



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

5/10/2016

Section B: Payroll Update Processing

***[Topic 6: Delete Employee Information,
V2.2]***

Revision History

Date	Version	Description	Author
5/10/2016	2.2	16.01.00 – Update Logo and Footers.	S. Scrivens
5/10/2016	2.1	13.04.00 – Update DOE logo and screenshots.	D. Ochala
07/07/2008	2.0	08.02.00 – Added updated <i>Select Employee</i> screen information and instructions.	C. W. Jones

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Overview

Employee record deletion includes the following procedures:



- Creating a listing of employee records without earnings history information to determine if the records require removal from PCGenesis. Refer to *B1. Employees with No Earnings History Report – Example* for an example of this report.

This procedure will not remove employees' information if the **Include on CPI?** flag has been set to **Y** (Yes). The *Earnings History Report* will identify the records of this type. Refer to *Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information* for the instructions to reset the **Include on CPI?** flag.

- Deleting specific employee's records and generating a listing of the records deleted. Refer to *C1. Individual Employee Records with No Earnings History/Removed from Payroll File – Example* for an example of this report.
- Deleting employee records without earnings' history information and generating a listing of the records deleted. Refer to *D1. Multiple Employee Records with No Earnings History/Removed from Payroll Master File Report – Example* for an example of this report.

The following guidelines apply to deleting employee information:

- PCGenesis does not allow the deletion of employee records with earnings history information until the user removes the information from the PCGenesis *HISTORY* file.
- *Inactivating* an employee's record allows the clearing of all gross salary information, and prevents payroll processing for the employee. For example, when an employee is on leave without pay, or when an employee will not receive pay during a specific time frame, the record should be *inactivated*. For the employee to be included in payroll processing at a later point in time, reactivate the employee's record; that is, the PCGenesis user must reverse the *inactivation*. (On the other hand, when deleting the employee's record, re-enter all of the employee's payroll information.

Selecting  (F15 – Description Code Lookup) and  (F28 - Help Screens) when offered provides additional assistance with the entry of information.

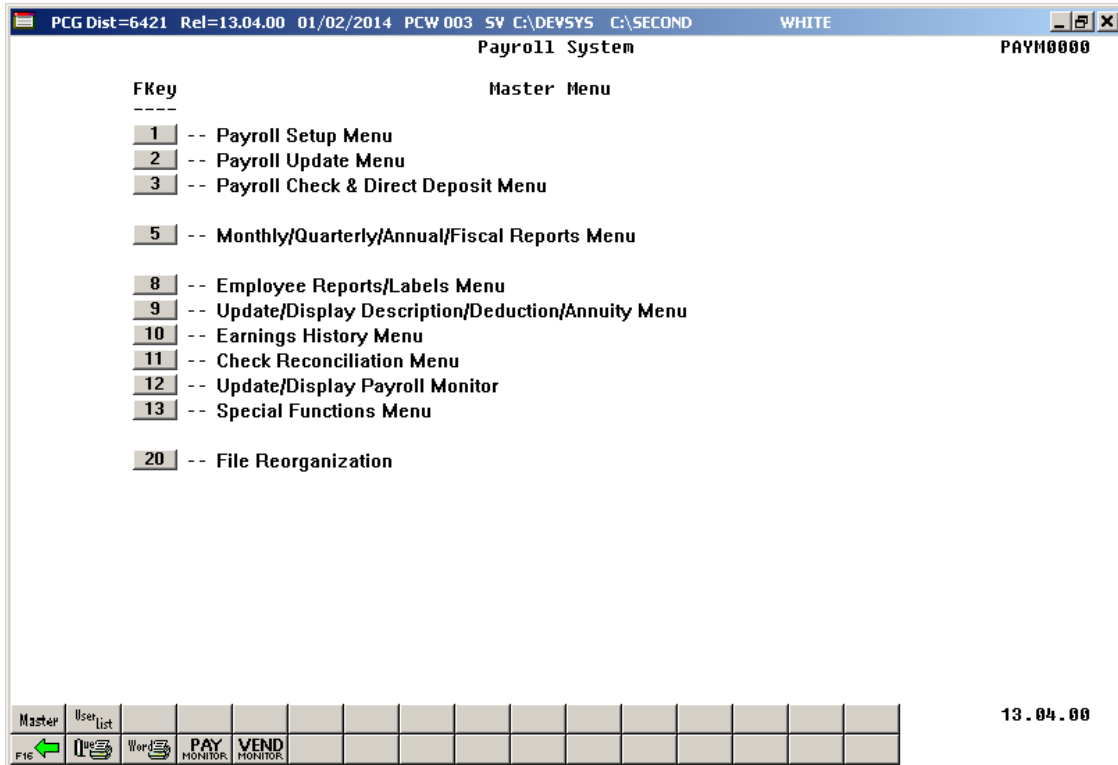
Procedure A: Setting/Clearing Employee Search Criteria

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

Procedure B: Printing the Employees without Earnings History Report

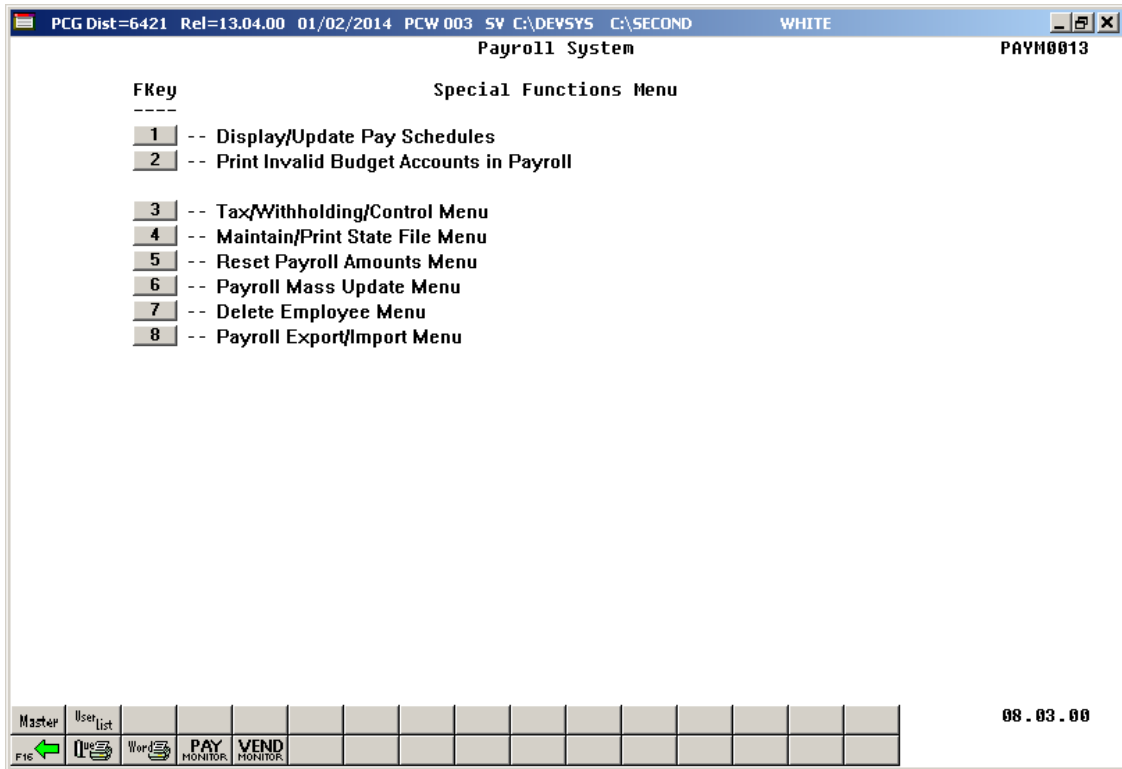
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



