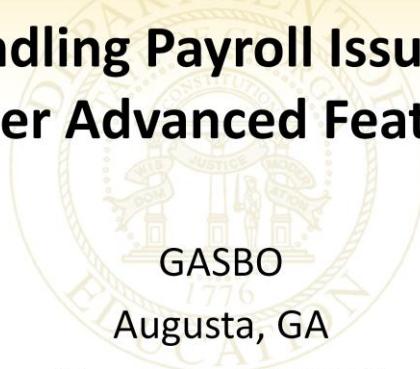


PCGenesis

Handling Payroll Issues & Other Advanced Features



GASBO

Augusta, GA

November 6, 2013



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PCGenesis

Introduction

Alan Rees

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PowerPoints Available on Documentation Website

Data Collections

Infrastructure

Instructional Technology

Georgia's Path to Personalized Learning

Georgia Virtual Learning

PCGenesis

Release Information

Calendar Year 2013 Release Information

- Release 13.03.00 - Miscellaneous Updates / Installation Instructions
- Release 13.02.00 - Fiscal Year 13 (FY13) Year-End Updates and Miscellaneous Changes / Installation Instructions
- Release 13.01.01 - Change to State of Georgia Employee Withholding and Miscellaneous Changes / Installation Instructions
- Release 13.01.00 - Miscellaneous Updates / Installation Instructions

Calendar Year 2012 Release Information

- Release 12.04.01 – FICA and Federal Withholding Table Updates / Miscellaneous Updates / Installation Instructions
- Release 12.04.00 – Calendar Year 2012 Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions
- Release 12.03.01 – Calendar Year 2013 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions
- Release 12.03.00 - Miscellaneous Updates/Installation Instructions
- Release 12.02.00 – Fiscal Year 2012 (FY12) Year-End Updates and Installation Instructions
- Release 12.01.00 - Enhanced Substitute Pay and Leave System / Miscellaneous Updates / Installation Instructions

Calendar Year 2012 PowerPoints

- GASBO November 2012 - PCGenesis Current Status & Future Plan

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The Payroll Issues class is usually a full day class. We will try to cover as much material as possible during a 50 minute session. However, all of today's PowerPoint presentations will be available on our documentation website under 'Release Information'. We will publish the PowerPoint along with the presenter's notes for future viewing.

Agenda

- **Garnishments**
- W2s
- Getting Ready for 2014 GHI
- Void/Add Menu
- Manual/Void Check Run
- Refunding Deductions
- Correcting PSERS and TRS
- Overpayments



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Now we will discuss garnishments.

Garnishments

- Create Garnishment Deduction
 - Update/Display Description/Deduction/Annuity Menu (F9)
 - Maintain Deduction Records (F5)



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This section does not advise on the legal issues of which garnishment to withhold or how much or how long.

- It does cover instructions on how to apply a garnishment to an employee in PCGenesis.
- Name Garnishment deductions generically. You only need 3 or 4 deductions for all employees, based on the maximum number of garnishments withheld from any one employee at one time. The vendor is assigned at the employee level.
- You may wish to create a different vendor for each different employee's payment. This will make sure each employee's payment is separated when you pay the vendor claims. This is all that is necessary to completely separate the garnishments and is preferable to creating a entirely different garnishment deductions for each garnishment. If two employees are paying the same garnishment vendor, such as child support to the county court, and you elect to use the same vendor number, each garnishment will be generated as a separate claim, and if paid together, will be itemized on the check stub by the employee number. Providing a copy of the deduction register page for that vendor along with the check will provide the employee name.

Garnishments

The screenshot shows a computer screen displaying the "PAYROLL DEDUCTION DATA ENTRY" program. The window title bar includes the path "PCG Dist=8991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN". The main area of the screen shows the following data:

Deduction code: 28	Sort: 28		
Description: COURT W/H	Percent: .00000		
Short descr: COURT W/H	Vendor:		
Deduction type: G 'A' = Annuity (Tax Sheltered) 'C' = Credit Union 'F' = Imputed Income 'G' = Garnishment 'I' = Non-Taxable Insurance			
Fund: 199	Fiscal: -	Program: 9999	Expense/receipt Function: 9000
Balance #: 479			
Benefit plan code associated with deduction: _____			
----- Employer Contribution Information -----			
Employer contribution indicator: 0			
0 = None 1 = Fixed Amount 2 = % of Process Type Gross (specified below) 3 = % of Employee Contribution			
Employer Indicator '2' Process Types: S D H A B X V Q P N N N N N N N N N N			
Contribution amount or %: _____ Object: _____ Balance: _____			

At the bottom of the screen, there is a status bar with the text "(ENTER)-Modify Record ** Modify Mode ** F1-Display Mode F28-Help Screen 12.03.00".

In the bottom right corner of the main window, a blue callout box contains the text: "Garnishment deduction – do not enter vendor number here".

The footer of the screen displays the Georgia Department of Education logo and the text: "Dr. John D. Barge, State School Superintendent", "Making Education Work for All Georgians", and "www.gadoe.org".

The bottom right corner of the entire slide contains the date "11/7/2013" and the number "6".

Set up the garnishment deduction with **Deduction Type** of 'G'. You cannot enter a vendor number here. The vendor number will be added on the employee screen.

Garnishments

- Add Garnishment to employee
 - Payroll Update Menu (F2)
 - Update/Display Deduction Data (F3)
 - Select employee
 - Enter garnishment amount



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To apply a garnishment to an employee, enter the court ordered garnishment amount in one of the garnishment deduction fields. If more than one garnishment for the employee is served and allowed, enter additional garnishments on the second and third garnishment deduction codes.

Garnishments

PCG Dist=8991 Rel=12.03.00		10/16/2012 DOD 001		CDEVSYS CSECOND		GREEN		PAY86			
Status	Active	Update/Display Deduction Data				Screen 1 of 2					
'*' = Ded Not Taken, '*' = Ded Taken, '0' = Ded Not Taken, Insufficient Gross											
Employee	8991-8464 AGUILERA, JOVUE			Class 17		Loc 0101 GHI deduction code 00					
SSN	999-99-8464			Work-Loc 0101							
Cd Description	Amount	Emplr			Cd Description	Amount	Emplr	V(Y/M)			
01 ANNUITY # 1					02 ANNUITY # 2						
02 FED INCOME TAX	228.50	# N			04 VENDOR 000018	121.58	# N				
08 NOT ELIGIBLE	-CLAS				09 NOT ELIGIBLE						
10 VENDOR 000014					11 VENDOR 002203						
12 VENDOR 004850					13 VENDOR 002926						
15 VENDOR 000018					16 VENDOR 000023						
17 VENDOR 000019					18 VENDOR 000008						
19 VENDOR 000541					20 COURT M/H			280.00			
21 VENDOR 000021					22 COURT M/H						
23 VENDOR 0004805					24 VENDOR 002928						
25 VENDOR 000014					26 VENDOR 002208						
27 VENDOR 0025999					28 VENDOR 000009						
29 VENDOR 0000869					30 VENDOR 001001						
31 VENDOR 0029220					32 VENDOR 002920						
34 COURT M/H	100.00	N			35 VENDOR 001383						
36 VENDOR 0029220					37 VENDOR 004764						
38 VENDOR 0002318					39 VENDOR 000814						
40 VENDOR 002775					41 VENDOR 004043						
Credit Union 0000000000000000					Section 125 N						
Ded Desc	Ded	Annuity	Company		Ann Type						
ANNUITY # 1	/ 01				Employee Contribution						
ANNUITY # 2	/ 02										

In this example, we are adding an amount to deduction 24 in the amount of \$200.00.

