



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

1/9/2020

Section B: Payroll Update Processing

***[Topic 7: Calculate and Display an
Employee's Payroll Information, V2.7]***

Revision History

Date	Version	Description	Author
01/9/2020	2.7	19.04.00 – Add 2020 W-4 fields.	D. Ochala
05/10/2016	2.6	16.01.00 – Update Logo and Footers.	S. Scrivens
07/25/2013	2.5	13.02.00 – Update ‘X’ and ‘Y’ Process Type codes.	D. Ochala
07/20/2012	2.4	12.02.00 – Add <i>New PSERS</i> and <i>GHI % Distribution</i> . Add <i>Print Screen</i> information. Update screenshots.	D. Ochala
06/17/2009	2.3	09.02.00 – Added multiple ACH processing information and instructions.	C. W. Jones
03/31/2009	2.2	09.01.00 – Added <i>GHI option/tier</i> additional screen information and instructions.	C. W. Jones
05/23/2008	2.1	08.02.00 – Added updated <i>Select Employee</i> screen information and instructions.	C. W. Jones
03/21/2008	2.0	08.01.00 – Updates to screenshots. Added <i>Annuity 3 – Annuity 5</i> information, instructions, and screenshot examples.	C. W. Jones

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
Overview

Examples of PCGenesis functions requiring the calculation and the display of an employee's pay include, but are not limited to manual check entry, current payroll run results review, and to determine the effect payroll adjustments will have on the employee's net payroll. The *Calculate and Display an Employee's Pay* procedure displays information resulting from the PCGenesis user's pension, gross type, and deduction control selections on two separate screens.

Screen 1 of 2 identifies the payroll amounts corresponding to account detail distributions, and the pension and deduction codes and their corresponding amounts. Additionally, the employee's gross payroll, deduction, net payroll, and non-taxable deduction amount grand totals display. *Screen 2 of 2* on the other hand provides detailed deduction information including the deduction code and description, the employee and employer contribution amounts, and the employer's deduction flag.

Both of these screens display the employee's pension type and annuity code information.

Multiple Automated Clearinghouse (ACH)/Direct Deposit Statement Processing: Based on the *Update/Display Payroll Withholding/Direct Deposit Data* screen's entries, PCGenesis creates additional information for the employee. For example, Automated Clearinghouse (ACH) processing includes the net pay results for a single bank, or for multiple banks.

Screen Print: The screen print feature allows the user to obtain a screen print of selected payroll screens. The screen print feature is available on display/inquiry screens which have the  button. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

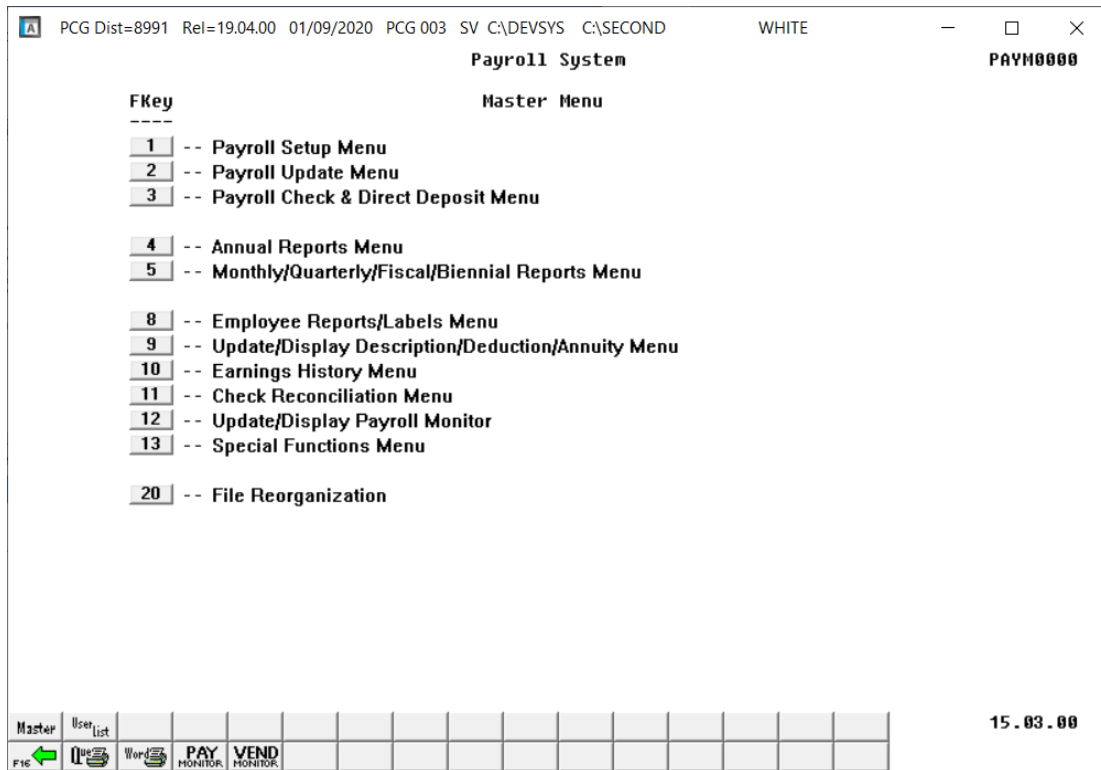
Procedure A: Setting/Clearing Employee Search Criteria