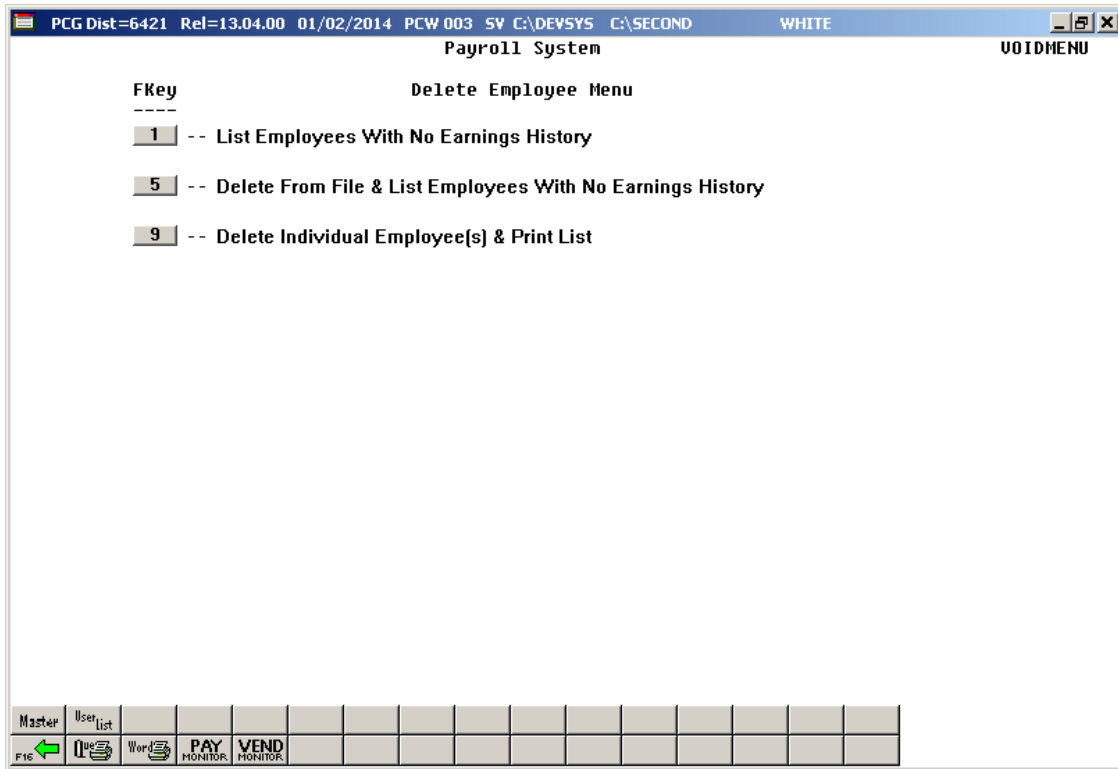
Step	Action
2	Select 13 (F13 - Special Functions Menu).






The following screen displays:



Step	Action
3	Select 7 (F7 - Delete Employee Menu).

The following screen displays:



Step	Action
4	Select  (F1 - List Employees With No Earnings History). <i>“Processing Request “briefly displays. The Payroll System – Delete Employee Menu redisplays.</i>
5	To print the report via the Uqueue Print Manager: Select  (Uqueue). To print the report via Microsoft® Word: Select  (MS WORD). Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.
6	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> .

B1. Employees with No Earnings History Report – Example

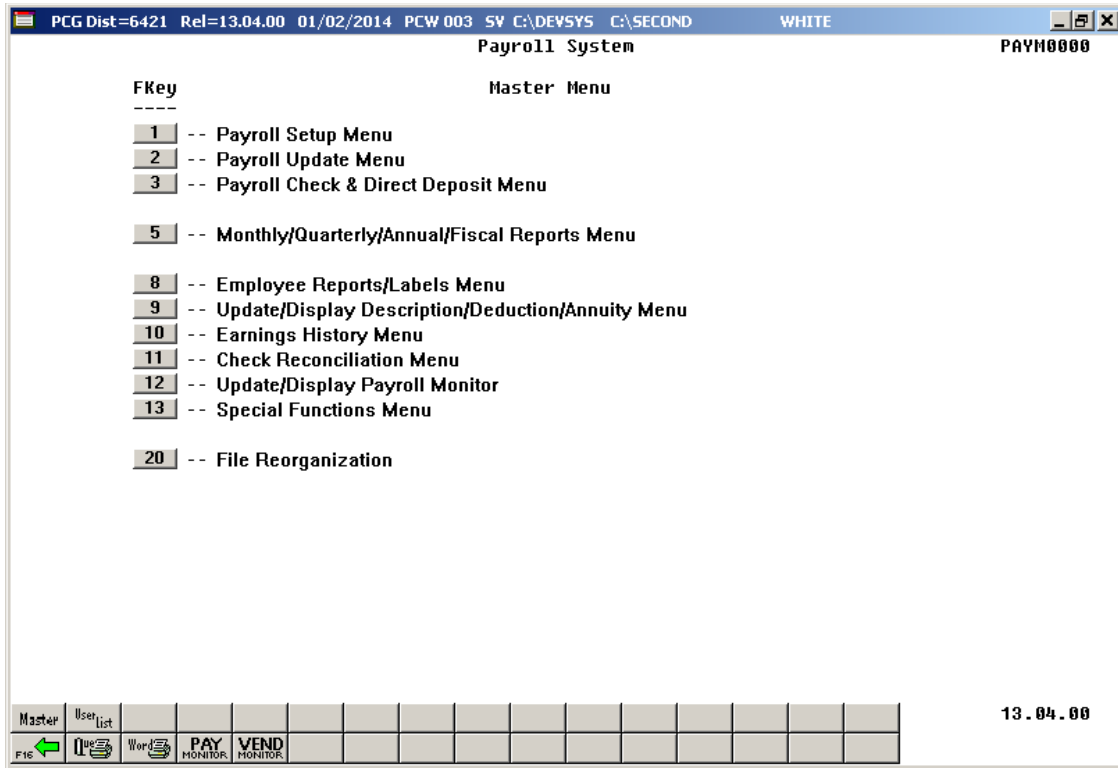
This procedure will not remove employees' information if the **Include on CPI?** flag has been set to **Y** (Yes). The *Earnings History Report* will identify the records of this type. Refer to *Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information* for the instructions to reset the **Include on CPI?** flag.