Garnishments

- Enter the vendor for the employee garnishment
 - Update/Display Garnishment Vendor Data (F10)
 - Enter vendor



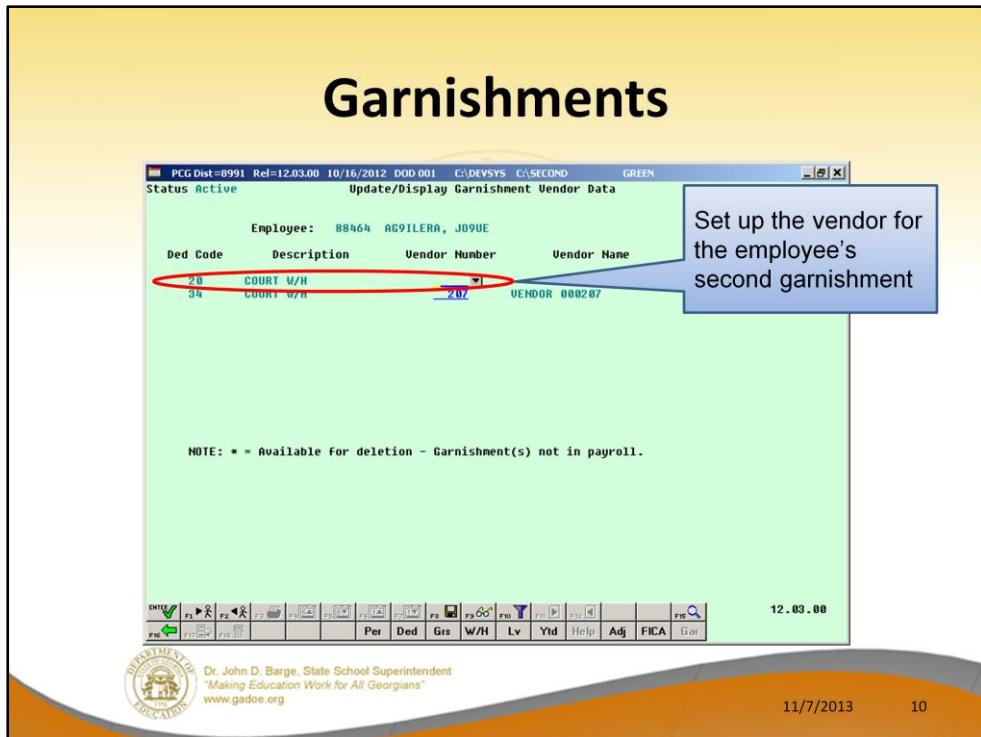
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Then select the employee garnishment screen and enter the vendor associated for each garnishment. PCG does not monitor garnishments for completion. You must check each garnished employee each payroll run.

Garnishments



The vendor number is specified by employee. Therefore, deduction 20 (or deduction 34) can be used by different employees and reflect payments to different vendors.

- You may wish to create a different vendor for each different employee's payment. This will make sure each employee's payment is separated when you pay the vendor claims. This is all that is necessary to completely separate the garnishments and **is preferable to creating a entirely different garnishment deductions** for each garnishment.
- If two employees are paying the same garnishment vendor, such as child support to the county court, and you elect to use the same vendor number, **each garnishment will be generated as a separate claim**, and if paid together, **will be itemized on the check stub by the employee number**. Providing a copy of the deduction register page for that vendor along with the check will provide the employee name.

Agenda

- Garnishments
- **W2s**
- Getting Ready for 2014 GHI
- Void/Add Menu
- Manual/Void Check Run
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Now we will discuss W2s.

W2s

Make Life Easier!!

- Run the YTD Earnings Register at least once a quarter, but definitely run in the month of November – find errors early!!!
- At calendar year end wait until W2s are complete before:
 - Closing December financials
 - Setting up January payroll
 - Sending the 4th quarter 941



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If you have a check erroneously issued in a calendar year, it must be voided in the same year in order to produce a correct W-2. If the check was issued in December, you need to void in a manual void run dated December to produce a correct W-2.

Don't set up your normal January payroll until as late as possible in January.

W2s Make Life Easier!!!

- Don't do major clean up before/after:
 - Calendar Year End
 - Fiscal Year End
- Find and Correct Errors Regularly
 - Run and check Earnings History
 - Run and check CS1
 - Run and check W2s



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If you have old uncleared checks to cancel and replace, do by EARLY December or EARLY June, not January or July. Do try to clean up in the same fiscal year, but do timely. If you have checks produced but not issued because the employee left and the check should not have been run, void these in a Manual/Void run or in the next payroll run. Do not let them collect for later. These skew the taxes paid and will cause W-2 problems if held into the next calendar year.

- But, on the 941, you can routinely carry forward adjustments to the next quarter.
- Run the **Employee Earnings History Summary** by employee every payroll. It identifies errors, particularly FICA payment errors from manual checks. Don't wait until you are trying to balance W-2s. If the employee has terminated, the problem will be more difficult to correct. You don't have to print it, you can look at it online and search for errors.
- Run and check totals on the **CS-1** and **W-2's** at least quarterly. You don't have to print the entire reports, at least **look at the totals** and check for error messages. This will give you an opportunity to correct errors due to adjustments or other circumstances on a more timely basis.

W2s

- Code **DD**—Cost of employer-sponsored health coverage
 - You must report the cost of employer-sponsored health coverage in box 12 using code DD.
 - The amount reported with Code DD is **not** **taxable**.



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New last year.

W2s

- Code **DD**—Cost of employer-sponsored health coverage
 - “This reporting is for informational purposes only and will provide employees useful and comparable consumer information on the cost of their health care coverage.”



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Cost of employer-sponsored health coverage is required for calendar year 2012.

W2s

- Code **DD**—Cost of employer-sponsored health coverage
 - Required: Major medical, hospital indemnity or specified illness (e.g. cancer, heart, etc.)
 - Optional: Dental or vision plans
 - In general, the amount reported should include both the portion paid by the employer and the portion paid by the employee.
 - An employer is not required to issue a Form W-2 solely to report the value of the health care coverage for retirees or former employees to whom the employer would not otherwise provide a Form W-2.



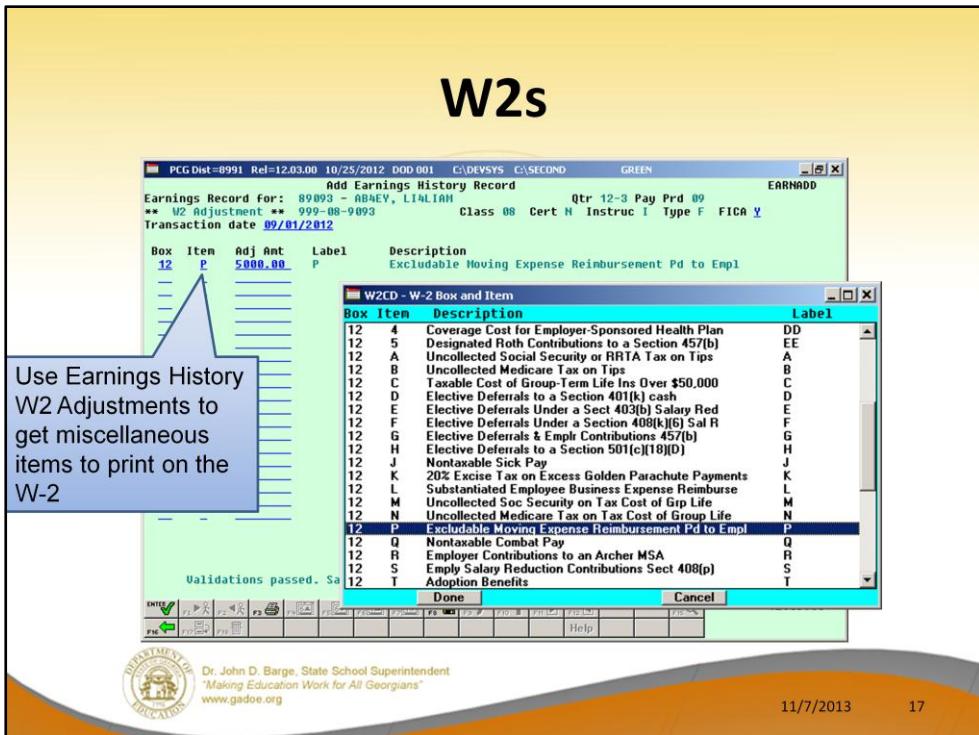
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Cost of employer-sponsored health coverage is required for calendar year 2012.