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

Procedure B: Calculating and Displaying Employee Payroll Information

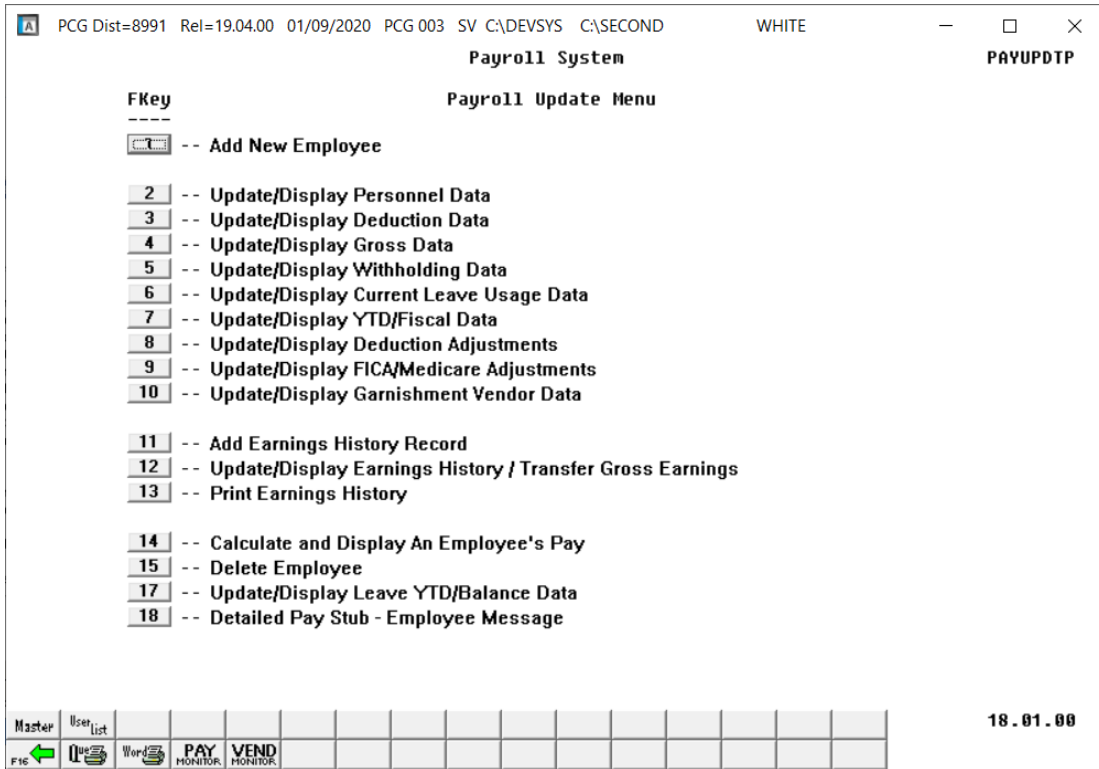
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



Step	Action
2	Select 2 (F2 - Payroll Update Menu).

The following screen displays:



Step	Action
3	Select 14 (F14 - Calculate and Display An Employee's Pay).

