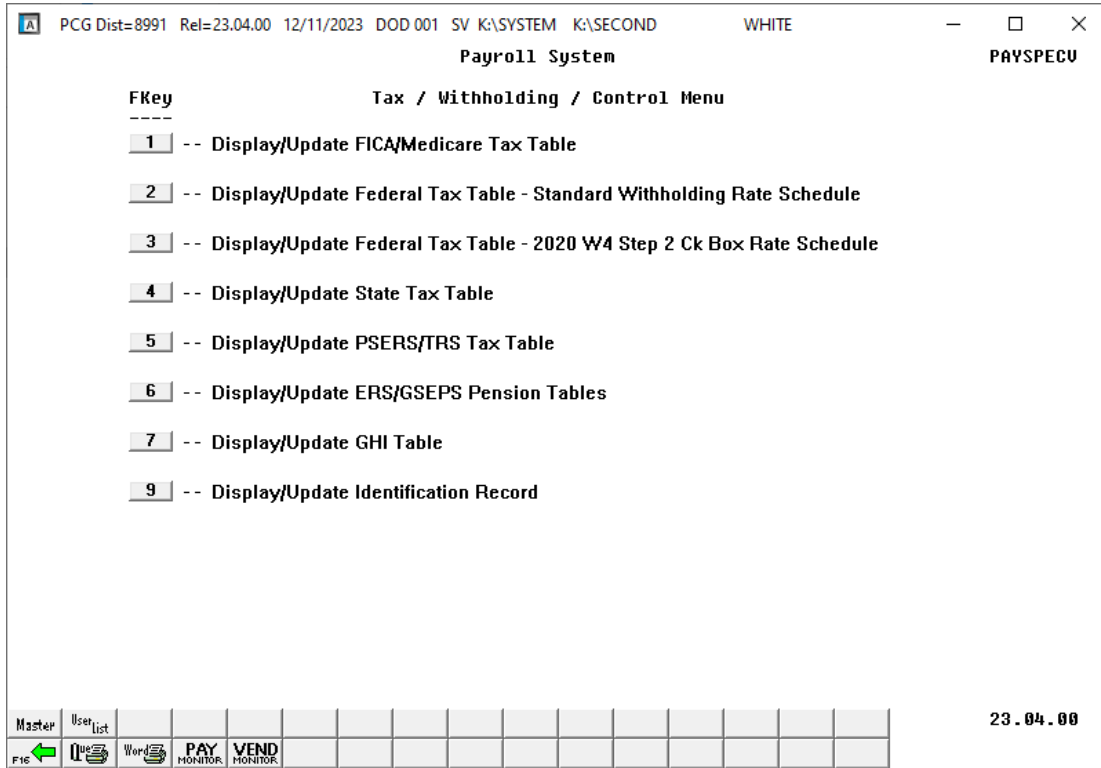
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



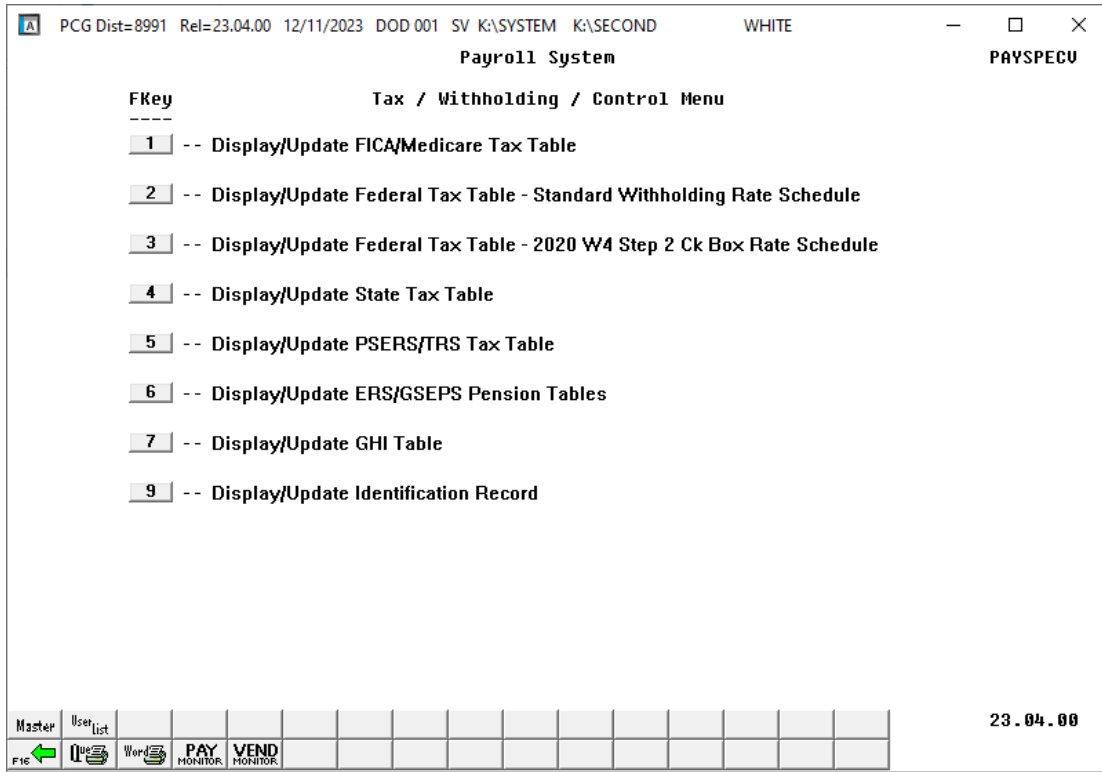
Step	Action
2	Select 3 (F3 – Tax/Withholding/Control Menu).

The following screen displays:



Step	Action
3	<p>To display/update the FICA/Medicare Tax Table: Proceed to A1. Update the FICA/Medicare Tax Table.</p> <p>To display/update the Federal Tax Table: Proceed to A2. Update the Annual Federal Income Tax Table – Standard Withholding Rate Schedule.</p> <p>To display/update the Federal Tax Table: Proceed to A3. Update the Annual Federal Income Tax Table – 2020 W-4 Step 2 Checkbox Rate Schedule.</p> <p>To display/update the State Tax Table: Proceed to A4. Update the Annual State Income Tax Tables.</p> <p>To display/update the PSERS/TRS Table: Proceed to A5. Update the PSERS/TRS Retirement Table.</p> <p>To display/update ERS/GSEPS Pension Table: Proceed to A6. Update the ERS/GSEPS Pension Table.</p> <p>To display/update the GHI Table: Proceed to A7. Update the Group Health Insurance (GHI) Table.</p>

A1. Update the FICA/Medicare Tax Table



Step	Action
4	Select 1 (F1 - Display/Update FICA/Medicare Tax Table).