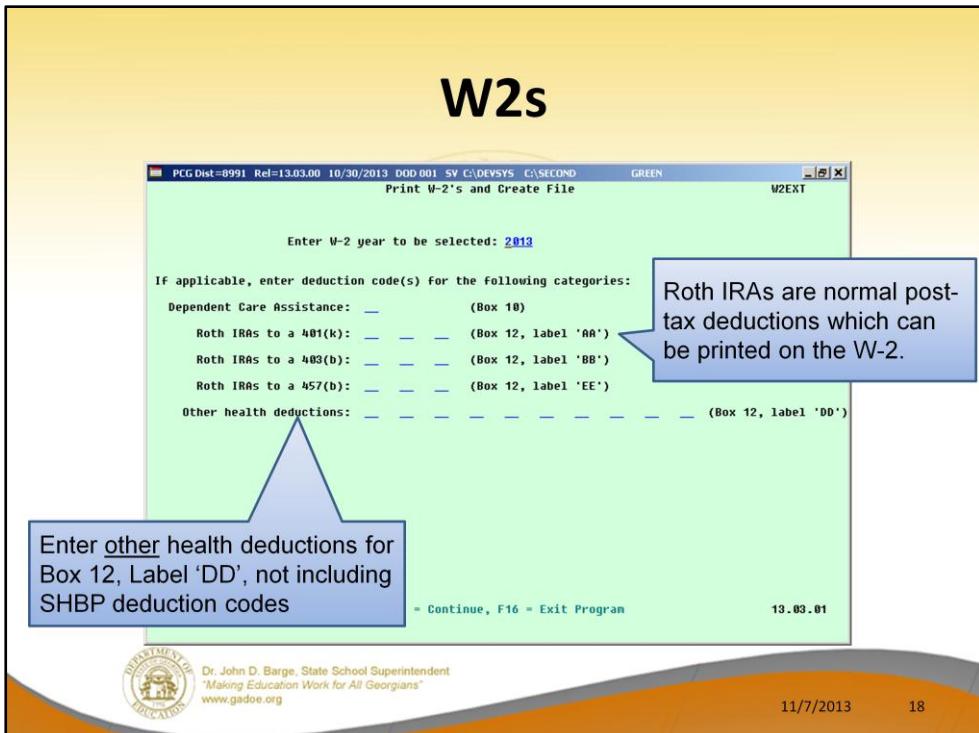
W2s



We have the ability to add W-2 Adjustments in Earnings History for employees. For example, a W-2 adjustment is an easy way to get moving expenses on the W-2.

A W-2 adjustment will be added to the box and item selected on the drop down selection box.

W2s



Many districts have asked whether or not PCG supports Roth IRAs. The answer is 'Yes'.

A Roth IRA is set up in PCGenesis as a normal post-tax deduction. Then, when you run W-2s, you supply the system deduction numbers so that the system can report the YTD deduction amount in the correct W-2 box as shown on the screen.

W2s

- **K:\SECOND\PAYSSA**
 - The **W2REPORT** file is the Federal MMREF file required by the Georgia Department of Revenue.
 - The **1003.csv** file is the G-1003 file required by the Georgia Department of Revenue.
- Follow the instructions to submit the Federal MMREF file and G-1003 file electronically.
- *Follow the instructions at:*
<https://gaefile.dor.ga.gov>

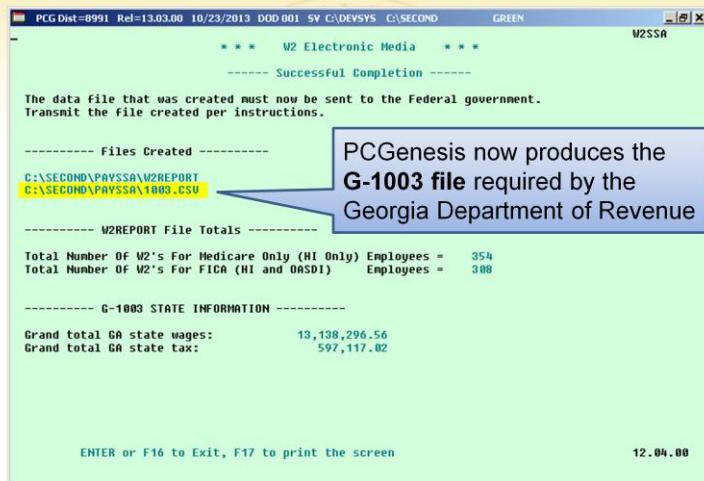


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W2s



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W2s

Return G-1003 File Layout

Field Name	Cell	Description	Type	Example
TaxPeriodEnd	A	Period Ending Date	Date (YYYY-MM-DD)	2010-12-31
SoftwareId	B	Software Product used to generate the CSV File	Alphanumeric (enter zero if you don't know it)	0
SoftwareVersion	C	Software Version used to generate the CSV File	Alphanumeric (enter zero if you don't know it)	0
AmendedReturnIndicator	D	Indicates if this is an amended Return	Boolean (No = 0 or Yes = 1)	0
TIN	E	FEI Number	Alphanumeric (No dashes)	123456789
StateEIN	F	GA Withholding ID	Alphanumeric (No dashes)	1234567AB
DueDate	G	Due Date	Date (YYYY-MM-DD)	2011-02-28
TaxYear	H	Tax Year	Date (YYYY)	2010
NoGATax	I	True for Domestic employer with no GA Tax Withheld	Boolean (No = 0 or Yes = 1)	0
NumberOfForms	J	Number of Forms	Numeric	130
GATaxableWages	K	Georgia Taxable Wages	Currency (must show 2 places after decimal)	50.00
GATaxWithheld	L	Georgia Tax Withheld	Currency (must show 2 places after decimal)	50.00



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W2s

Return G-1003 CSV File

1003.CSV - Microsoft Excel															
File		Home		Insert		Page Layout		Formulas		Data		Review		View	
Clipboard		Font		Alignment		Number		Styles		Conditional Formatting		Format Cells		Comments	
E10															
1	12/31/2013	PCGENESIS	12.04.00	0	586000223	3257536CU	2/28/2014	2013	0	662	13138296.56	597117.02			
2															

GA taxable wages and GA tax withheld should match the numbers on the final W2 screen



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Agenda

- Garnishments
- W2s
- **Getting Ready for 2014 GHI**
- Void/Add Menu
- Manual/Void Check Run
- Refunding Deductions
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It is the month of November – open enrollment for SHBP!!!

Getting Ready for 2014 GHI

- GHI options C0 – C5 and U0 – U5 have been eliminated.
- GHI options B1, B2, and B3 have been added.
- GHI tiers 10, 40, 90, 91, 94 – 97 are the same.
- All GHI premium rates have changed for 2014.



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The GHI options B1, B2, and B3 have been added for BCBS Gold, Silver and Bronze plans.

All GHI premium amounts have changed for 2014.