The following screen displays:

Step	Action
4	<p>Enter the number in the Input field, select Enter, and proceed to <i>Step 6</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. Proceed to Step 5.</i></p>

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/09/2020 PCG 004 SV C:\DEVSY\ C:\SECOND WHITE - □ ×

Calculate/Display Individual Employee's Pay PAYFIND
 Select Employee

Filter not active Current Order Name




Fkey	Current Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	13 Mth
Enter	BO2DEN, IS2DR0	88310	999-08-8310	201	1	C	2	10	3	A	
1	BO2DEN, JA2KSON	89737	999-08-9737	8012	19	N	0	10	53	T	
2	BO2ENS, TU2A	88990	999-08-8990	101	3	N	0	10	16	I	
3	BO2ENS, XE2IA	87573	999-08-7573	6793	3	N	0		16	T	
4	BO2ENS, XE2IA	87572	999-08-7573	100	1	C	2	10	8	A	
5	BO2IE, JA2AR	87966	999-08-7966	3050	2	N	0	10	13	I	
6	BO2IE, TE2PIE	89393	999-08-9393	100	9	N	0	10	18	I	
7	BO2LES, CL20	88269	999-08-8269	195	17	N	0	12	25	I	
8	BO2LES, KR2STIN	89701	999-08-9701	6790	3	N	0	10	16	I	
9	BO2LES, KR2STIN	89700	999-08-9701	6790	3	N	0	10	16	I	

FKEY = Record Found Above
 or PgUp/PgDn = Previous/Next 10 Records
 F16=new search, F18-Clear Employee Filter
 F1-9 = Choose from Selection Above