The following screen displays for **calendar year 2024**:

PCG Dist=8991 Rel=23.02.00 12/18/2023 ACT005 SV C:\SQLSYS C:\SECOND WHITE

PAYTAXES

** FICA/Medicare Tax Table **

OASDI

Employee: Share: .0620 Max Ded: 10453.20 Max Wage: 168600.00
 Employer: Share: .0620 Max Ded: 10453.20

Medicare Health Insurance (HI)

Employee: Share: .0145 Additional share: .0090 Additional Wage Threshold: 200000.00
 Employer: Share: .0145

FICA Deduction Sort: 02 Medicare Only Deduction Sort: 02

Employer Blnc: 0421 Objct: 22000

Withholding

Vendor: 006551 Blnc: 0477 Exp Acct: 199 0 9990 9000 Rev Acct: 199 0 9990 9000



ENTER=Update, F16=Exit

ENTER ✓

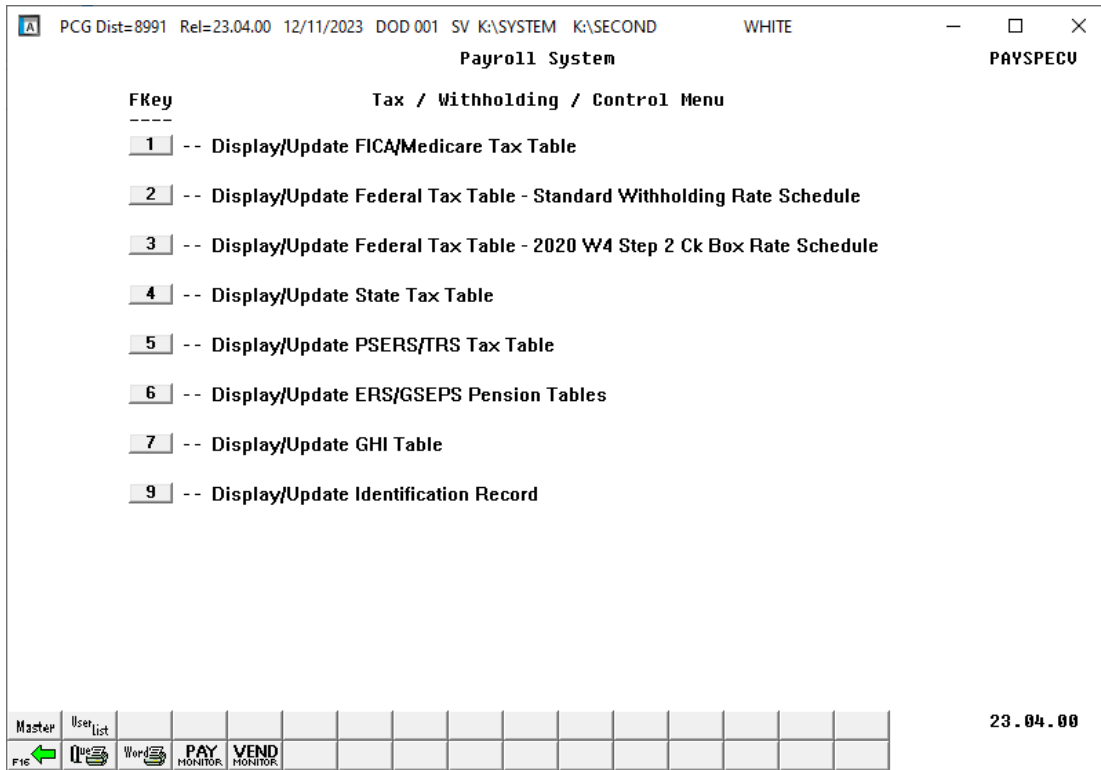
F16 ←

23.04.00

Tax Table updated on 12/31/2023.

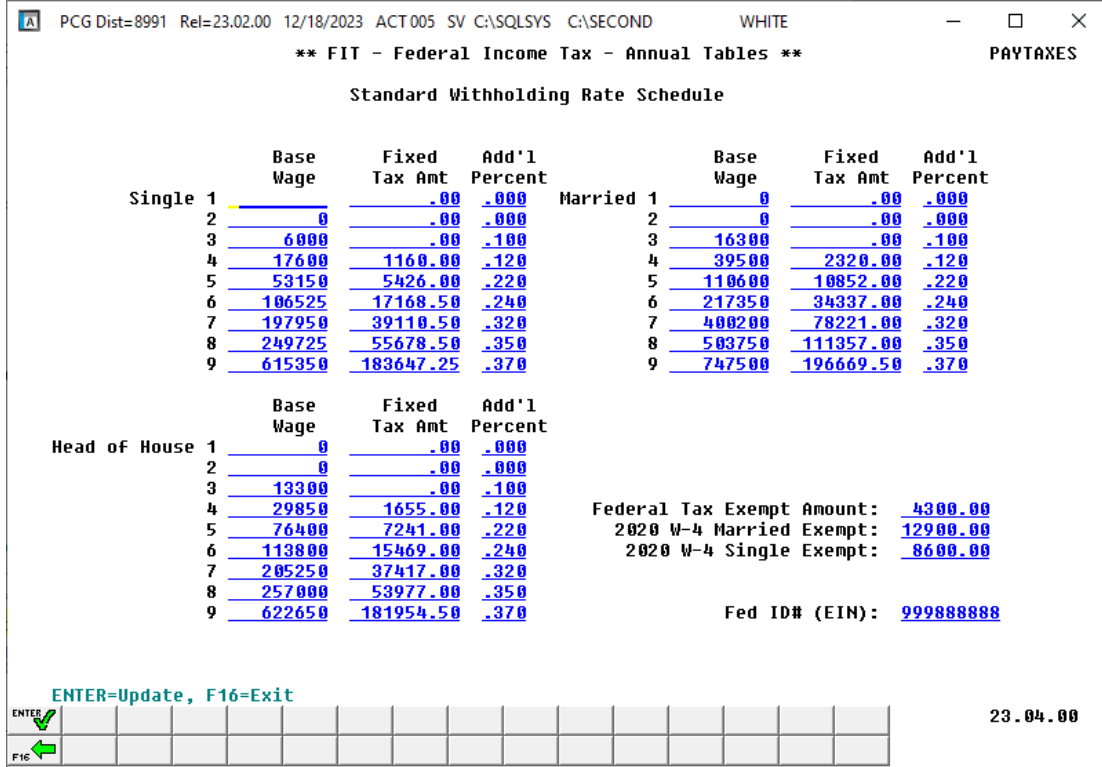
Step	Action
5	Using the <i>FICA/Medicare Tax Table</i> screenshot example, verify the information is the same, or make the appropriate entries as needed.
6	<p>Enter the vendor’s number in the Vendor field where appropriate.</p> <p><i>If the vendor’s number is unknown, select the drop-down selection icon  or select F15 (Search). Within the PCG Select Value dialog box, enter the complete or partial vendor name in the “Enter complete or partial Vendor name and select Enter” field, and select Enter. The entry of a partial name in the field displays the results most closely matching the search criteria entered. Use the scrollbar or the Page Up/Page Dn keys to locate the intended record.</i></p> <p><i>If changing the vendor number on the FICA/Medicare Tax Table screen, also change the vendor number on the AEIC screen if the vendor is the same. The vendor number is school district or system specific.</i></p>
7	After verifying the screen’s entries are correct, select  (Enter) to update.

A2. Update the Annual Federal Income Tax Table – Standard Withholding Rate Schedule




Step	Action
8	Select 2 (F2 - Display/Update Federal Tax Table – Standard Withholding Rate Schedule).