Getting Ready for 2014 GHI

PCG Dist-8991 Rel=13.03.00 11/04/2013 DOD 001 SV C:\DEVSYS C:\SECOND		GREEN					
Display/Update Personnel Data							
Status A -- Active		ABSEU, ET3AN					
Emp. no. 88942	Pay Loc 302	Location 000302	Class 14 FOOD SERVICE				
Sex Code F	Work Loc 302	Location 000302	Job 114 FOOD SERVICE				
Mar Stat M	SSN 999 08 8942		EEO-5 Job A16 Service Worker				
NAME First ET3AN	Middle	EEO-5 Job	EEO-5 Ethnic 2 WHITE				
Last ABSEU	Suffix	EEO-5 Ethnic					
Address 2072 MAIN STREET	Certificate Type B0	Hispanic/Latino Ethnicity?					
Address L2	CS1 Job (From CPI) 510	<input type="radio"/> Yes	<input checked="" type="radio"/> No				
City/State SMITH	Include on CPI? Y	<input type="radio"/> Yes	<input checked="" type="radio"/> No Indian Alaskan				
Zin Code 33333	Countu 168	<input type="radio"/> Yes	<input checked="" type="radio"/> No Black				
	Sick Bank ? N	<input type="radio"/> Yes	<input checked="" type="radio"/> No White				
	Link -	<input type="radio"/> Yes	<input checked="" type="radio"/> No Asian				
	Rate -	<input type="radio"/> Yes	<input checked="" type="radio"/> No Hawaian				
PCG Select GHI Code							
Opt Tier	Long Description	Short Desc					
B8	TRICARE SUPPLEMENT	TRISUP					
B1	BCBS GOLD	BCBS GOLD					
B2	BCBS SILVER	BCBS SILVER					
B3	BCBS BRONZE	BCBS BRONZE					
NC	NO COVERAGE OR COVERAGE WAIVED	WAIVED					
NE	NOT ELIGIBLE FOR COVERAGE	NOT ELIGIBLE					
TRS DOE Paid ERCON ? Health ins Flag <input type="checkbox"/> Participate in ER ? <input checked="" type="checkbox"/> GHI Option B1 BCBS GOLD GHI Tier 90 EESP GHI Ded Cd 8 \$, Phone, etc. ding Code 0 Amt/% .00 ding Code 0 Amt/% .00							
13.03.00 <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td><input type="button" value="Help"/></td> <td><input type="button" value="Adj"/></td> <td><input type="button" value="FICA"/></td> <td><input type="button" value="Gar"/></td> </tr> </table>				<input type="button" value="Help"/>	<input type="button" value="Adj"/>	<input type="button" value="FICA"/>	<input type="button" value="Gar"/>
<input type="button" value="Help"/>	<input type="button" value="Adj"/>	<input type="button" value="FICA"/>	<input type="button" value="Gar"/>				
Done		Cancel					
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This is a complete list of the 2014 GHI options.

Blue Cross/Blue Shield and TriCare Supplement make up the available options for employees.

Getting Ready for 2014 GHI



- GHI tiers 10, 40, 90, 91, 94 – 97 are the same.

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Getting Ready for 2014 GHI

How to Install 2014 GHI

- 1) Install PCGenesis Release 13.03.01. This release will automatically upload the new 2014 GHI premium amounts into the Benefit Plan/Option/Tier Maintenance File.
- 2) Download the DCH open enrollment file.
- 3) Import State Health Option & Tier from DCH File.
- 4) Set State Health Deduction Amount For Active Employees.



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Several steps are necessary to get ready to process GHI in 2014. Before your December payroll, you will be able to install the 13.03.01. This release will contain the 2014 GHI premiums. The new premiums will be uploaded automatically by the release.

After open enrollment is completed, the new employee GHI elections must be downloaded from the DCH website before the enrollment data can be imported into the PCG personnel screen.

Once the GHI elections have been finalized, the last step is to update the employees' deduction screen with the 2014 premium amounts for the GHI deductions based upon the employees' GHI option and tier information on the personnel screen.

Getting Ready for 2014 GHI

- Download the DCH open enrollment file

The screenshot shows a Windows Internet Explorer window titled "DocumentDirect for the Internet". The address bar shows the URL <https://elb02.gadoe.org:8443/direct/serve/direct>. The page lists various SHBP reports. A red arrow points to the file "SHOEUPDT" in the list. The file details are as follows:

File Name	Description
SHBPCOM	IMPORTANT SHBP COMMUNICATIONS
SHALMBR	SHBP MEMBERSHIP LISTS - FROM BILLING
SHBDEP	SHBP DEPENDENT ANALYSIS REPORT
SHCIG2ST	SHBP POSSIBLE TIER/COVERED DEPENDENT DISCREPANCIES
SHNATRMS	SHBP DEPENDENTS NOT VERIFIED REPORT
SHDEVTC	SHBP DEV TERMINATIONS REPORT
SHINOMD	SHBP MEMBERS IN IOW LOCATIONS
SIMISSN	SHBP DEPENDENT MISSING SSN REPORT
SHIMBILL	SHBP LOCATION BILLS
SHOEUPDT	SHBP COV EMPLOYEE & DISC INTERFACE (OPEN ENROLLMENT)
SHPRFBILL	SHBP PROOF BILLS (NOT TO BE USED FOR PAYMENT PURPOSES)
SSHBPIN	SHBP COV EMPLOYEE & DISC INTERFACE
SHRNCTM	SHBP OPEN ENROLLMENT UNCONFIRMED COVERED EMPLOYEES
SHS23961	SHBP WEB AVAILABILITY CROSS REFERENCE REPORT

At the bottom left, there is a logo for the Georgia Department of Education (DOE) with the text "Dr. John D. Barge, State School Superintendent" and "Making Education Work for All Georgians" followed by the website "www.gadoe.org". At the bottom right, it says "11/7/2013" and "28".

The most difficult part of this process is downloading the enrollment data from DCH. It seems that every year the DCH website changes. Hopefully, the process will not change this year.

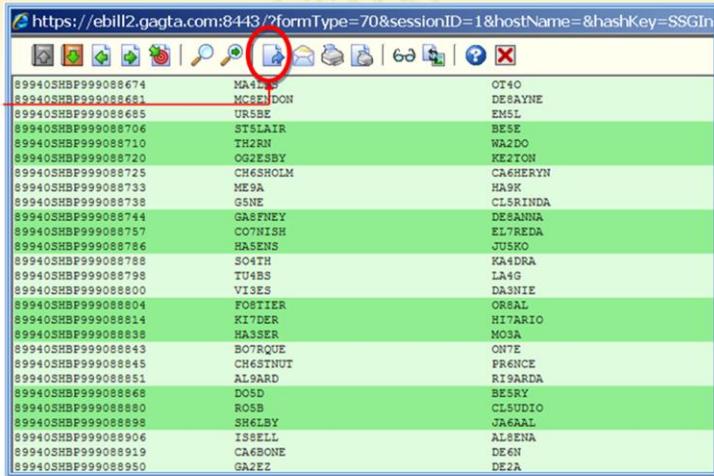
Typically, Bill Tierney from SHBP will send all districts an e-mail which identifies the correct SHOEUPDT file which contains the open enrollments. You must know the exact name and date of this file from SHBP or you will download an incorrect file!

In this example, the correct file was SHOEUPDT dated November 18, 2011.

Select the correct file.