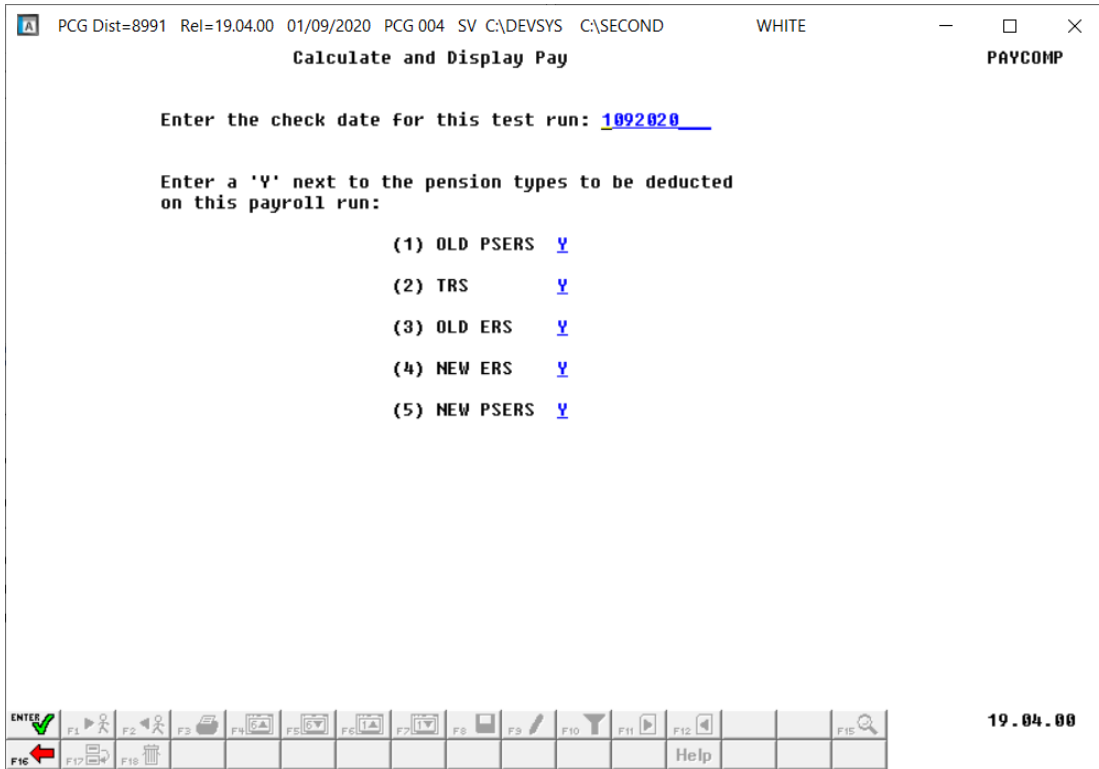
Order changed to Alpha


ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 PGUP ▲ PGDN ▼ Help

19.02.00

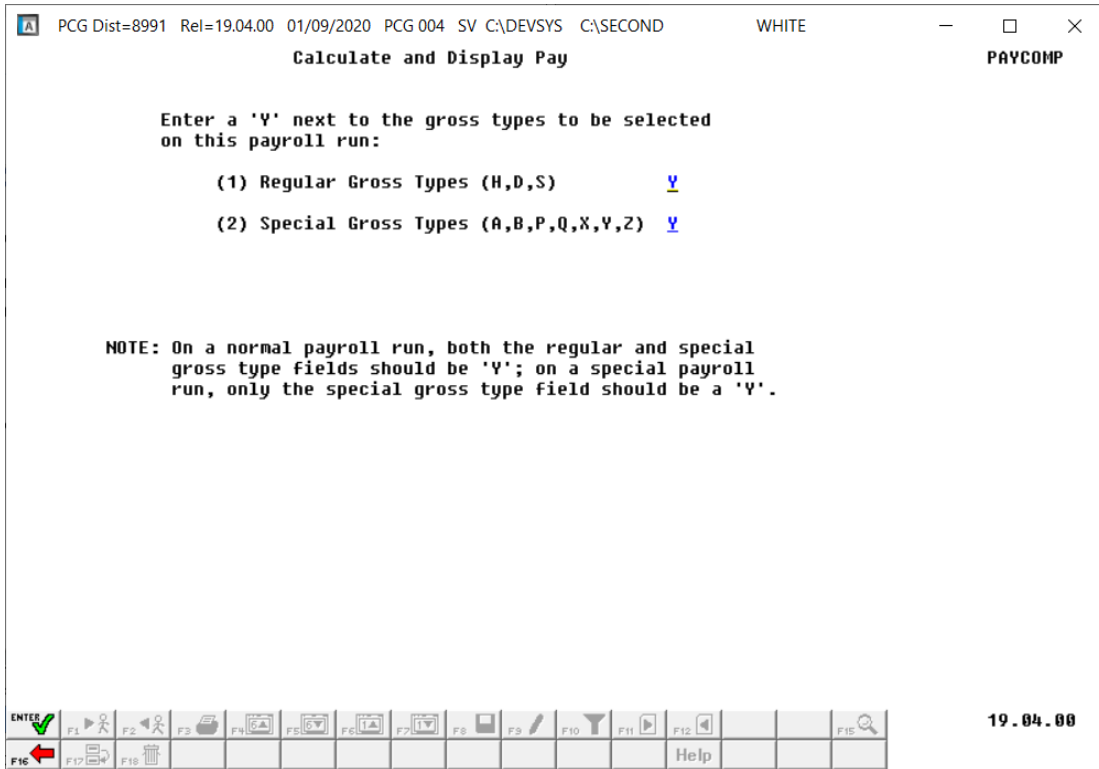
Step	Action
5	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll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


The following screen displays:



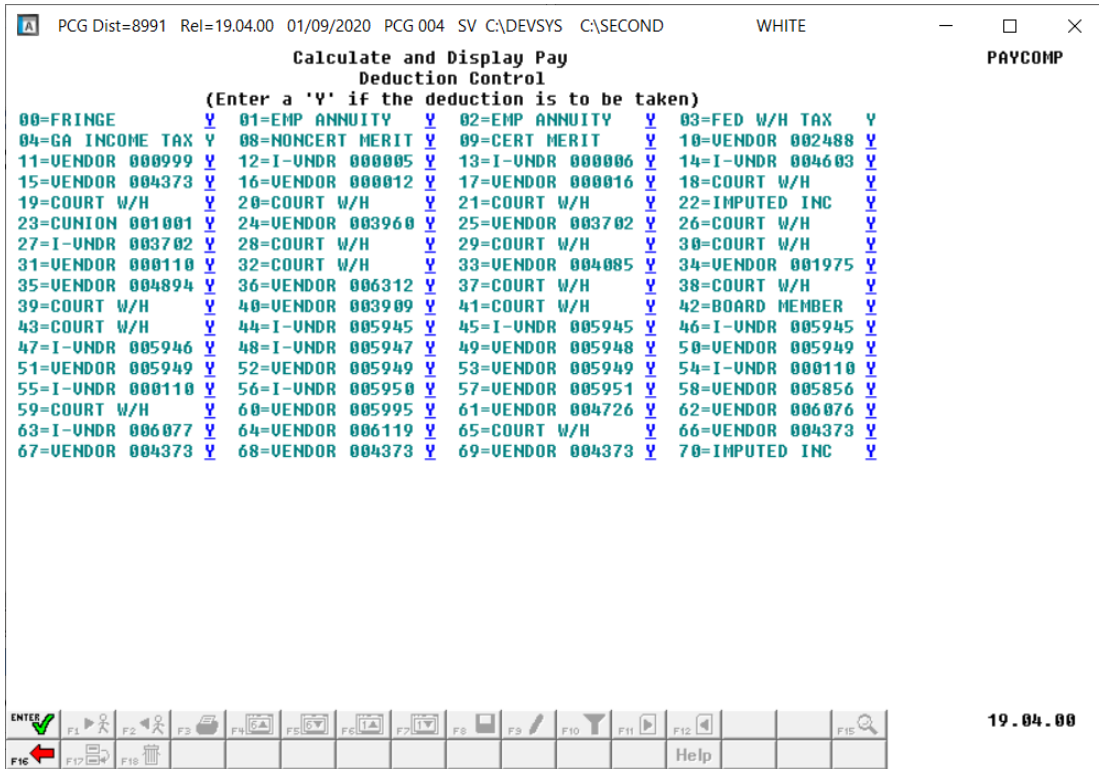
Step	Action
6	Enter the appropriate date in the Enter the check date for this test run field.
7	Enter a Y (Yes) next to the pension types to be deducted for this payroll calculation simulation. Enter Y (Yes) or N (No) within the appropriate field(s), and select  (Enter).



The following screen displays:



Step	Action
8	<p>To include all pay types: Enter Y (Yes) in the (Regular) Gross Types (H, D, S) and in the Special Gross Types (A, B, P, Q, X, Y, Z) fields.</p> <p>To exclude “Regular” or “Special” gross types: Enter N (No) in the (Regular) Gross Types (H, D, S) or the Special Gross Types (A, B, P, Q, X, Y, Z) fields.</p> <p><u>Regular Gross Types:</u></p> <ul style="list-style-type: none"> S – Regular salary with pension and taxes D – Regular daily with pension and taxes H – Regular hourly with pension and taxes <p><u>Special Gross Types:</u></p> <ul style="list-style-type: none"> A –Daily/Hourly adjustment NO pension calculation B –Salary adjustment NO pension calculation X –Daily/Hourly, with FICA, NO pension/annuities or tax calculation Y –Salary, with FICA, NO pension/annuities or tax calculation Q –Salary adjustment with taxes and pension calculation P – Daily/Hourly adjustment with taxes and pension calculation Z – Pension adjustment only
9	<p>Select  (Enter).</p>

The following screen displays:





Step	Action
10	Enter Y (Yes) or N (No) in the appropriate field(s) to define the deduction categories that will be included in the calculation.
11	Select  (Enter). <i>If the employee's net pay results in a negative amount, review or screen-print the Calculate and Display Pay screen and select  (Enter) twice.</i>

The following screen displays:

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PCG Dist=8991 Rel=19.04.00 01/09/2020 PCG 004 SV C:\DEVSY\ C:\SECOND WHITE
Calculate and Display Pay Screen 1 of 2 PAYCOMP
Emp#: 87572 B02ENS, XE21A 999-08-7573 Sec 125 Y Loc 0100 Class 01
Tax Marital Status - Federal: M State: B AEIC Ind: AEIC Payment: .00
Fed: Mar M Exempt 0 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[1] D[00] W/H Cd 0 Addn Amt/% Fed 4b-deduct 0.00
Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS
Reg-hr Out-hr Reg-ant 2108.17 Out-ant
Proc Pay Pay Pay for
Type Type Tot Gross FICA Gr FICA Amt Pens Gr Pens Amt Reas Period End
01 S 0010 1900.00 1507.47 115.32 1900.00 114.00 1/09/2020
02 S 0011 208.17 158.92 12.15 208.17 12.49 1/09/2020
03
04
05
*** Totals 2108.17 1666.39 127.47 2108.17 126.49
Yr Fnd F Prgm Fnct Objct Fcty B Addt'l GHI Dist Contract Annuities
ACCT 01 20 100 2061 1000 11000 100 1 1.0000 Ann #1 Ded 1 Co
ACCT 02 20 100 2063 1000 11000 100 1 Ann #2 Ded 2 Co
ACCT 03
ACCT 04
ACCT 05
Totals 1.0000
OASDI Gr 1666.39 OASDI Amt 103.31 HI Gr 1666.39 HI Amt 24.16
Ded 03 N Ded 04 N Ded 09 N Ded 17 N Ded 22 N Ded 47 N Ded 48 N Ded 50 N Ded 54 N
49.07 11.64 286.92 14.58 57.25 119.14 21.81 13.75 22.48 66.66
Ded 56 N Ded 63 N Ded Ded Ded Ded Ded Ded Ded
4.00 .50
*** Gross Pay 2108.17 *** Deductions 864.51 *** Net Pay 1243.66 *** Non Tax 499.03
19.04.00
  
```

Step	Action
12	Select  (F3 – Print this data) to obtain a screen print of the <i>Calculate and Display Pay – Screen 1 of 2</i> screen where appropriate. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.
13	Select  (F11 – Go to CAL Screen 2).

The following screen displays:

Calculate and Display Pay Screen 2 of 2 PAYCOMP

Emp#: 87572 B02ENS, XE21A 999-08-7573 Sec 125 Y Loc 0100 Class 01
 Tax Marital Status - Federal: M State: B AEIC Ind: AEIC Payment: .00
 Fed: Mar M Exempt 0 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[1] D[00] W/H Cd 0 Addn Amt/% Fed 4b-deduct 0.00
 Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS
 Reg-hr Out-hr Reg-ant 2108.17 Out-ant

Ded Short Cd	Description	Employee Amount	Emplr Flag	Employer Amount	Ded Short Cd	Description	Employee Amount	Emplr Flag	Employer Amount
TR5		126.49	Y	445.67			n/a	Y	945.00
FICA		127.47	Y	127.48					
03	FED W/H TAX	49.07	N		56	I-UNDR 005950	4.00	N	
04	GA INCOME TAX	11.64	N		63	I-UNDR 006077	.50	N	
09	ANTH BRNZE FA	286.92	N						
17	VEVENDOR 000016	14.58	N						
22	IMPUTED INC	57.25	N						
47	I-UNDR 005946	119.14	N						