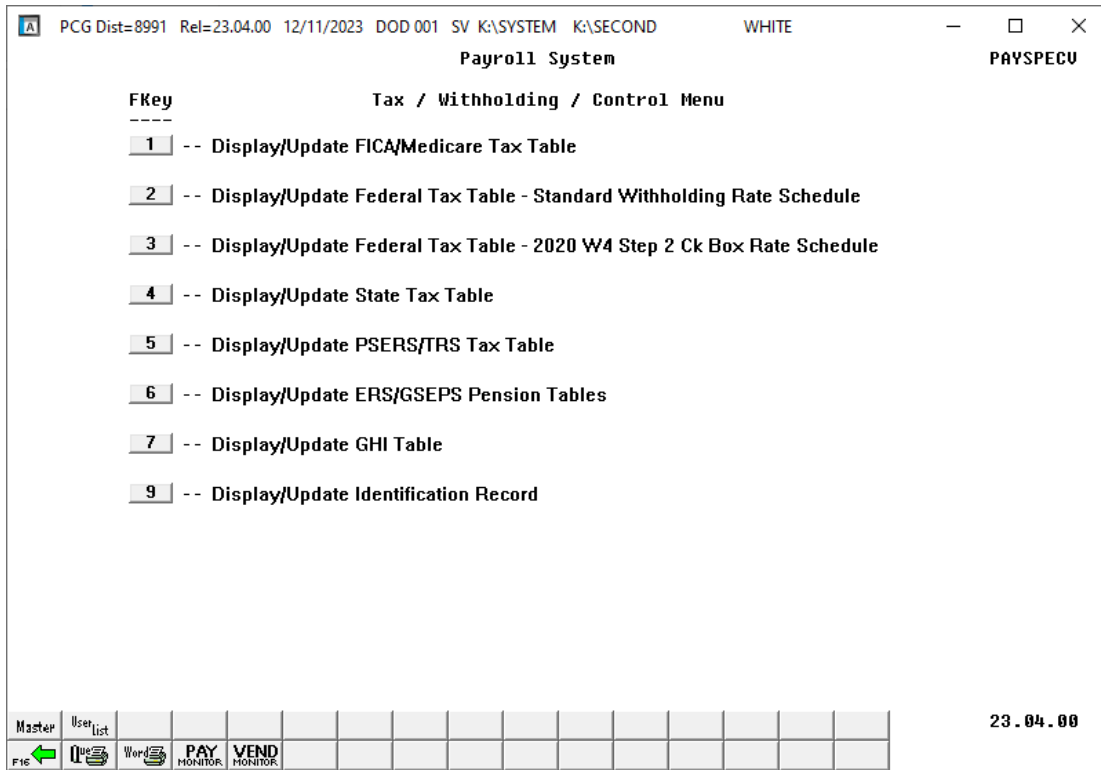
The following screen displays for **calendar year 2024**:



Tax Table updated on 12/31/2023.

Step	Action
9	<p>Using the <i>FIT - Federal Income Tax - Annual Tables, Standard Withholding Rate Schedule</i> screenshot example, verify the information is the same, or enter the appropriate information, and select  (Enter) to update.</p> <p><i>Although the FED ID# will differ, the remaining entries are standard.</i></p>

A3. Update the Annual Federal Income Tax Table – 2020 W-4 Step 2 Checkbox Rate Schedule



Step	Action
10	Select 3 (F3 - Display/Update Federal Tax Table – 2020 W-4 Step 2 Ck Box Rate Schedule).

The following screen displays for **calendar year 2024**:

PCG Dist=8991 Rel=23.02.00 12/18/2023 ACT005 SV C:\SQLSYS C:\SECOND WHITE PAYTAXES

**** FIT - Federal Income Tax - Annual Tables ****

2020 W-4 Step 2 Checkbox Rate Schedule

Single			Married				
	Base Wage	Fixed Tax Amt	Add'l Percent		Base Wage	Fixed Tax Amt	Add'l Percent
1	0	.00	.000	1	0	.00	.000
2	0	.00	.000	2	0	.00	.000
3	7300	.00	.100	3	14600	.00	.100
4	13100	580.00	.120	4	26200	1160.00	.120
5	30875	2713.00	.220	5	61750	5426.00	.220
6	57563	8584.25	.240	6	115125	17168.50	.240
7	103275	19555.25	.320	7	206550	39110.50	.320
8	129163	27839.25	.350	8	258325	55678.50	.350
9	311975	91823.63	.370	9	380200	98334.75	.370

Head of House			Federal Tax Exempt Amount:		
	Base Wage	Fixed Tax Amt	Add'l Percent	2020 W-4 Married Exempt:	2020 W-4 Single Exempt:
1	0	.00	.000	4300.00	
2	0	.00	.000	12900.00	
3	10950	.00	.100	8600.00	
4	19225	827.50	.120		
5	42500	3620.50	.220		
6	61200	7734.50	.240		
7	106925	18708.50	.320		
8	132800	26988.50	.350		
9	315625	90977.25	.370		

Fed ID# (EIN): 999888888


ENTER=Update, F16=Exit

ENTER ✓

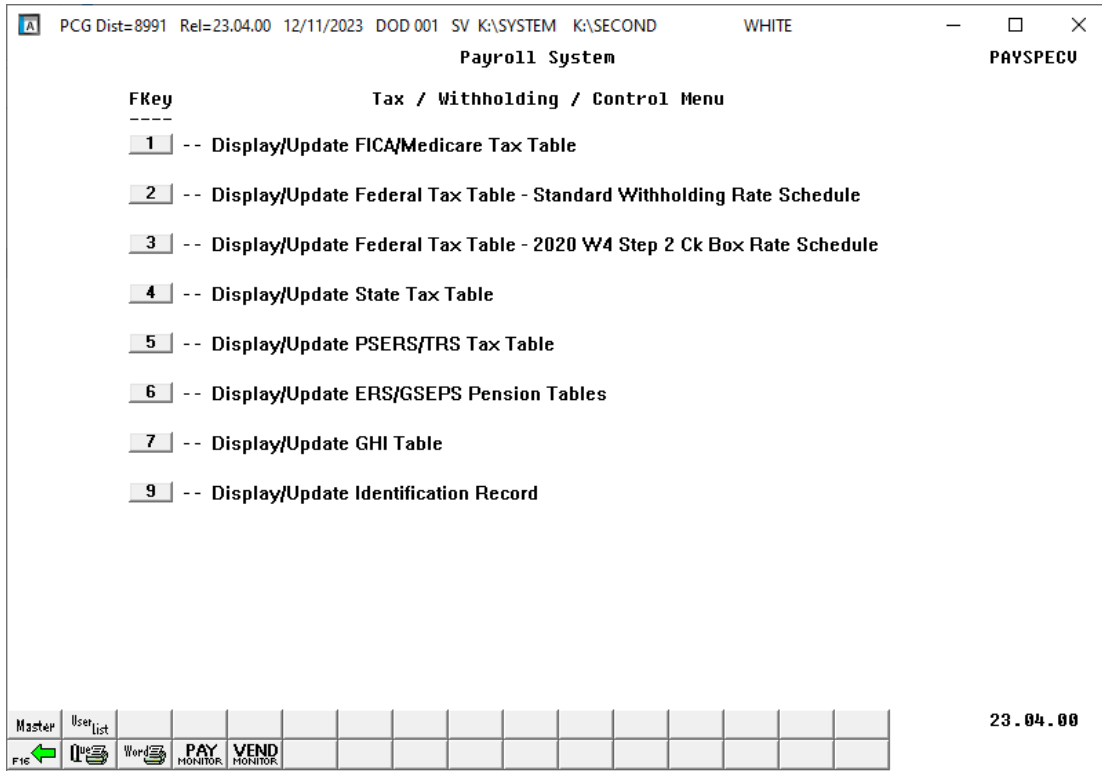
F16 ←

23.04.00

Tax Table updated on 12/31/2023.

Step	Action
11	Using the FIT - Federal Income Tax - Annual Tables, 2020 W-4 Step 2 Checkbox Rate Schedule screenshot example, verify the information is the same, or enter the appropriate information, and select  (Enter) to update. Although the FED ID# will differ, the remaining entries are standard.

A4. Update the Annual State Income Tax Tables



Step	Action
12	Select 4 (F4 - Display/Update State Tax Table).