Getting Ready for 2014 GHI

- Download the DCH open enrollment file



Row ID	First Name	Last Name
89940SHBP999088674	MALEA	OT40
89940SHBP999088681	MCEBENDON	DE8AYNE
89940SHBP999088685	UR5BE	EM5L
89940SHBP999088706	ST5LAIR	BESSE
89940SHBP999088710	TM2RN	WA2DO
89940SHBP999088720	CG2ESBY	KE2TON
89940SHBP999088725	CH6SHOLM	CA6HERYN
89940SHBP999088733	ME9A	HA9K
89940SHBP999088738	GSNE	CL5RINDA
89940SHBP999088744	GA8FNEY	DE8ANNA
89940SHBP999088757	CO7NISH	EL7REDA
89940SHBP999088766	HASENS	JU5KO
89940SHBP999088788	SO4TH	KA4DRA
89940SHBP999088798	TU4BS	LA4G
89940SHBP999088800	VI3ES	DA3NIE
89940SHBP999088804	F08TIER	OR8AL
89940SHBP999088814	KI7DER	HI7ARIO
89940SHBP999088838	HA3SER	MO3A
89940SHBP999088843	B07RQUE	ON7E
89940SHBP999088845	CH6STNUJ	PR6NCE
89940SHBP999088851	AL9ARD	R19ARDA
89940SHBP999088868	D05D	BE5RY
89940SHBP999088880	RO5B	CL5UDIO
89940SHBP999088898	SM6LBY	JA6AAL
89940SHBP999088906	IS8ELL	AL8ENA
89940SHBP999088919	CA6BONE	DE6N
89940SHBP999088950	GA2EZ	DE2A



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The open enrollment file is displayed.

Select the download icon.

Getting Ready for 2014 GHI

- Download the DCH open enrollment file



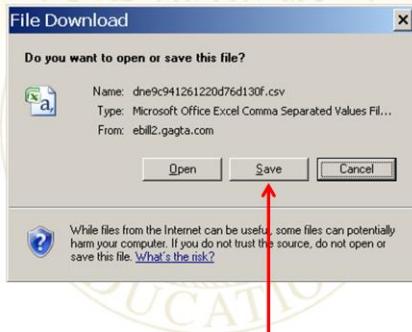
The following dialog box will be displayed. It is important to enter the selections as shown above:

- All pages
- Selected data
 - Download as CSV
 - Policy SHOEUPDT
- Do NOT compress the file

Then select the download icon.

Getting Ready for 2014 GHI

- Download the DCH open enrollment file



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Select SAVE to save the file to your C drive.

Getting Ready for 2014 GHI

- Download the DCH open enrollment file

The screenshot shows a Microsoft Notepad window titled "Enroll2012.csv - Notepad". The file contains a list of records, each consisting of three fields separated by commas. A callout box with a blue border and white text points to the Notepad window. The text in the callout box reads: "Do NOT edit the open enrollment file in Microsoft Excel®. Editing the file in Excel causes the formatting of the file to change." The Notepad window also displays the standard Windows menu bar at the top.

"Report_Record"		
"89990SHBP999087069	PA4RIS	DI4LON
"89990SHBP999087070	PR3SSLEY	JA3I
"89990SHBP999087071	SC2REIBER	TH2NH
"89990SHBP999087072	WH9ATLEY	JE9LENE
"89990SHBP999087073	BUBDEN	FR8NCES
"89990SHBP999087074	HE7M	M3LL7E
"89990SHBP999087075	LA6GHLIN	ELBZA3ETH
"89990SHBP999087076	MC5REGOR	M9L07Y
"89990SHBP999087077	OG4E	T05D
"89990SHBP999087078	BE3MAN	CE4ES0INA
"89990SHBP999087079	BO2IE	KALHLEBN
"89990SHBP999087080	BR9SCOE	NA7MA
"89990SHBP999087081	PA8IS	JE8NI5ER
"89990SHBP999087082	SN7WDEN	SA3A
"89990SHBP999087083	WA6EFIELD	SU2AN
"89990SHBP999087084	BA5KSDALE	MABION
"89990SHBP999087085	BE4ULIEU	PA3RI6IA

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Once the open enrollment file has been downloaded, do NOT edit the file in Excel! Editing the file in Excel causes the formatting of the file to change. Instead, make changes using NOTEPAD.

Getting Ready for 2014 GHI

Open Enrollment – Import GHI Option and Tier Elections

- Personnel System (F3)
- Special Functions Menu (F13)
- Import State Health Option & Tier from DCH File (F6)



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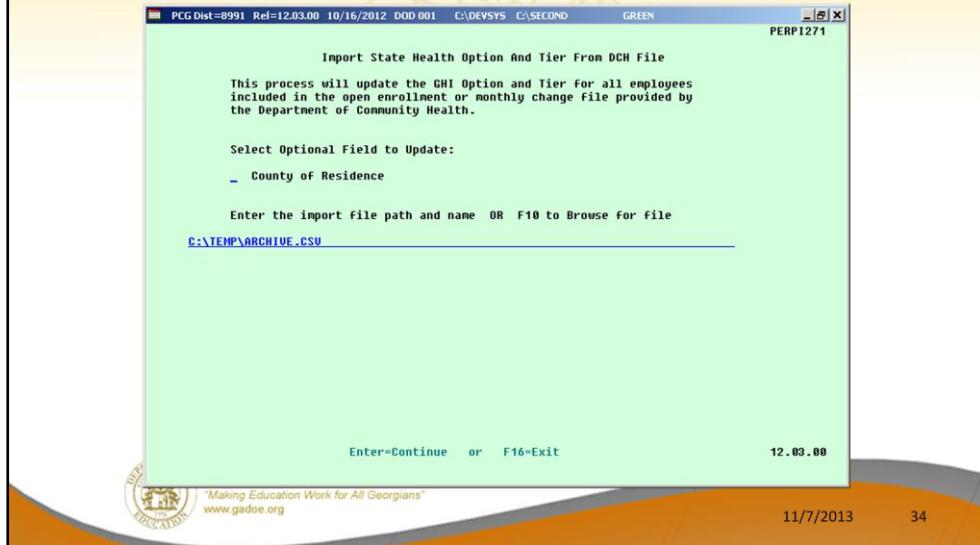
Personnel and deduction screens must be updated for the December payroll with the new options that the employee selected during open enrollment.

State Health (GHI) will provide a file containing the covered employees and the options and tiers that each selected.

This file can be imported into PCGenesis.

Getting Ready for 2014 GHI

Open Enrollment – Import GHI Option and Tier Elections



Use F10 to browse for the file.

Importing the County is optional.

Using this process only enters the **option** and **tier** from the imported file to the personnel screen. It does not update any amounts on the deduction screen.

Getting Ready for 2014 GHI

Set GHI Deduction Amounts

- Personnel System (F3)
- Special Functions Menu (F13)
- Set State Health Deduction Amount For Active Employees (F8)



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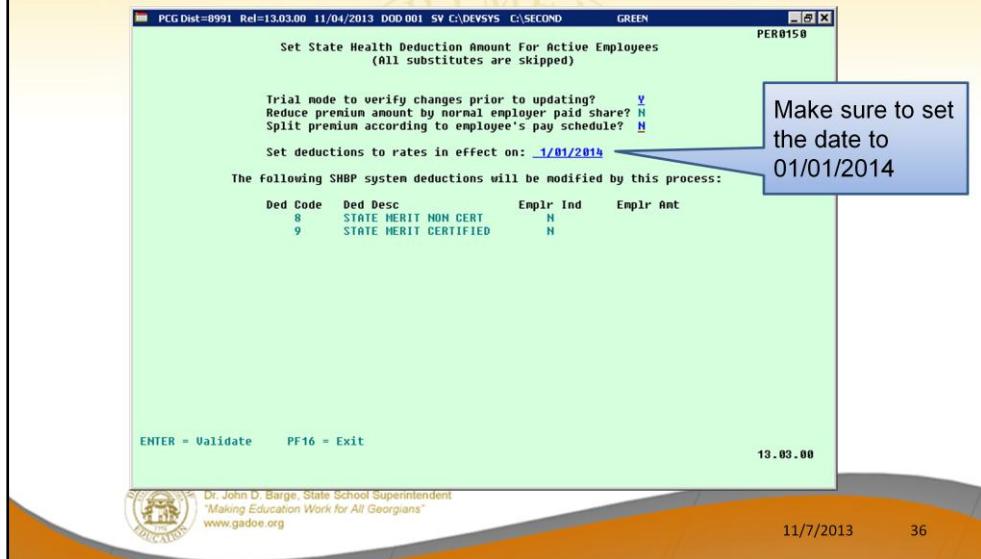
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After the correct option and tier is entered (or imported) on the personnel screen for each employee, the premium can be updated on the deduction screen using this procedure.