-----Page Break-----									
REPORT DATE: 07/01/2008		EMPLOYEES WITH NO EARNINGS HISTORY						PAGE 1	
EMPHO	EMPLOYEE NAME	STATUS	SOC SEC NO	LOC	CLASS	TERM DATE	TERM CODE	CPI FLAG	
00501	ADDEMPONG, ALYSSA	A	999-08-9368	0192	04			N	
89063	HASEHS, JUSKO	I	999-08-9063	0202	04			Y	
36972	KHOWITALL, GADDE TEACHER	A	888-99-0000	0192	04			Y	
89795	LOGHIS, TEGESIA	T	999-08-9795	0192	11	06/01/05	9	N	
89253	MA3K, MA3SIE	A	999-08-9253	0192	02			Y	
00009	TEST, TEST	A	000-00-0009	0192	06			Y	
85214	TEST, TEST	A	852-14-0000	0192	04			Y	
12890	TEST, TEST TEST	A	987-65-4321	0192	04			Y	
89822	WH3TLOCK, AL3SSANDRA	I	999-08-9822	0192	04			Y	

The final page of the report lists overall employee totals.

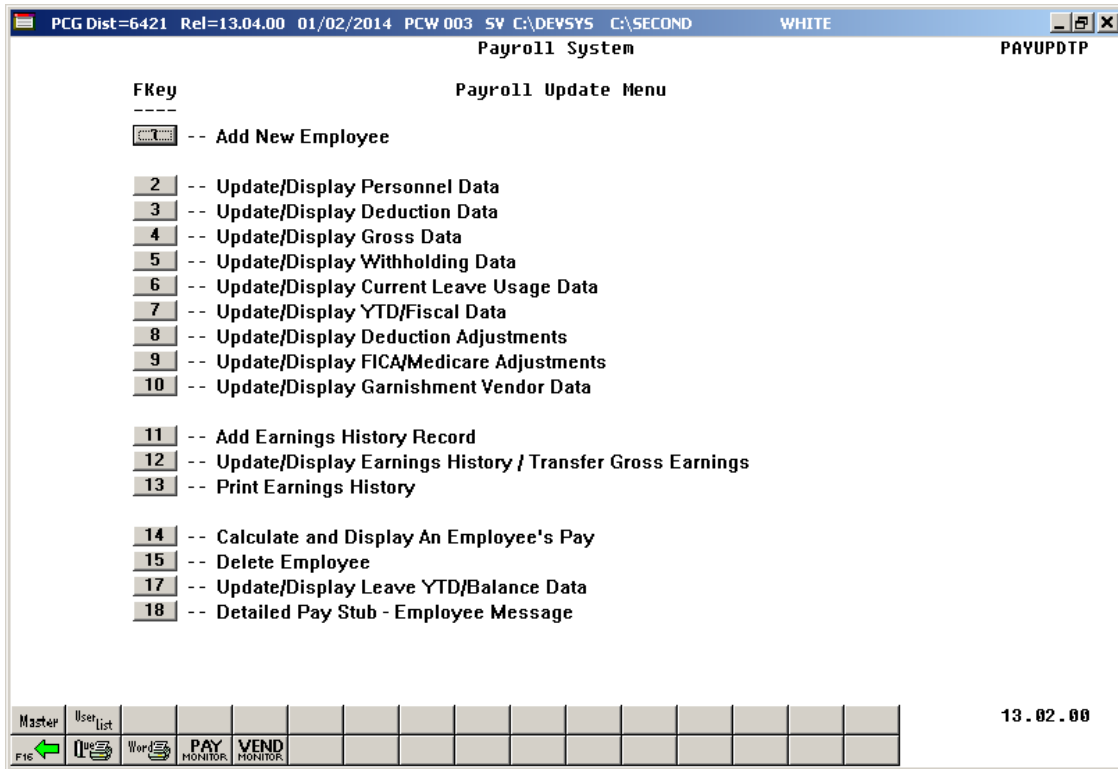
*** TOTAL EMPLOYEES WITH NO EARNINGS	9 ***
INCLUDE ON CPI FLAG MUST BE N IN ORDER TO DELETE THE EMPLOYEE	

Procedure C: Deleting Individual Employee Information

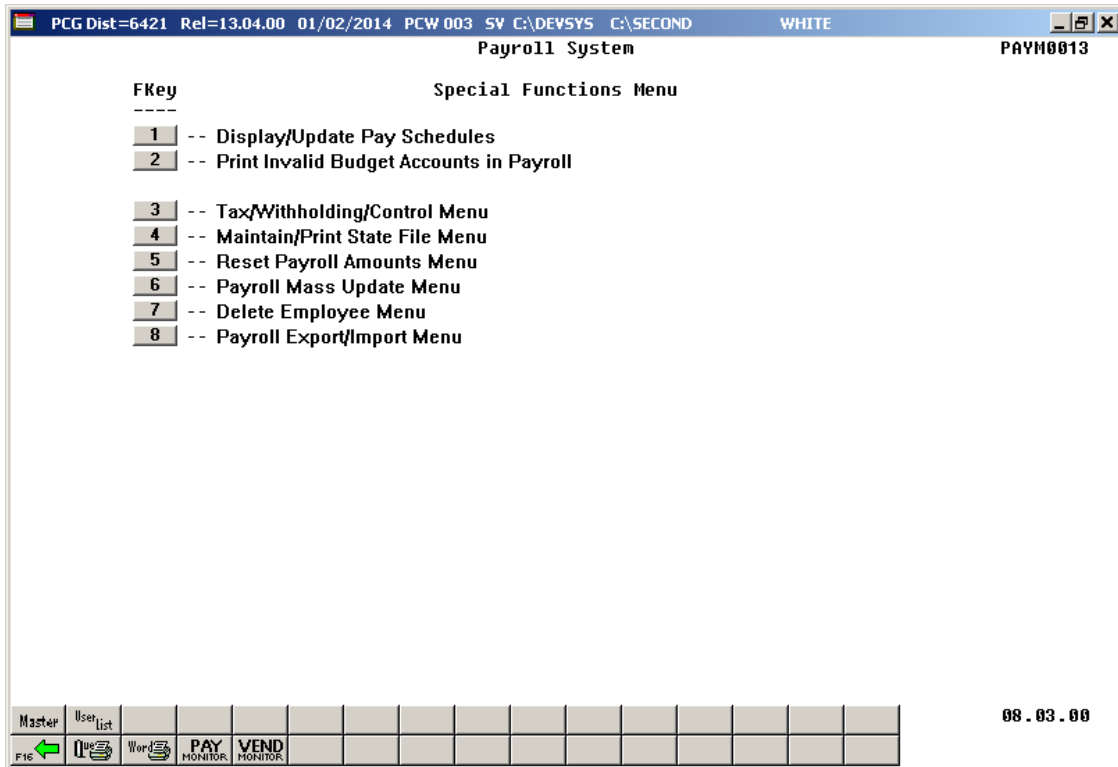


Step	Action
1	<p>Payroll Update Menu: Select F2 (Payroll Update Menu).</p> <p>Special Functions Menu: Select F13 (Special Functions Menu).</p>