The following screen displays for **calendar year 2024**:

PCG Dist=8991 Rel=23.02.00 12/19/2023 ACT001 SV C:\SQLSYS C:\SECOND WHITE



PAYTAXES

** SIT - State Income Tax - Annual Tables **

		Joint		Single		Separate	
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Std Deductions:		24000.00	24000.00	12000.00	12000.00	12000.00	12000.00
Std Ded Percent:		Single= .000 Married= .000					
State ID# (ESA):		4611152DH		Exemptions: .00		.00	
DOL Account #		13015006		DOL Gross Over Amount		9500.00	
				DOL Tax Rate		.00000	


		Base	Fixed	Percent			Base	Fixed	Percent	
Married	1		0.00	.0000	Married		0.00	.0000		
	One	2	0.00	.0000		Two		0.00	.0000	
	Income	3	0.00	.0000		Incomes		0.00	.0000	
		4	0.00	.0000				0.00	.0000	
		5	0.00	.0000				0.00	.0000	
		6	0.00	.0549				0.00	.0549	
Single	1		0.00	.0000	Married		0.00	.0000		
	2		0.00	.0000		Separate		0.00	.0000	
	3		0.00	.0000				0.00	.0000	
	4		0.00	.0000				0.00	.0000	
	5		0.00	.0000				0.00	.0000	
	6		0.00	.0549				0.00	.0549	

ENTER=Update, F16=Exit

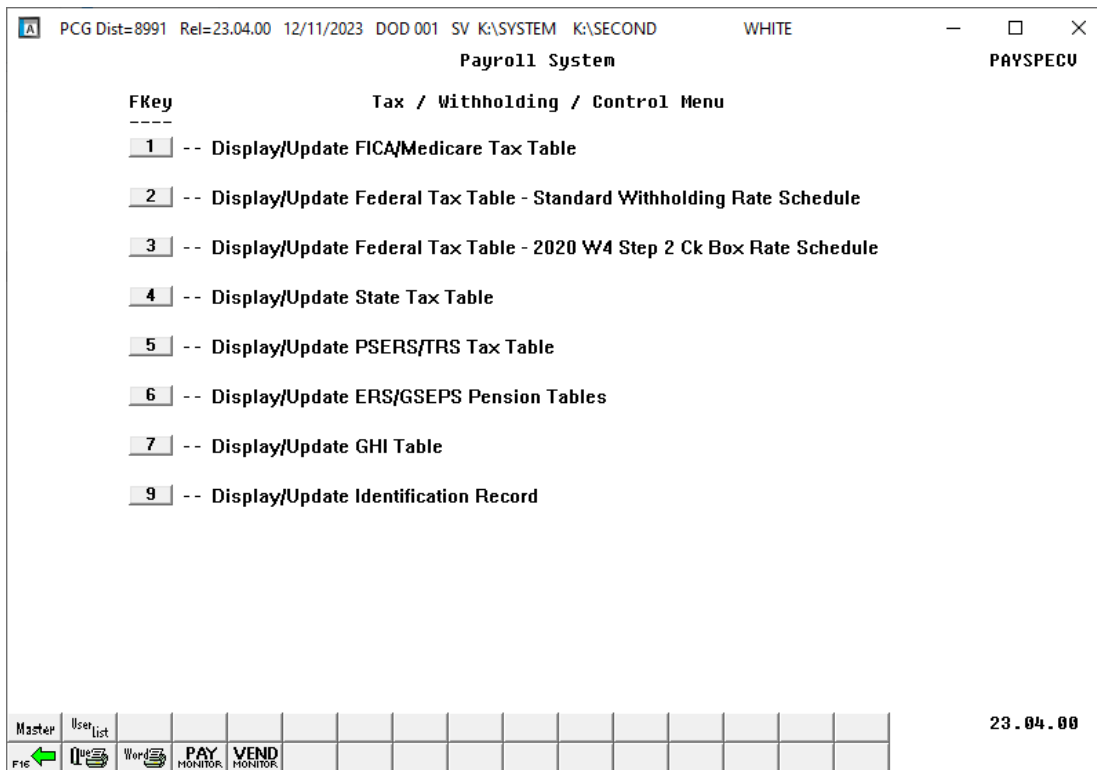
ENTER  F16 

23.04.00

The Georgia withholding tax table updated on 12/31/2023. The DOL Gross Over Amount was updated on 01/04/2013.

Step	Action
13	Verify the information in the State ID# (ESA) and the DOL Account # fields are correct. <i>If the information is incorrect, make the appropriate modifications.</i>
14	Verify or enter the <i>Gross Over</i> dollar amount provided by the Department of Labor in the DOL Gross Over Amount field.
15	If the school district/system is a contributory employer: Enter the Department of Labor’s tax rate in the DOL Tax Rate field. If the school district/system is not a contributory employer: Enter zeroes (0’s) in the DOL Tax Rate field. <i>For most systems, the contribution tax rate is 0.00.</i>
16	Using the <i>SIT – State Income Tax – Annual Tables</i> screenshot example, verify the information is the same, or make the appropriate entries as needed.
17	After verifying the screen’s entries are correct, select  (Enter) to update.

A5. Update the PSERS/TRS Retirement Table



Step	Action
18	Select 5 (F5 - Display/Update PSERS/TRS Table).

The following screen displays for **fiscal year 2024**:

PCG Dist=6091 Rel=22.02.00 06/02/2022 PCG 001 SV CASQSYS CA\SECOND WHITE PAYTAXES

**** PSERS Retirement ** (Pension Code 1)**

Year/month of last PSERS transmission: 202204 (CCYY/MM)

Vendor	Withholding Exp Acct Fnd F Prgm Fnct	Withholding Rev Acct Fnd F Prgm Srce	Deduction Sort	BInc
<u>000016</u>	<u>199 0 9990 9000</u>	<u>199 0 9990 9000</u>	<u>03</u>	<u>0474</u>

Old PSERS Employee Share 4.0000 New PSERS Employee Share 10.00 Employer Contribution to Employee Share BInc 0421 Employee Share Object 23000

**** TRS Retirement ** (Pension Code 2)**

Employer Share (%)	Employer Objct Emplr BInc	Emplr BInc	Emplr BInc
<u>.1998</u>	<u>23000</u>	<u>0421</u>	<u>0473</u>



Vendor	Withholding Exp Acct Fnd F Prgm Fnct	Withholding Rev Acct Fnd F Prgm Srce	Deduction Sort
<u>005151</u>	<u>199 0 9990 9000</u>	<u>199 0 9990 9000</u>	<u>04</u>

Normal Employee Share 00.0600 Employer Contribution to Employee Share BInc 0421 Employee Share Object 23000