The premium was not updated with the prior import, so this procedure must also be completed.

Getting Ready for 2014 GHI

Set GHI Deduction Amounts



Before running this procedure, the new option and tier choices should be entered on the personnel screen. It is also important to have the correct GHI deduction code entered on the personnel screen.

This procedure should be run in trial mode first. The trial mode will not update the deduction screen, but a report will be produced that contains all of the changes that will be made.

Review the report to make sure it is correct and then run the update again with the **trial mode flag** switched to N. **This will update all of the employee premiums on the deduction screen** to match the premiums set in the GHI Plan/Option/Tier maintenance file.

Getting Ready for 2014 GHI

Set GHI Deduction Amounts

REPORT DATE: 10/27/2009 10:17
Program ID: PER0150

SHBP DEDUCTION UPDATE REPORT

*** TRIAL MODE - NO UPDATES ***

Emp Num	Employee Name	Work Loc	Pay Class	Ded Periods	Plan Code	Plan Option	Tier	Old Amount	Old Fig	New Amount	New Fig
087909	OGAE, BOAIS	0188	06	12	09	58	10	0.00	Y	8.60	Y
089366	OGAE, EHARSON	0188	03	12	08	31	99	162.58	Y	210.58	Y
088580	OLSLARY, PASULA	8012	66	12	08	58	91	207.10	Y	252.40	Y
088740	OMGLLEY, EF6AIN	8010	55	12	09	NE	00	0.00		0.00	
087836	OR2ELAS, CO2EMAN	0103	78	12	08	58	90	167.10	Y	192.40	Y
087827	OR2URKE, DE2A	8012	67	12	08	58	90	167.10	Y	192.40	Y
089937	PA2SON, DE2ETRIUS	0188	58	12	08	58	96	176.70	Y	203.00	Y
088474	PA2SON, LE2ISHA	0103	06	12	09	03	90	128.90	Y	150.40	Y
088105	PA2UETTE, OZ2E	0103	06	12	09	58	10	8.00	Y	8.60	Y
089605	PA3NELL, AD3NA	0103	09	12	09	03	94	120.80	Y	141.50	Y
089242	PA3ROTT, JO3RS	4050	62	12	08	58	40	40.00	Y	68.60	Y
088693	PAALSEN, ST4RLING	0188	02	12	24	58	96	98.60	Y	116.90	Y
089894	PAALSON, EL4ON	0196	26	12	09	03	90	128.90	Y	150.40	Y
087180	PH3LAN, DR3IA	2050	09	12	09	03	96	137.00	Y	159.30	Y
088361	PI2KENS, TI2ANY	4050	02	12	09	07	97	0.00		0.00	
** ERROR ** SHBP Option/Tier 07/97 not Found in Benefit deduction file											
087379	PI4T, CL4SSIE	2050	28	12	09	55	10	0.00	Y	8.60	Y
087941	PO2DER, TI2H	0103	56	12	09	05	96	137.00	Y	159.30	Y



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Verify the enrollment data and premium data on this report before running the process in FINAL mode.

Agenda

- Garnishments
- W2s
- Getting Ready for 2014 GHI
- **Void/Add Menu**
- Manual/Void Check Run
- Refunding Deductions
- Correcting PSERS and TRS
- Overpayments



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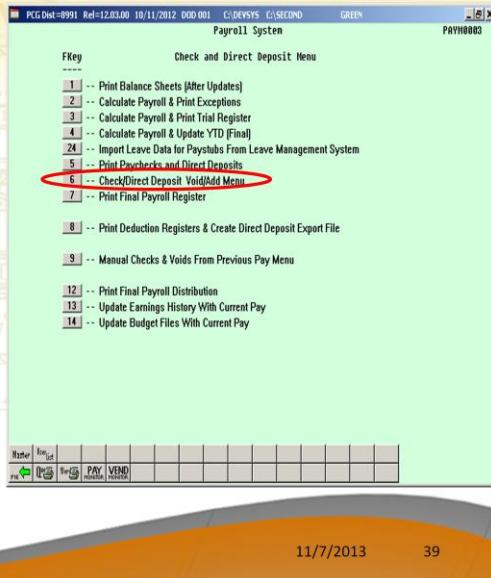
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Many, many payroll problems can be resolved while in the middle of a payroll run. PCGenesis has a very valuable, but little used feature called the **Check/Direct Deposit Void/Add Menu** which allows users to make corrections to an employee's pay AFTER printing the employee's pay check or generating the employee's direct deposit.

Problems in Current Payroll

Void/Add Menu

- An error is discovered that requires a check to be **voided**.
- An error is discovered that requires a check to be **voided and reissued**.
- Check/Direct Deposit Void/Add Menu (F6)



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.

If you send a NACHA file to the bank, and the bank tries to process the file but finds an error, as long as 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!!!

Pattie Problemcauser did some extra work for her principal and he said that she would get paid for it. You didn't find out until after checks were printed, but before they were distributed. You can reissue the check through the **Void/Add** process.

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

Problems in Current Payroll Void/Add Menu

- NACHA error – bad account number on Withholding screen.
- Missing employee pay.
- Add/delete a deduction amount.
- But! This depends on not having processed step F13 and F14. Otherwise a restore will be required.



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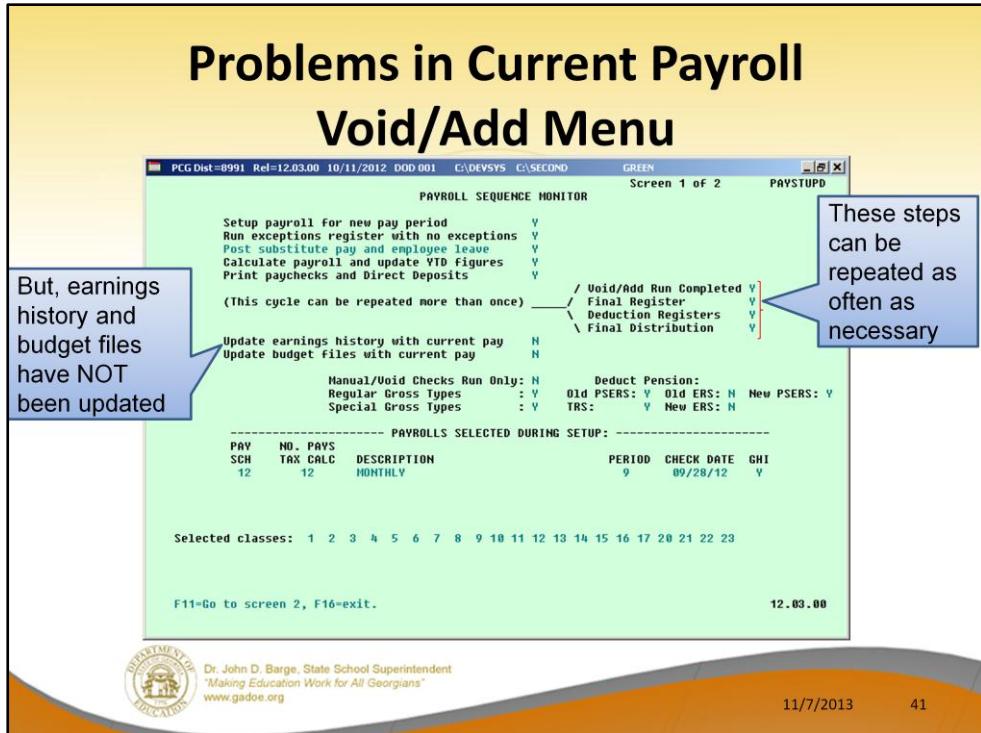
Many problems can be fixed with the **Void/Add** process.