48	I-UNDR 005947	21.81	N						
50	VEVENDOR 005949	13.75	N						
51	VEVENDOR 005949	22.48	N						
54	I-UNDR 000110	66.66	N						

Individual and multiple ACH direct deposit information.

Bank Account	Net Pay	Ann #1 Ded	Ann #1 Co	Ann #2 Ded	Ann #2 Co
DD #1 10 11 1111 111607	743.66				
DD #2 03 22 2222 222608	500.00				
DD #3 07 33 3333 333609					

*** Gross Pay 2108.17 *** Deductions 864.51 *** Net Pay 1243.66 *** Non Tax 499.03

19.04.00

Step	Action
14	Select (F3 – Print this data) to obtain a screen print of the <i>Calculate and Display Pay – Screen 2 of 2</i> screen where appropriate. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.
15	Select (F11 – Go to CAL Screen 1) to return to the <i>Calculate and Display Pay – Screen 1 of 2</i> screen, or select (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

For Step 15– F11 selections, the following screen displays:

PCG Dist=8991 Rel=19.04.00 01/09/2020 PCG 004 SV C:\DEVSY\ C:\SECOND WHITE Screen 1 of 2 PAYCOMP

Calculate and Display Pay
 Emp#: 87572 B02ENS, XE21A 999-08-7573 Sec 125 Y Loc 0100 Class 01
 Tax Marital Status - Federal: M State: B AEIC Ind: AEIC Payment: .00
 Fed: Mar M Exempt 0 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[1] D[00] W/H Cd 0 Addn Amt/% Fed 4b-deduct 0.00
 Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS
 Reg-hr Out-hr Reg-ant 2108.17 Out-ant

Proc Type	Pay Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01 S	0010	1900.00	1507.47	115.32	1900.00	114.00		1/09/2020
02 S	0011	208.17	158.92	12.15	208.17	12.49		1/09/2020
03								
04								
05								

*** Totals 2108.17 1666.39 127.47 2108.17 126.49


ACCT 01 20 100 2061 1000 11000 100 1 1.0000 Ann #1 Ded 1 Co
 ACCT 02 20 100 2063 1000 11000 100 1 Ann #2 Ded 2 Co
 ACCT 03
 ACCT 04
 ACCT 05

Totals 1.0000
 OASDI Gr 1666.39 OASDI Amt 103.31 HI Gr 1666.39 HI Amt 24.16
 Ded 03 N Ded 04 N Ded 09 N Ded 17 N Ded 22 N Ded 47 N Ded 48 N Ded 50 N Ded 51 N Ded 54 N
 49.07 11.64 286.92 14.58 57.25 119.14 21.81 13.75 22.48 66.66
 Ded 56 N Ded 63 N Ded Ded Ded Ded Ded Ded Ded Ded
 4.00 .50

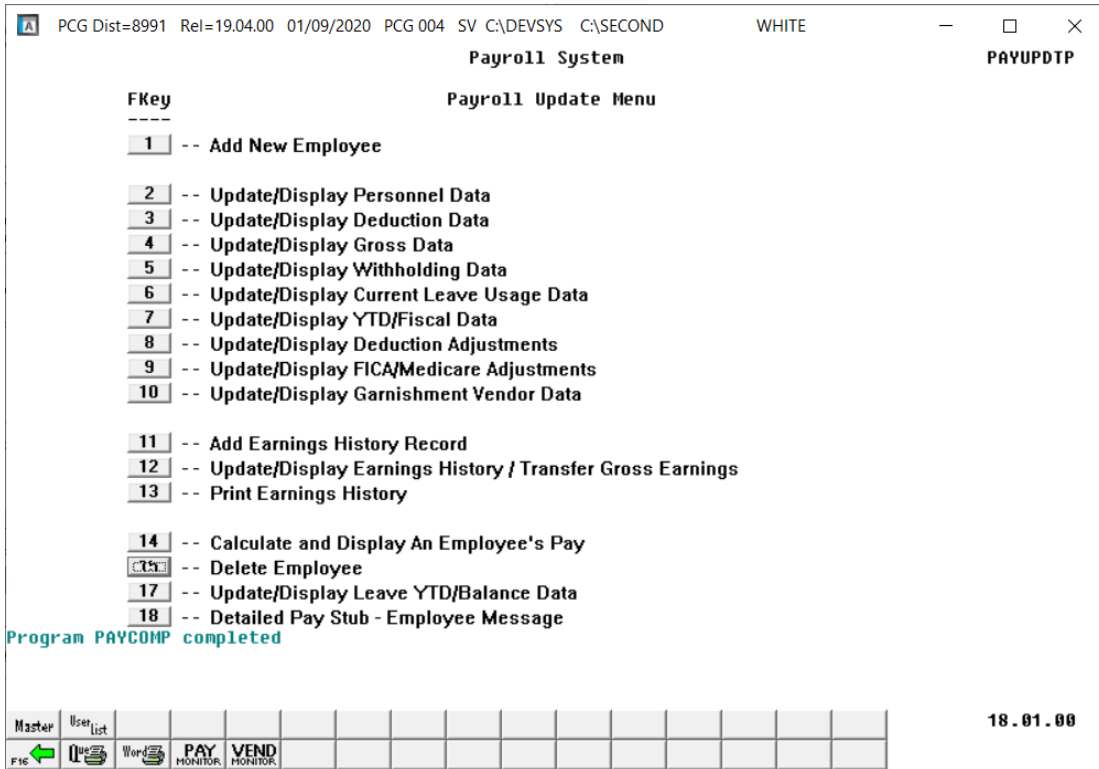
*** Gross Pay 2108.17 *** Deductions 864.51 *** Net Pay 1243.66 *** Non Tax 499.03



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

19.04.00

Step	Action
16	Select  (F16 -Exit) to return to the Payroll System - Payroll Update Menu.

The following screen displays:



Step	Action
17	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> .