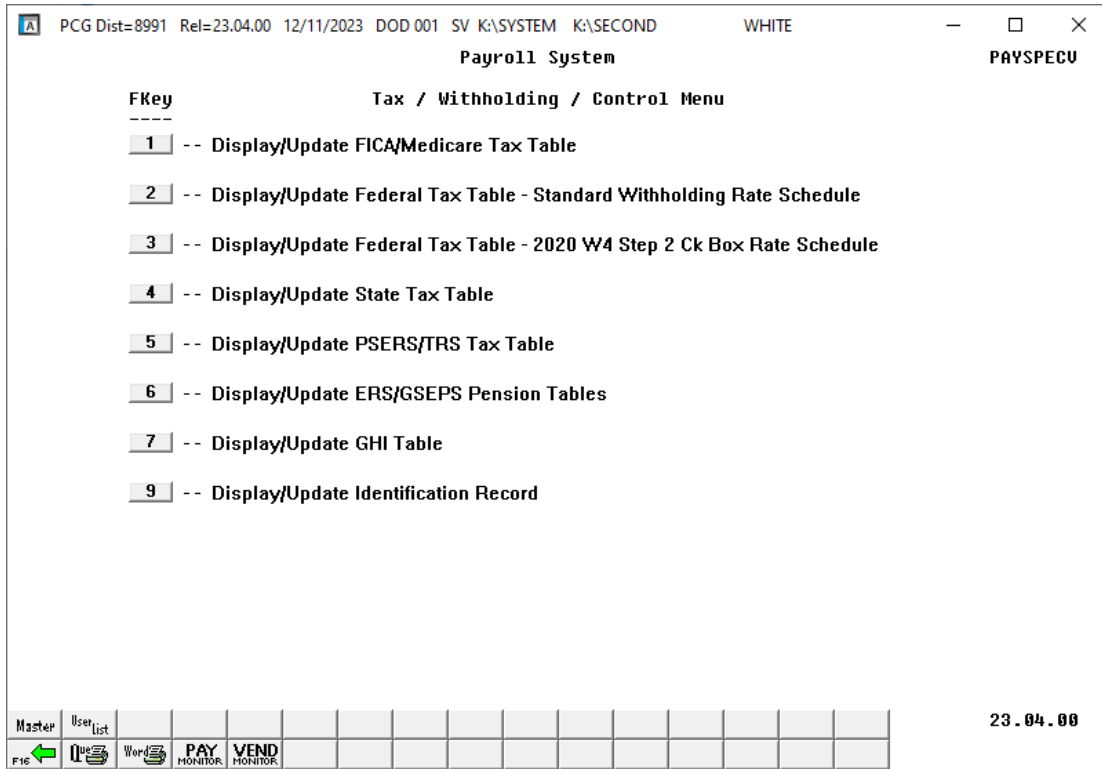
ENTER=Update, F16=Exit

ENTER ✓ F16 ← 20.03.00

The TRS employer contribution percentage goes into effect July, 2023 for fiscal year 2024. The old and new PSERS employee contribution amounts went into effect July, 2012 and remain unchanged for FY 2024. The vendor number is school district or system specific.

Step	Action
19	Verify the calendar year and month (CCYYMM) in the Year/month of last PSERS transmission is correct. <i>PCGenesis automatically updates this field when generating the PSERS reports.</i>
20	Using the <i>PSERS/TRS Retirement Table</i> screenshot example, verify the information is the same, or make the appropriate entries as needed.
21	Enter the vendor’s number in the Vendor field where appropriate. <i>If the vendor’s number is unknown, select the drop-down selection icon  or select F15 (Search). Within the PCG Select Value dialog box, enter the complete or partial vendor name in the “Enter complete or partial Vendor name and select Enter” field, and select Enter. The entry of a partial name in the field displays the results most closely matching the search criteria entered. Use the scrollbar or the Page Up/Page Dn keys to locate the intended record.</i>
22	After verifying the screen’s entries are correct, select  (Enter) to update.

A6. Update the ERS/GSEPS Pension Table



Step	Action
23	Select 6 (F6 - Display/Update ERS/GSEPS Pension Tables).

The following screen displays for **fiscal year 2024**:

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

**** NEW plan ERS Retirement ** (Pension Code 4)**

Employer Share (%)	Normal Employee Share	Employer Objct	Employer BInc	Employee BInc
<u>.2935</u>	<u>00.0150</u>	<u>24000</u>	<u>0421</u>	<u>0478</u>
Vendor	Withholding Exp Acct	Withholding Rev Acct	Deduction Sort	BInc
<u>006089</u>	<u>199 0 9990 9000</u>	<u>199 0 9990 9000</u>	<u>06</u>	<u>0421</u>

**** OLD plan ERS Retirement ** (Pension Code 3)**

Employer Share (%)	Normal Employee Share	Employer Objct	Employer BInc	Employee BInc
<u>.2960</u>	<u>00.0150</u>	<u>24000</u>	<u>0421</u>	<u>0478</u>
Vendor	Withholding Exp Acct	Withholding Rev Acct	Deduction Sort	BInc
<u>006089</u>	<u>199 0 9990 9000</u>	<u>199 0 9990 9000</u>	<u>05</u>	<u>0421</u>

**** GSEPS Retirement ** (Pension Code 6)**



Employer Share (%)	Normal Employee Share	Employer Objct	Employer BInc	Employee BInc
<u>.2551</u>	<u>00.0125</u>	<u>24000</u>	<u>0421</u>	<u>0478</u>
Vendor	Withholding Exp Acct	Withholding Rev Acct	Deduction Sort	BInc
<u>006089</u>	<u>199 0 9990 9000</u>	<u>199 0 9990 9000</u>	<u>06</u>	<u>0421</u>

ENTER=Update, F16=Exit

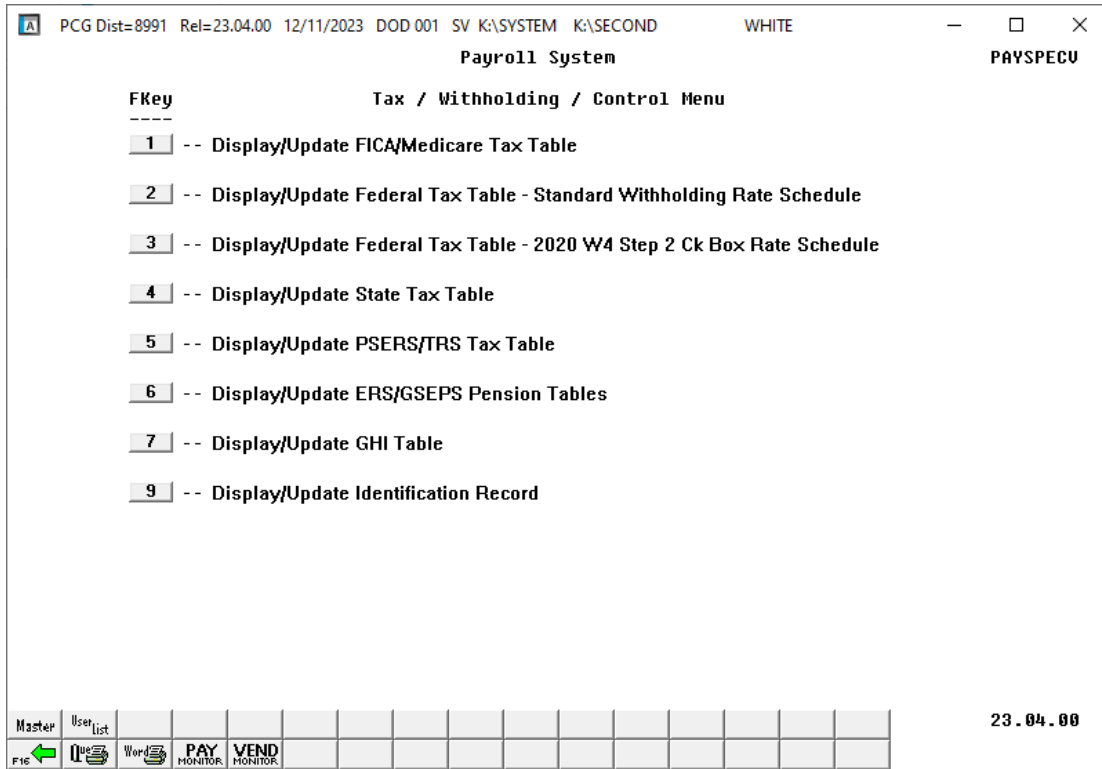
ENTER F16

23.04.00

Tax Table updated on 07/01/2023. The old and new ERS contribution amounts go into effect July, 2023 for fiscal year 2024. The GSEPS contribution amounts went into effect January, 2024.

Step	Action
24	Using the <i>New Plan/Old Plan ERS and GSEPS Retirement Table</i> screenshot example, verify the information is the same, or make the appropriate entries as needed. <i>The vendor number is school district or system specific.</i>
25	Enter the vendor's number in the Vendor field where appropriate. <i>If the vendor's number is unknown, select the drop-down selection icon  or select F15 (Search). Within the PCG Select Value dialog box, enter the complete or partial vendor name in the "Enter complete or partial Vendor name and select Enter" field, and select Enter. The entry of a partial name in the field displays the results most closely matching the search criteria entered. Use the scrollbar or the Page Up/Page Dn keys to locate the intended record.</i>
26	After verifying the screen's entries are correct, select  (Enter) to update.