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

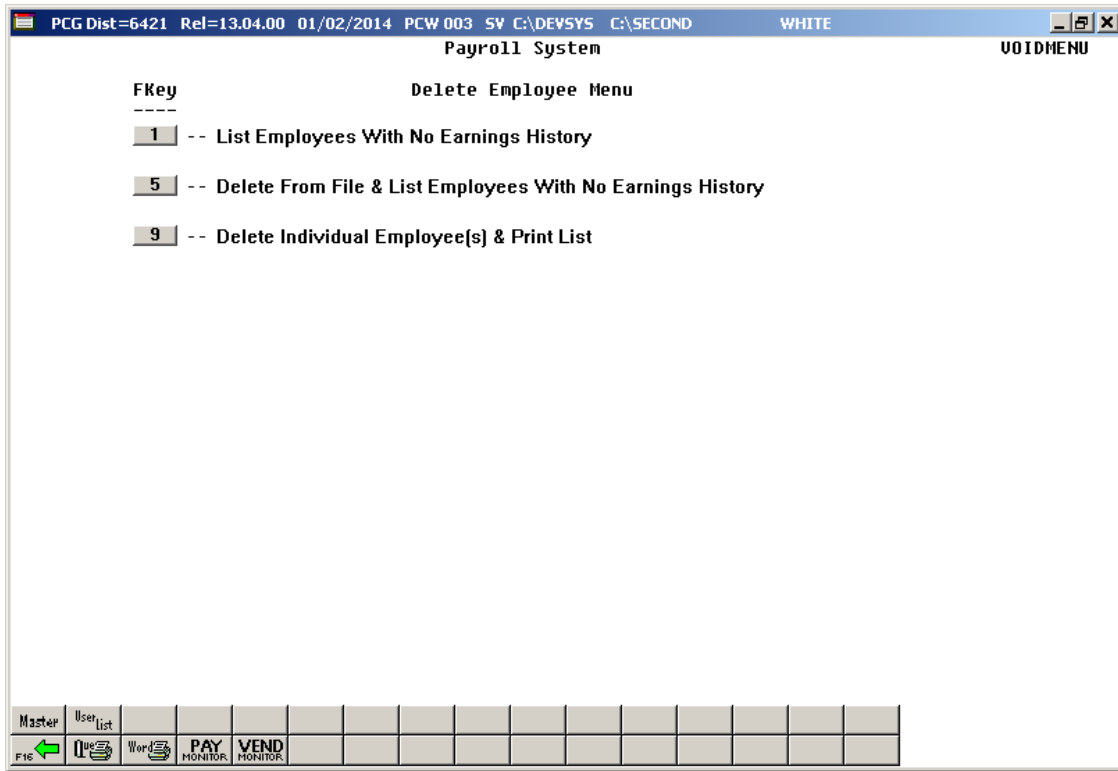


For **Step1-F13** selections, the following screen displays:



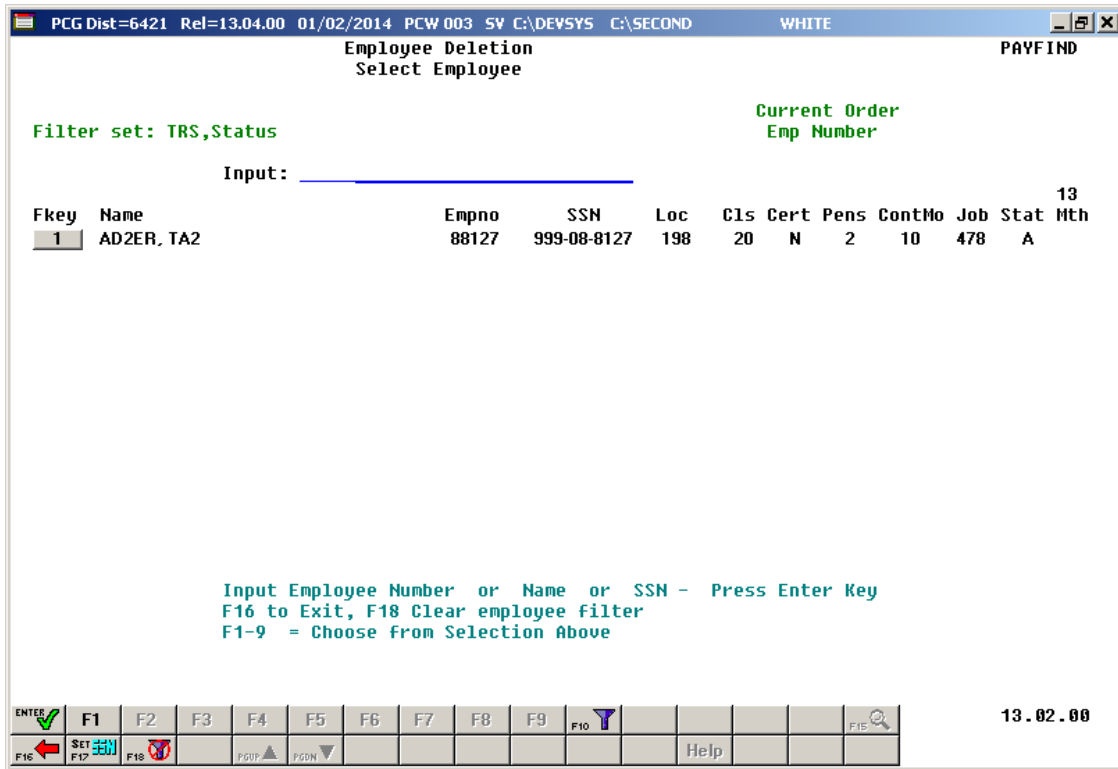
Step	Action
2	<p>For Step 1-F2 selections: Select 15 (F15 - Delete Employee), and proceed to <i>Step 4</i>.</p> <p>For Step 1-F13 selections: Select 7 (F7 - Delete Employee Menu), and proceed to <i>Step 3</i>.</p>

For **Step 1-F13** selections, the following screen displays:



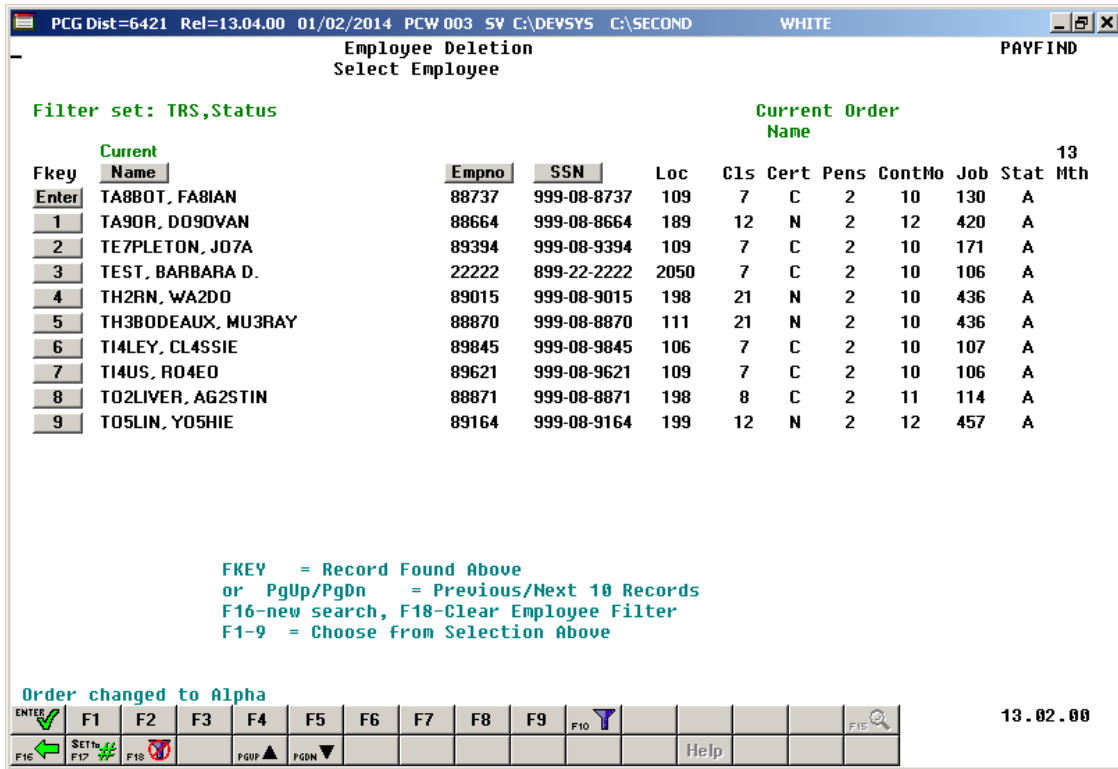
Step	Action
3	Select 9 (F9 - Delete Individual Employee(s) & Print List).

The following screen displays:



Step	Action
4	<p>Enter the number in the Input field, select Enter, and proceed to <i>Step 5</i>.</p> <p><i>If the employee number is unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Select Enter or the Function key corresponding to the employee's record.</i></p>

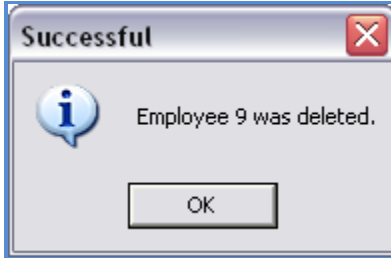
The following screen displays:



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

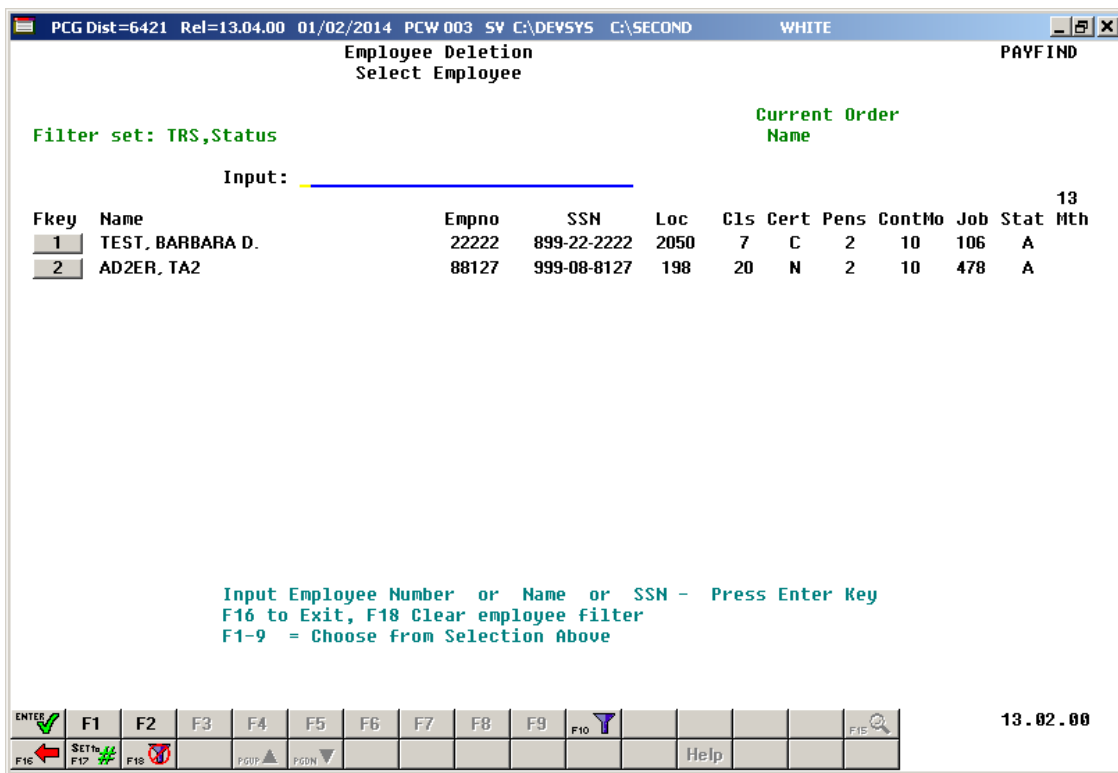
Step	Action
7	Select <input type="button" value="Yes"/> (Yes).




The following dialog box displays:



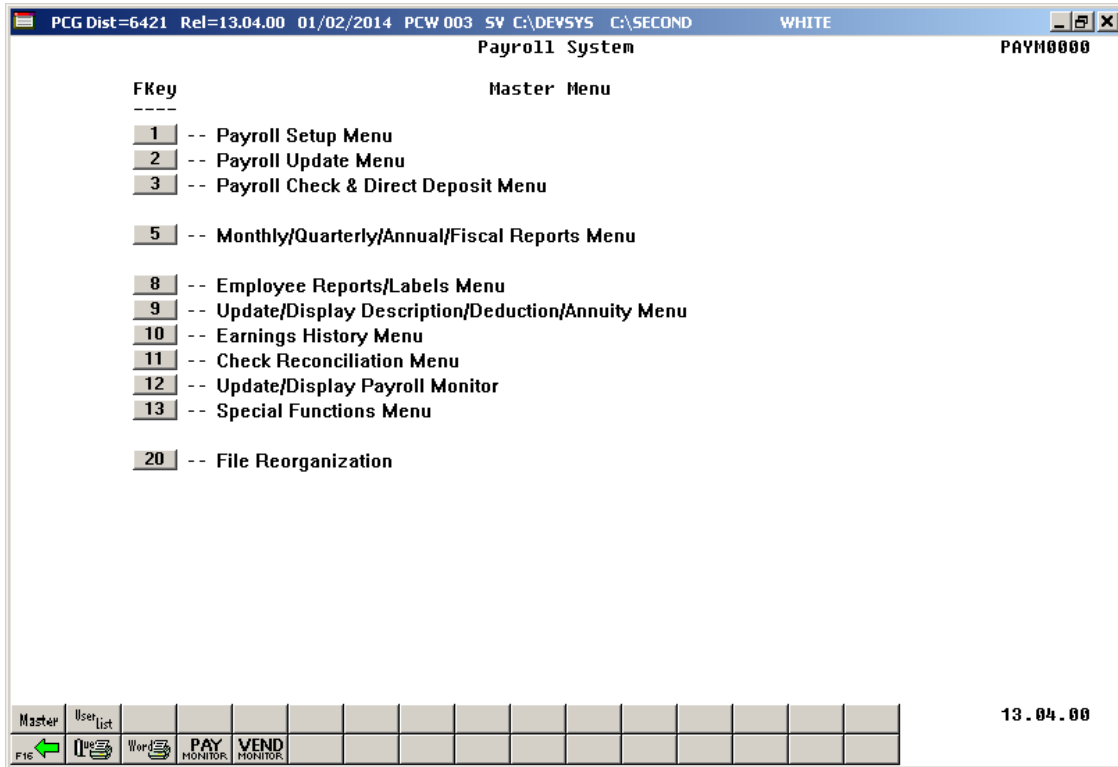
Step	Action
8	Select <input type="button" value="OK"/> (OK).

The following screen displays:

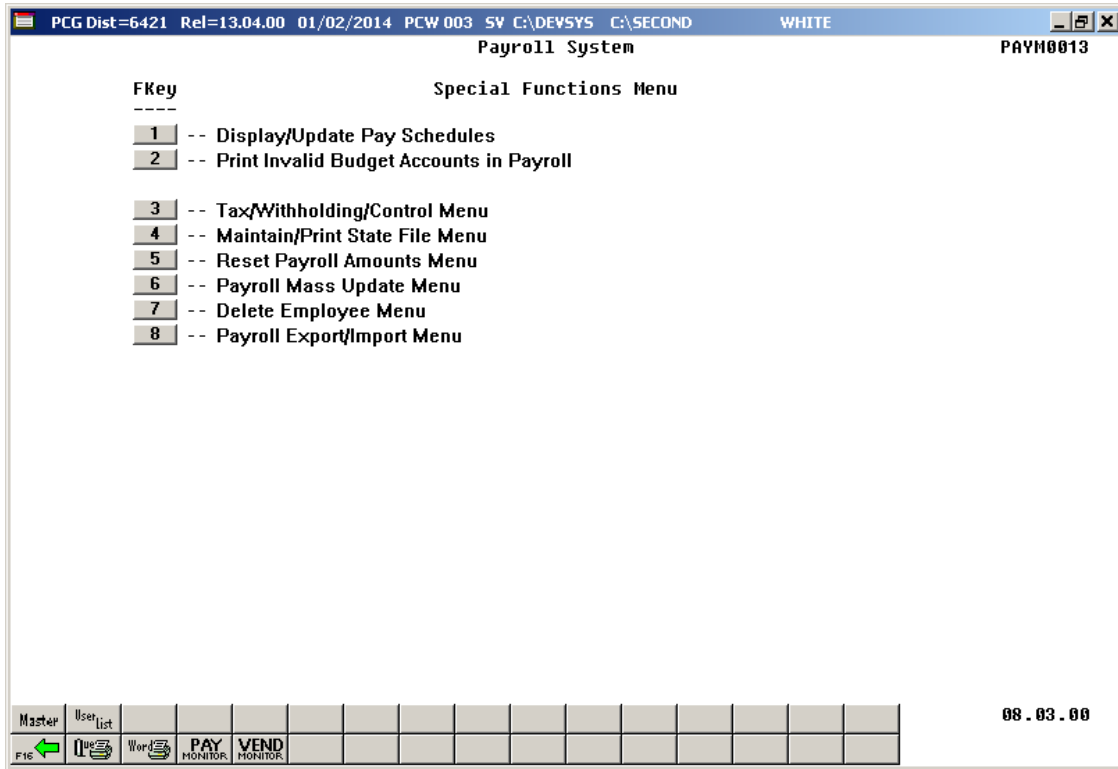






Step	Action
9	<p>Payroll System – Payroll Update Menu: Select  (F16 – Exit) to the <i>Payroll System - Payroll Update Menu</i>.</p> <p>Special Functions Menu: Select  (F16 – Exit) to the <i>Payroll System – Payroll Delete Employee Menu</i>, and select  (F16 – Exit) to the <i>Payroll System Special Functions Menu</i>.</p>

For **Step1-F2** selections, the following screen displays:



For **Step1-F13** selections, the *Special Functions Menu* displays.



Step	Action
<p>10</p>	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
<p>11</p>	<p>Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