If the NACHA file was created, sent to the bank, and then rejected because of a bad account number, the problem can be corrected.

If an employee is missing pay, the problem can be corrected. Or, if a deduction was taken or not taken as it was supposed to be, the problem can be corrected.

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

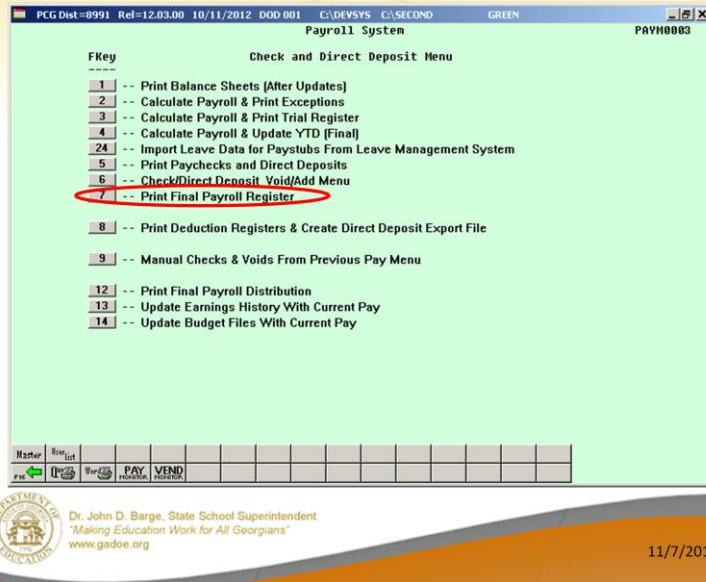
Problems in Current Payroll Void/Add Menu



First, note that the final and deduction registers, and the final payroll distribution steps can be repeated as often as necessary, regardless of whether you are doing a Void/Add process.

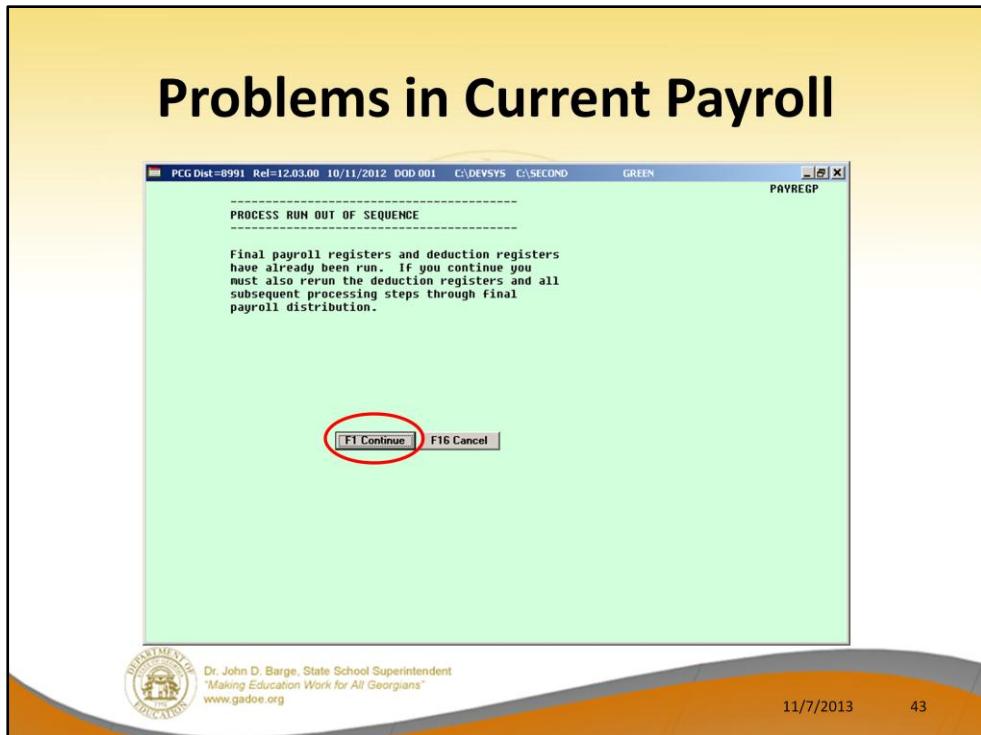
We can run and re-run all the registers and reports as many times as necessary as long as **F13**, Update Earnings History, and **F14**, Update Budget Files, as NOT been run.

Problems in Current Payroll



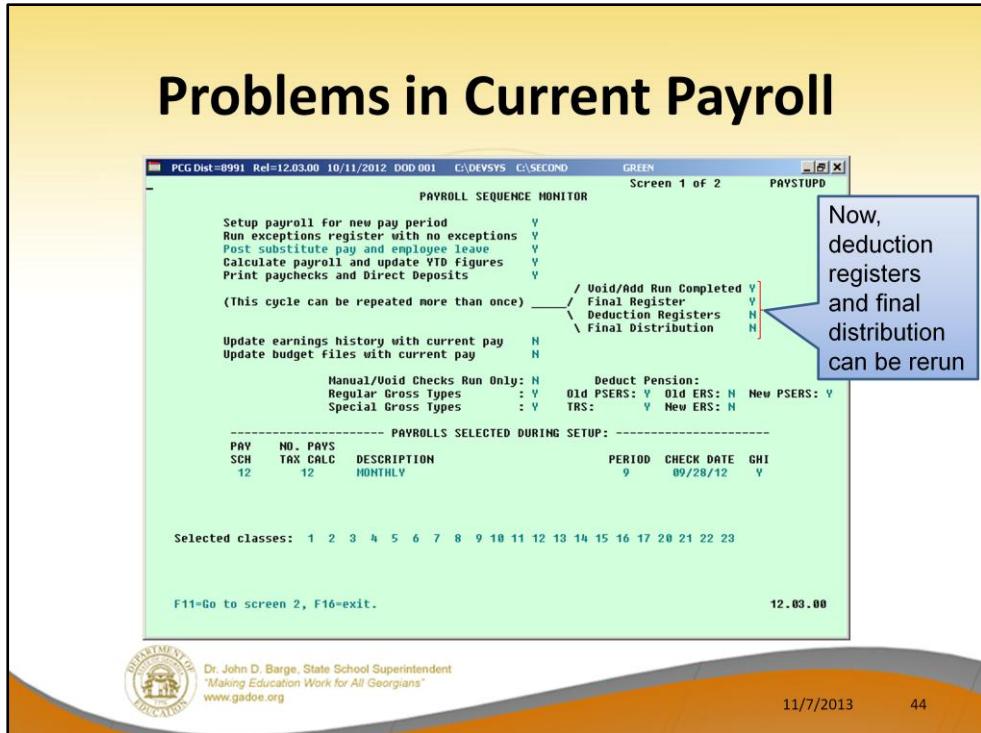
For example, we can run the Final Register a second or third time.

Problems in Current Payroll



When I try to run the Final Register a second time, the following screen is displayed. **F1** will allow the Final Register to continue processing.