A7. Update the Group Health Insurance (GHI) Table



Step	Action
27	Select 7 (F7 - Display/Update GHI Table).



The following screen displays for **fiscal year 2024**:

The screenshot shows a window titled "PAYTAXES" with the following content:

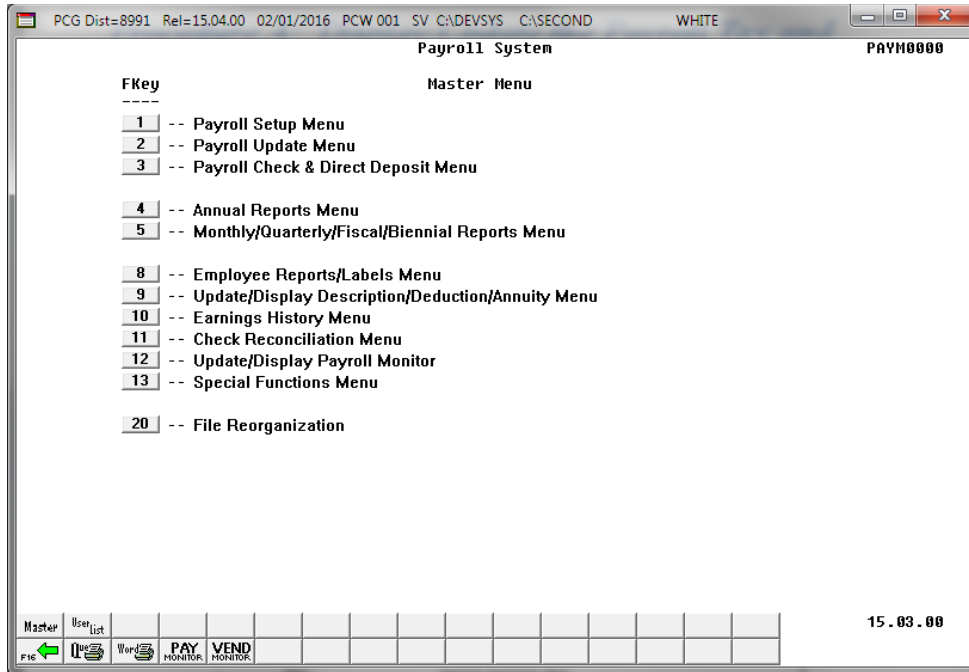
```

PCG Dist=7831 Rel=23.02.00 11/13/2023 JDD 003 SV C:\SQLSYS CASECOND WHITE
** GHI - Group Health Insurance **
* CERTIFIED *
VENDOR      EMPLOYER SHARE ($)  EMPLOYER OBJCT  BLNC
  5          1588.00          21000          0421
  >>OR<<
EMPLOYER SHARE (%)
  .000000
-----
* NON-CERTIFIED *
VENDOR      EMPLOYER SHARE ($)  EMPLOYER OBJCT  BLNC
000005      1195.00          21000          0421
  >>OR<<
EMPLOYER SHARE (%)
  .000000
-----
ENTER=Update, F16=Exit
ENTER ✓
F16 ←
23.04.00
    
```

Tax Table updated on 12/31/2023. The GHI employer contribution dollar amount for non-certified employees went into effect January 2024. The GHI employer contribution dollar amount for certified employees went into effect April 2023 (for May 2023 coverage).

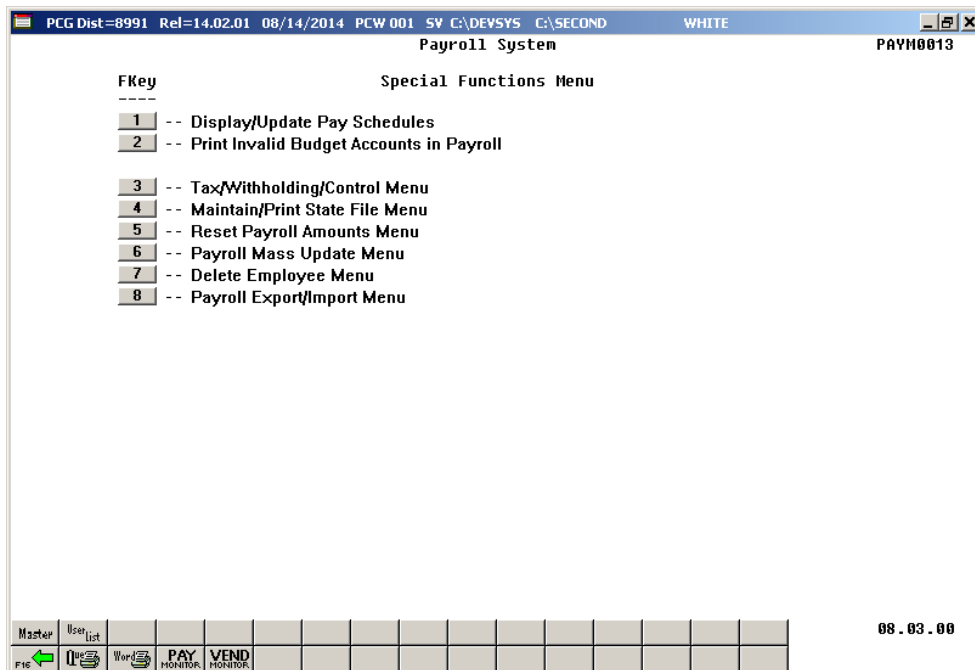
Step	Action
28	Using the <i>GHI - Group Health Insurance Table</i> screenshot example, verify the information is the same, or make the appropriate entries as needed.
29	Enter the vendor’s number in the Vendor field where appropriate. <i>If the vendor’s number is unknown, select the drop-down selection icon  or select F15 (Search). Within the PCG Select Value dialog box, enter the complete or partial vendor name in the “Enter complete or partial Vendor name and select Enter” field, and select Enter. The entry of a partial name in the field displays the results most closely matching the search criteria entered. Use the scrollbar or the Page Up/Page Dn keys to locate the intended record.</i>
30	After verifying the screen’s entries are correct, select  (Enter) to update.

Procedure B: Display/Update the Payroll Identification Record



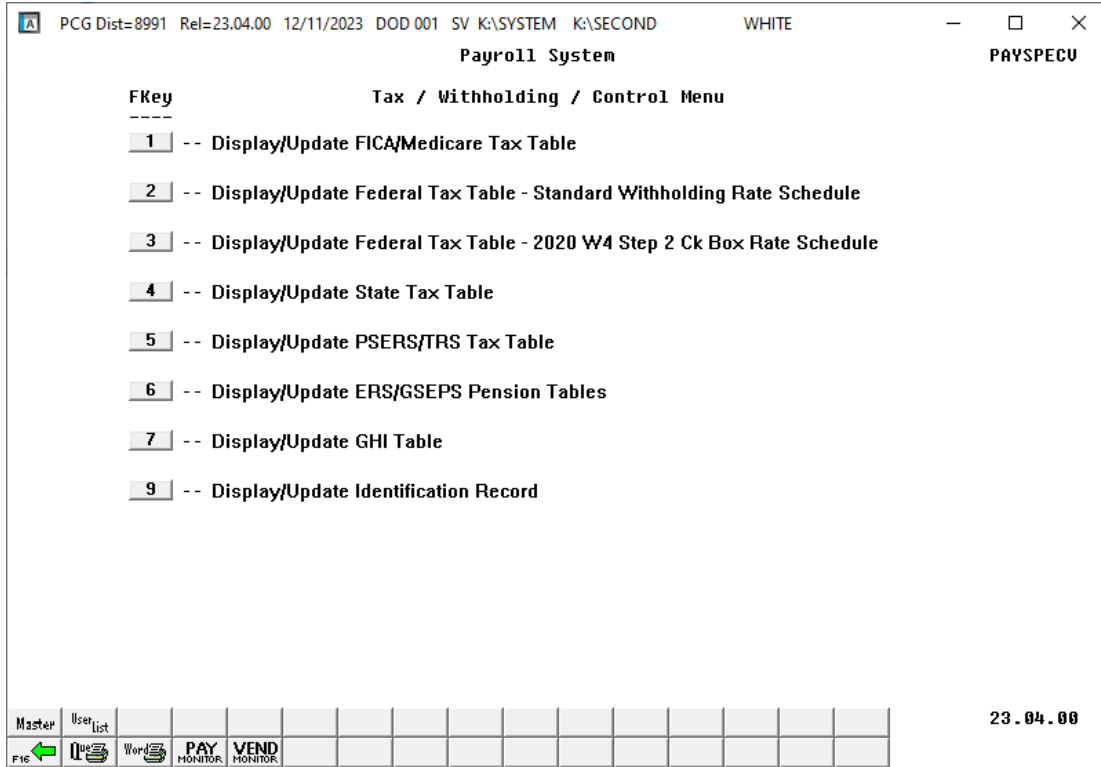
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