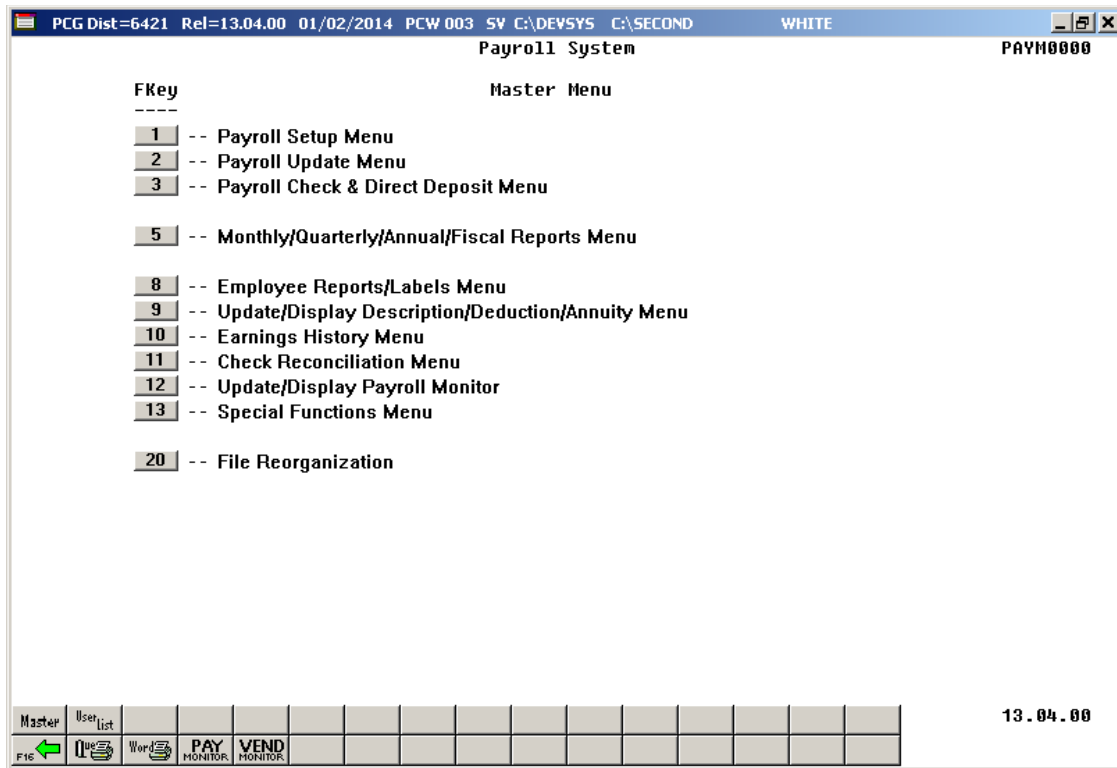
C1. Individual Employee Records with No Earnings History/Removed from Payroll Master File Report – Example

```
REPORT DATE: 01/02/2014                EMPLOYEES WITH NO EARNINGS HISTORY                PAGE 1
                                         ** REMOVED FROM PAYROLL MASTER FILE **

EMPNO      EMPLOYEE NAME                STATUS      SOC SEC NO      LOC      CLASS
23232      TESTER, JANE                    A           235-65-4444     06       07
          102 WEST FIRST STREET
          ATLANTA, GA                    30000

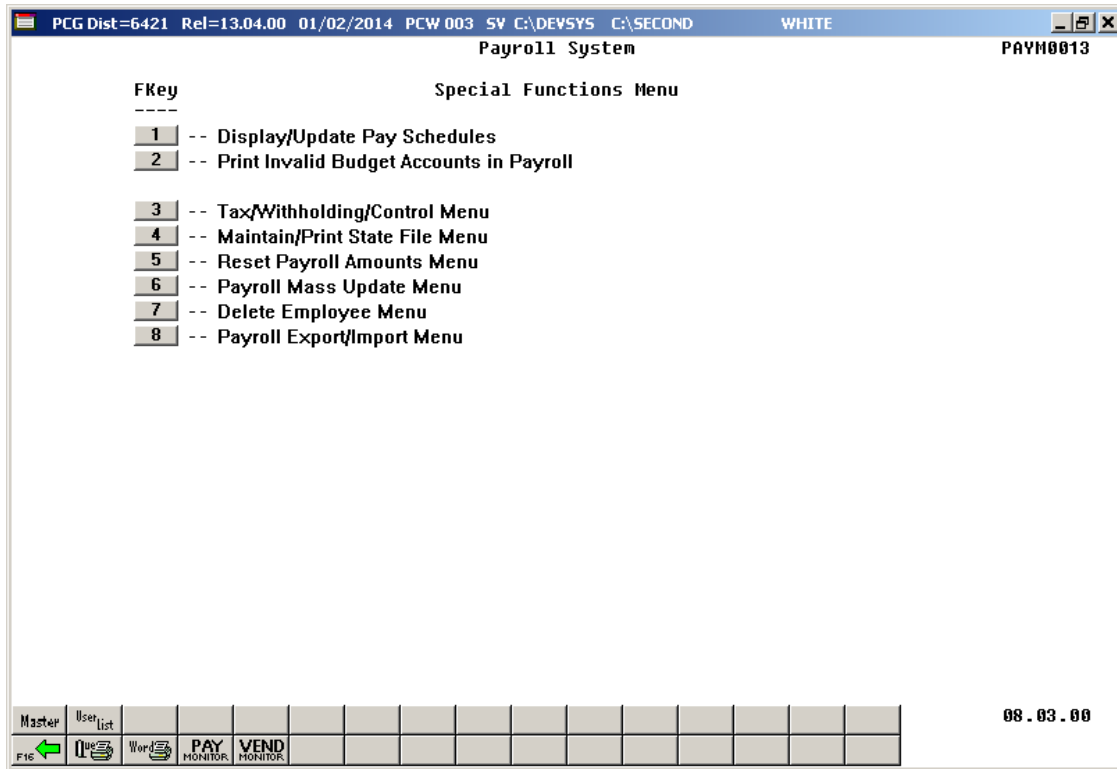
*** TOTAL EMPLOYEES DELETED FROM FILE  1 ***
```

Procedure D: Delete from file and List Employees Records without Earnings History Information



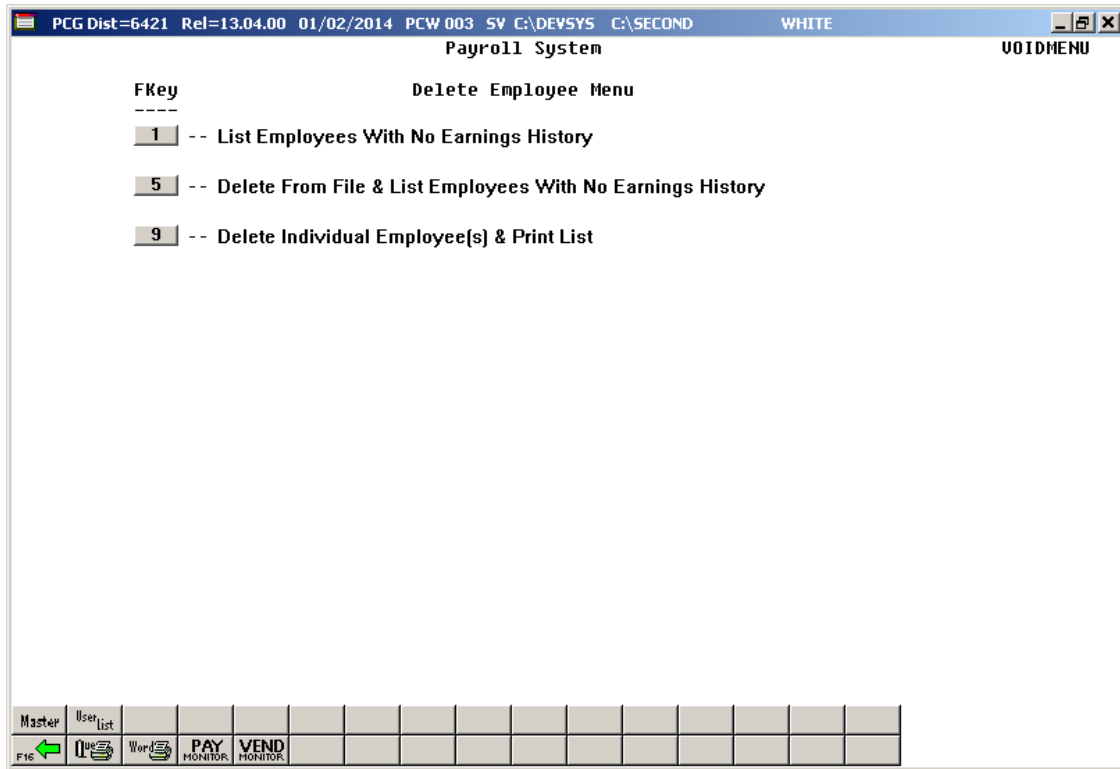
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



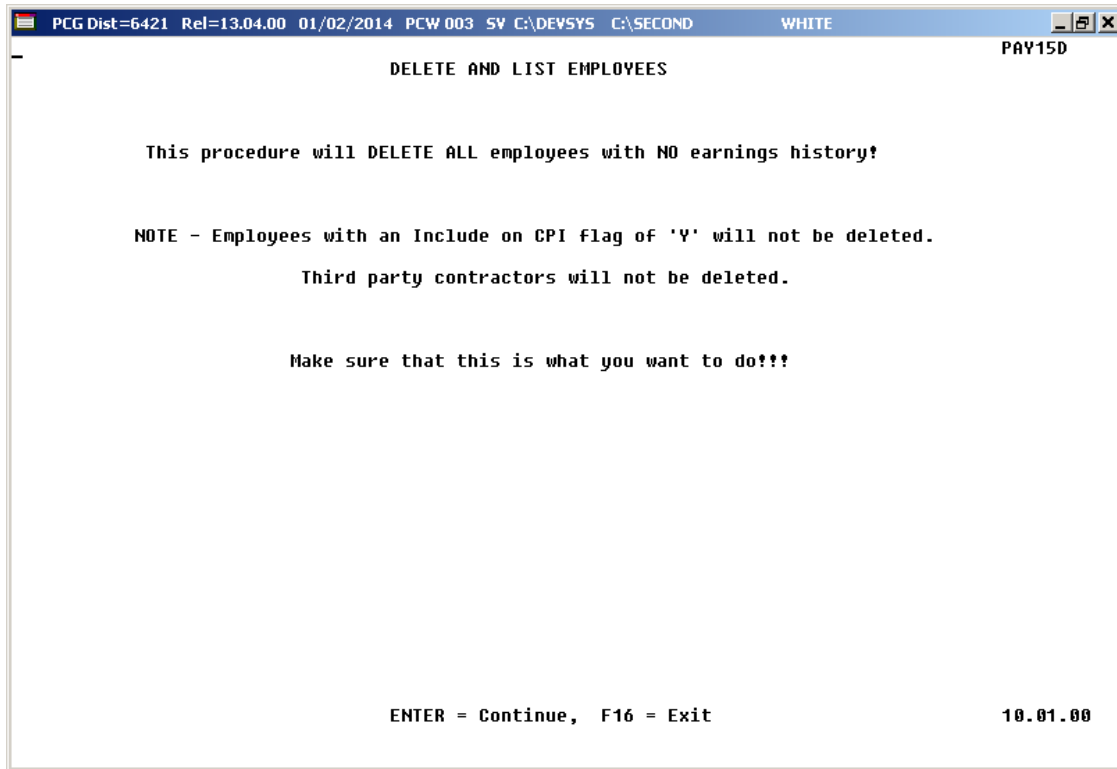
Step	Action
2	Select 7 (F7 - Delete Employee Menu).

The following screen displays:



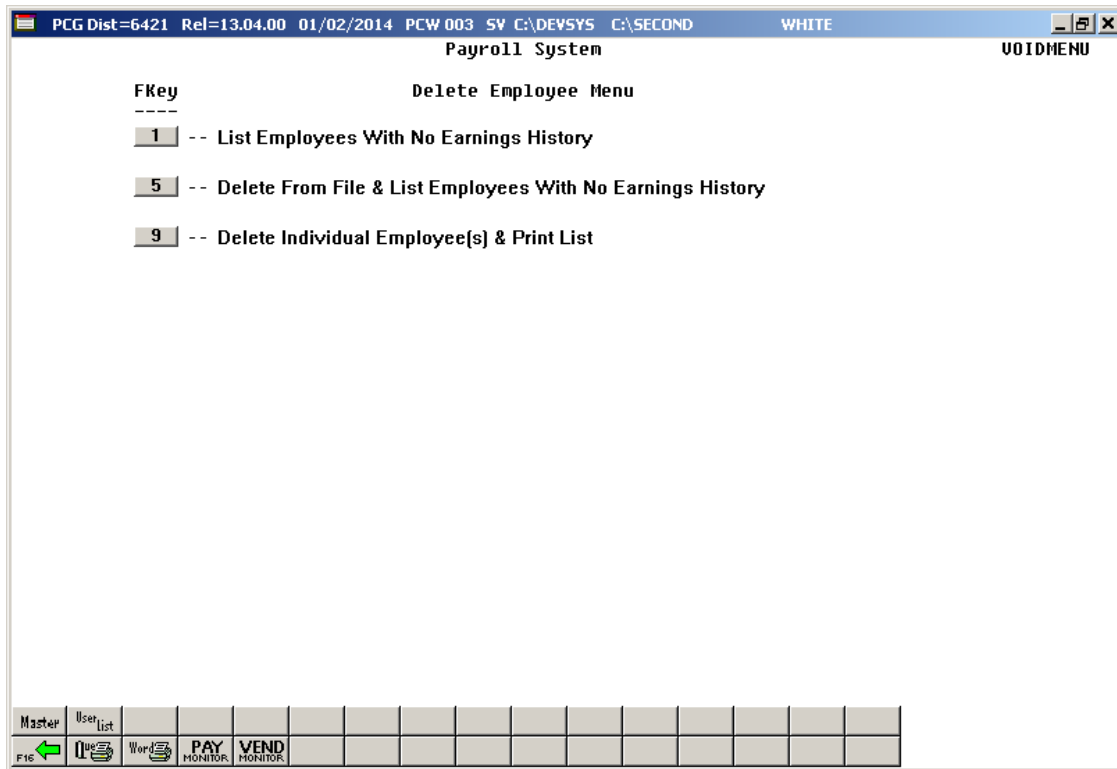
Step	Action
3	Select 5 (F5 - Delete from File & List Employees with No Earnings History).





The following screen displays:



Step	Action
4	Review the information on the <i>Delete Employee Records without Earnings History from the Payroll Master File Warning</i> screen, and select Enter . <i>“Processing Request”</i> briefly displays.

The following screen displays:



Step	Action
5	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
6	<p>Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

D1. Multiple Employee Records with No Earnings History/Removed from Payroll Master File Report – Example

*****Page Break*****						
REPORT DATE: 07/01/2008	EMPLOYEES WITH NO EARNINGS HISTORY					PAGE 1
** REMOVED FROM PAYROLL MASTER FILE **						
EMPNO	EMPLOYEE NAME	STATUS	SOC SEC NO	LOC	CLASS	
00501	ADDEMPONG, ALYSSA JKL KFSLF3, GA	A	999-08-9368	0192	04	
	35416					
89795	LOGHIS, TEGESIA 1205 MAIN STREET SMITH, GA	T	999-08-9795	0192	11	
	33333					
*** TOTAL EMPLOYEES DELETED FROM FILE 2 ***						

The total number of employees deleted from the Payroll Master file displays on the final page of the report.

Procedure E: Removing Earnings History Records by Date Range

Refer to the *Payroll System Operations Guide, Section I: Special Functions, Topic 6: Payroll Mass Update Employee Information Processing, Procedure H: Remove Earnings History Records by Date Range* for instructions.