Step	Action
2	Select 3 (F3 – Tax/Withholding/Control Menu).


The following screen displays:



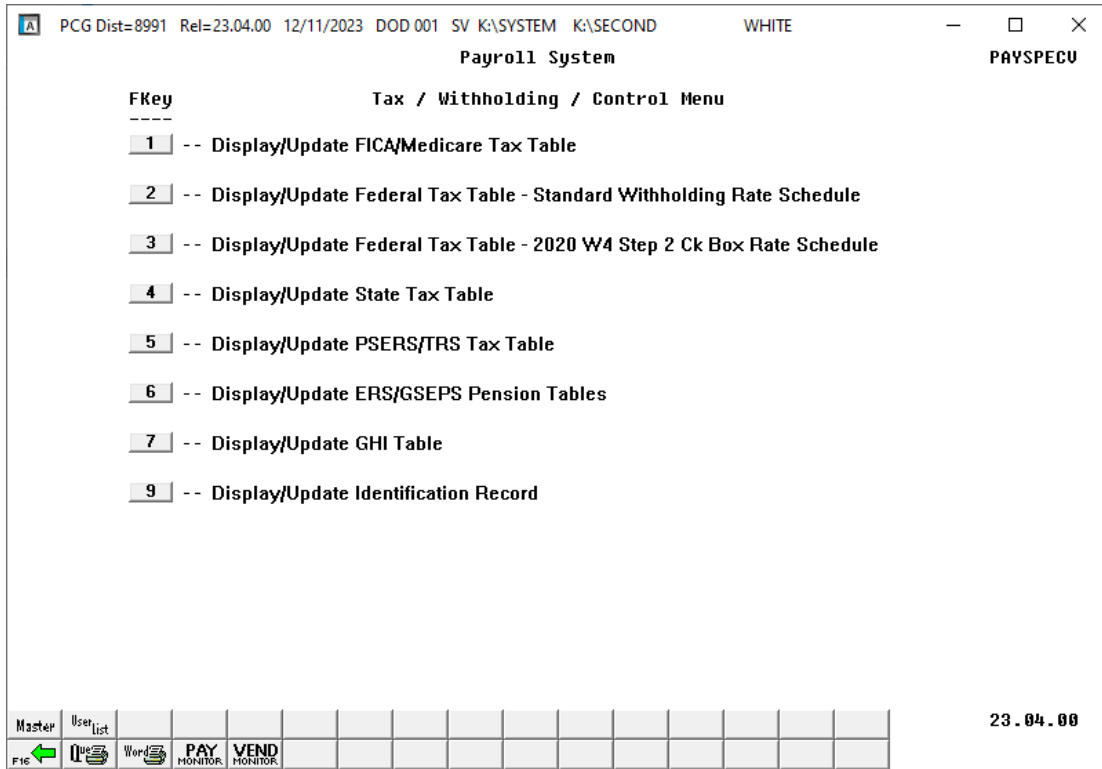
Step	Action
3	Select 9 (F9 - Display/Update Identification Record). <i>PCGenesis does not allow the modification of payroll control information during Payroll Setup. In this instance, the “** Payroll in Process – No Changes **” displays. PCGenesis users must complete payroll processing through F14 (Update Budget Files with Current Pay) and repeat this procedure.</i>



Step	Action
12	State name: Georgia
13	County ID <i>Refer to the “Georgia County Code Listing” for a listing of valid codes.</i>
14	County Name: Defaults from the entry in the <i>County ID</i> field.
15	Medicare-Only District: This field indicates if a school district has opted out of the Federal Old-Age, Survivors, and Disability Insurance program (OASDI), and is Medicare-only. Valid values are Y (Yes) or N (No). If a school district has opted out of the OASDI program and is Medicare-only, the Medicare-only district flag can be set to Y (Yes). A Y (Yes) value will cause a warning message to be displayed for employees enrolled in the TRS pension plan when the employee’s FICA switch is set to Y instead of M on the <i>Update/Display Withholding</i> screen in payroll; a warning message will also be printed on the <i>Payroll Exceptions Register</i> .
16	Enable enhanced substitute pay and leave system?: <u>To turn off the enhanced substitute pay and leave system:</u> Enter N (No). <u>To turn on the enhanced substitute pay and leave system:</u> Enter Y (Yes). <i>PCGenesis uses this field to turn on the enhanced substitute pay and leave system. This option should only be turned on only in consultation with the PCGenesis help desk staff.</i>
17	System sick bank balance: This field contains the sick bank balance for the district. This field is used in the new Enhanced Substitute Pay and Employee Leave System and keeps track of the system’s sick bank balance.
18	Enable direct deposit for current payroll run?: <u>To turn off direct deposit processing for the current payroll run:</u> Enter N (No). <u>To process payroll normally for the current payroll run:</u> Enter Y (Yes). <i>PCGenesis uses this field to turn off direct deposit processing for all employees during the current pay cycle without affecting individual employee information, and in such cases as when there is a requirement to issue checks, such as school principal supplemental salaries, or to allow special pay awards as perfect attendance. In this instance, PCGenesis issue the pay as a payroll check instead of as a direct deposit.</i>

Step	Action
19	<p>If NACHA Direct Deposit will be used:</p> <ul style="list-style-type: none"> • <i>Check with the payroll bank for their requirements on the file for Carriage Return, Data Block Filling, Bank Offset Debit Record, Immediate Destination and Origin, and the Routing number and name field information.</i> • Old (non-NACHA) direct deposit: Issue banks checks rather than wire xfer?: Enter N (No). • Use NACHA direct deposit? (Y/N): Enter Y (Yes). • Carriage return at the end of each record? (Y/N): Enter Y (Yes) if the payroll bank requires a carriage return and a line feed at the end of each record within the <i>NACHA</i> and <i>Prenote</i> files. Enter N (No) if the payroll bank does not require a carriage return and a line feed at the end of each record within the <i>NACHA</i> and <i>Prenote</i> files. • Last data block to be filled with 9s? (Y/N): Enter Y (Yes) if the payroll bank requires the last block of the <i>NACHA</i> and <i>Prenote</i> files to be filled with 9's or requires the record count to be a multiple of ten records. Enter N (No) if the payroll bank does not require, or has not indicated a preference for the entries in the last block of the <i>NACHA</i> and <i>Prenote</i> files. • Include bank offset debit record?: Enter Y (Yes) if the payroll bank requires a detail line item for a debit amount (<i>Transaction code 27</i>) for the total direct deposit amount. Enter N (No) if the payroll bank (<i>Transaction code 27</i>) requests the selection of the offset debit record. <i>PCGenesis defaults to N (No) from the NACHA file.</i> • Enter the routing number and name in the Immed Dest: Routing num (Immediate Destination: Routing number) and Immed Dest: Name (Immediate Destination: Name) fields. • Enter the appropriate routing number and name in the Immed Orig: Routing num (Immediate Origin: Routing number) or the Immed Orig: Name (Immediate Origin: Name) routing number fields.
20	<p>If Third Party Direct Deposit software/PCGenesis method of providing direct deposit registers and a check or wire transfer to the direct deposit banks will be used:</p> <ul style="list-style-type: none"> • Old (non-NACHA) direct deposit: Issue banks checks rather than wire xfer?: Answer Y (Yes) – To provide each of the direct deposit banks a check to fund the payroll. (This causes the payroll paycheck printing process to print checks for each direct deposit bank.) Answer N (No) – To send a wire transfer to the direct deposit banks to fund the payroll or to use third party direct deposit software. • Use NACHA direct deposit? (Y/N): Enter N (No). • Carriage return at the end of each record? (Y/N): Enter N (No). • Last data block to be filled with 9s? (Y/N): Enter N (No). • Include bank offset debit record? (Y/N): Enter N (No). • No entry is necessary in the Immed Dest (Immediate Destination) and Immed Orig (Immediate Origin) fields.

Step	Action
21	<p>Print SSN on checks?:</p> <p><u>To print employees' SSNs on the checks:</u> Enter Y (Yes) in the field.</p> <p><u>To omit employees' SSNs from the checks:</u> Enter N (No) in the field.</p>
22	<p>Print leave on checks?:</p> <p><u>To print employees' leave on the checks:</u> Enter Y (Yes) in the field.</p> <p><u>To omit employees' leave from the checks:</u> Enter N (No) in the field.</p>
23	<p>Print DD account on stub?:</p> <p>Select the appropriate option using the radio button:</p> <ul style="list-style-type: none"> • Print the entire direct deposit account number • Print the last four digits of the direct deposit account number • Do not print the direct deposit account number, and print all asterisks instead.
24	<p>Verify the entries are correct and select  (Enter) to update.</p>

The following screen displays:



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

Appendix A: PCGenesis Federal Tax Calculation Method

1. Percentage Method Tables for Automated Payroll Systems

If you have an automated payroll system, use the worksheet below and the Percentage Method tables that follow to figure federal income tax withholding. This method works for Forms W-4 from 2019 or earlier and Forms W-4 from 2020 or later. This method also works for any amount of wages. If the Form W-4 is from 2019 or earlier, this method works for any number of withholding allowances claimed.

Worksheet 1. Employer’s Withholding Worksheet for Percentage Method Tables for Automated Payroll Systems Keep for Your Records

Table 3:

Semiannually	Quarterly	Monthly	Semimonthly	Biweekly	Weekly	Daily
2	4	12	24	26	52	260

Step 1. Adjust the employee’s wage amount

- 1a.** Enter the employee’s total taxable wages this payroll period **1a** \$ _____
- 1b.** Enter the number of pay periods you have per year (see Table 3). **1b** _____
- 1c.** Multiply the amount on line 1a by the number on line 1b. **1c** \$ _____

If the employee **HAS** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

- 1d.** Enter the amount from Step 4(a) of the employee's Form W-4. **1d** \$ _____
- 1e.** Add lines 1c and 1d **1e** \$ _____
- 1f.** Enter the amount from Step 4(b) of the employee's Form W-4 **1f** \$ _____
- 1g.** If the box in Step 2 of Form W-4 is checked, enter -0-. If the box is not checked, enter \$12,900 if the taxpayer is married filing jointly or \$8,600 otherwise. **1g** \$ _____
- 1h.** Add lines 1f and 1g **1h** \$ _____
- 1i.** Subtract line 1h from line 1e. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** **1i** \$ _____

If the employee **HAS NOT** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

- 1j.** Enter the number of allowances claimed on the employee's most recent Form W-4. . **1j** \$ _____
- 1k.** Multiply line 1j by \$4,300 **1k** \$ _____
- 1l.** Subtract line 1k from line 1c. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** **1l** \$ _____

Step 2. Figure the Tentative Withholding Amount based on the employee's Adjusted Annual Wage Amount; filing status (Step 1(c) of the 2020 Form W-4) or marital status (line 3 of Form W-4 from 2019 or earlier); and whether the box in Step 2 of 2020 Form W-4 is checked.

Note. Don't use the Head of Household table if the Form W-4 is from 2019 or earlier.

- 2a. Enter the employee's **Adjusted Annual Wage Amount** from line 1i or 1l above . . . **2a** \$ _____
- 2b. Find the row in the appropriate **Annual Percentage Method** table in which the amount on line 2a is at least the amount in column A but less than the amount in column B, then enter here the amount from column A of that row **2b** \$ _____
- 2c. Enter the amount from column C of that row **2c** \$ _____
- 2d. Enter the percentage from column D of that row. **2d** _____%
- 2e. Subtract line 2b from line 2a , **2e** \$ _____
- 2f. Multiply the amount on line 2e by the percentage on line 2d **2f** \$ _____
- 2g. Add lines 2c and 2f **2g** \$ _____
- 2h. Divide the amount on line 2g by the number of pay periods on line 1b. This is the **Tentative Withholding Amount** **2h** \$ _____

Step 3. Account for tax credits

- 3a. If the employee's Form W-4 is from 2020, enter the amount from Step 3 of that form; otherwise enter -0- **3a** \$ _____
- 3b. Divide the amount on line 3a by the number of pay periods on line 1b **3b** \$ _____
- 3c. Subtract line 3b from line 2h. If zero or less, enter -0- **3c** \$ _____

Step 4. Figure the final amount to withhold

- 4a. 4a Enter the additional amount to withhold from the employee's Form W-4 (Step 4(c) of the 2020 form or line 6 on earlier forms) **4a** \$ _____
- 4b. 4b Add lines 3c and 4a. **This is the amount to withhold from the employee's wages this pay period** **4b** \$ _____

Reproduced from IRS Publication 15-T for 2023.

Appendix B: PCGenesis Georgia Tax Calculation Method

PERCENTAGE METHOD FOR EMPLOYEE WITHHOLDING

Use these instructions to calculate employee withholding using the percentage method.

- (1) Subtract from the taxable wages the applicable standard deduction as indicated in column (1) - (3) of Table E.
- (2) If employees claim dependents other than themselves and/or their spouses, subtract from the amount arrived at in (1) the appropriate dependent amount as set out in column (4) of Table E.
- (3) Multiply the amount arrived in (2) by 5.49%
- (4) If zero exemption is claimed, subtract the standard deduction only.

TABLE E

EXAMPLE:

	STANDARD DEDUCTION			DEPENDENT ALLOWANCE
	(1) Married Filing Joint	(2) Single or Head of Household	(3) Married Filing Separate	(4) Dependent Allowance
Weekly	461.54	230.77	230.77	57.69
Bi-weekly	923.08	461.54	461.54	115.38
Semi-monthly	1,000.00	500.00	500.00	125.00
Monthly	2,000.00	1,000.00	1,000.00	250.00
Quarterly	6,000.00	3,000.00	3,000.00	750.00
Semi-annual	12,000.00	6,000.00	6,000.00	1,500.00
Annual	24,000.00	12,000.00	12,000.00	3,000.00
Daily (misc.)	65.75	32.88	32.88	8.22

NOTE: Married couples, both having income, should use the standard deduction allowed in column (3) of Table E. The amounts in column (4) are for each dependent allowance claimed.

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