Problems in Current Payroll



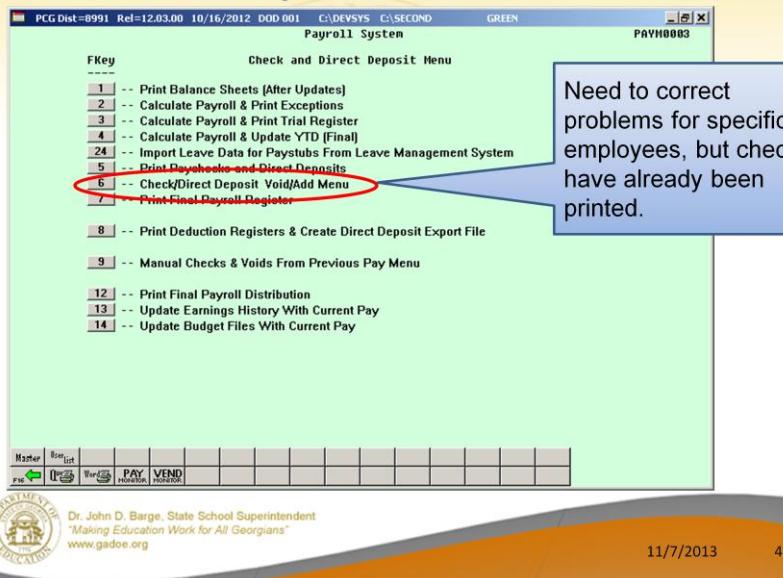
Once the Final Register has been run a second time, the rest of the steps must be completed in order. The Deduction Registers and Final Distribution must be rerun as well.

Problems in Current Payroll Void/Add Menu

Need to add extra pay, but can't modify any fields on the screen

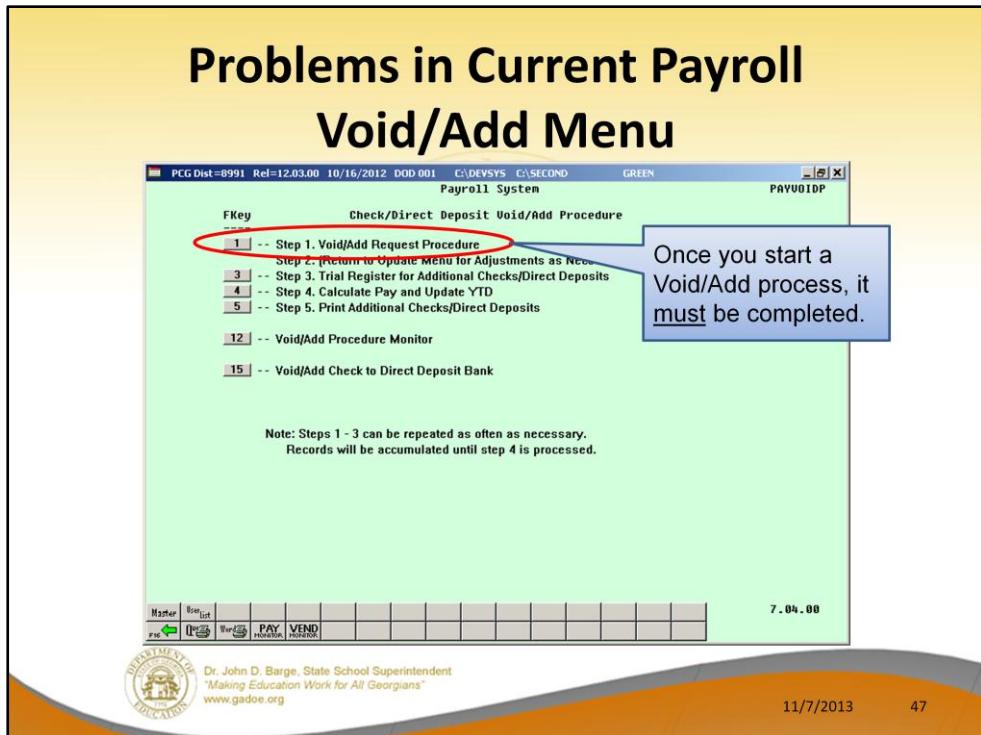
However, rerunning the reports will not correct a problem with the payroll. For example, if I try to make a change to an employee's Gross Data screen, I am not able to change the screen to modify mode by using **F9**. I can't add any additional pay.

Problems in Current Payroll Void/Add Menu



If checks have already printed, but I need to add missing pay for an employee, I can start the **Void/Add** process.

Problems in Current Payroll Void/Add Menu



Step 1:

Once a Void/Add process has been started, it must be completed! We start by running Step 1 – Void/Add Request Procedure.

Problems in Current Payroll Void/Add Menu



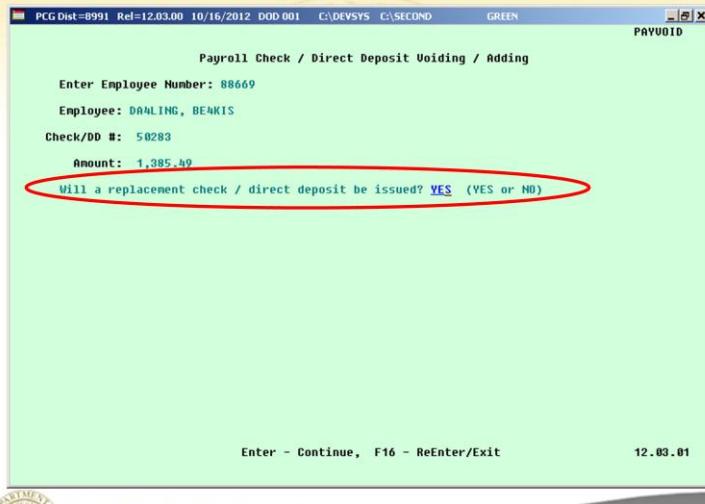
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Enter the employee's number. This is the employee with the incorrect check.

Problems in Current Payroll Void/Add Menu



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Verify that this is the check which should be voided.

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?"

Problems in Current Payroll Void/Add Menu

PCG Dist=8991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN PAY07

Status Active Update/Display Gross Data Class 10 CLERICAL
 EmpNo 88640 DWALING, BEWIS Job cd 110 CLERICAL
 SSN 999-08-8669 Loc 102 Location 000102 Salary sched
 Cert level 00 State yrs 0 Pay step E Local yrs 5
 Work sched ID Hrs/day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay ind
 Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	GHI %	Pay	Pay For
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross	Dist	Reas	Period End
01. S	0011				1472.00		1.0000		
02. S	0304				125.00				
03. B	0301				31.94-				
04.									
05.									
06.									

Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens	Ant	Contract	Sub
ACCT 01	13	100	9990	2400	14200	102	1			1472.00				
ACCT 02	13	100	9990	2400	14200	102	1			125.00				
ACCT 03	13	100	9990	2400	14200	102	1			31.94-				
ACCT 04	00													
ACCT 05	00													
ACCT 06	00													

1565.06

TRS & ERS	Pens	Gross	Adj	Contract amt	Total gross	Cycle 1
Amt/%				19164.00	1565.06	
Pay sch. #	12	State salary				
Pens code	2 TRS	Pens elig date	9/04/2007	Local salary	17664.00	Other
Pens switch	Y	TRS service ind	1	Amt/%	.0600	Contmo 10
						PY contmo 10

1565.06

ENT^E F1[↑] F2[↓] F3[←] F4[→] F5[⬅] F6[➡] F7^{⬅➡} F8^{➡⬅} F9^{⬅➡➡} F10^{➡➡➡} F11^{⬅➡➡➡} F12^{➡➡➡➡} F13^{⬅➡➡➡➡} F14^{➡➡➡➡➡} F15^{⬅➡➡➡➡➡} F16^{➡➡➡➡➡➡} F17^{⬅➡➡➡➡➡➡} F18^{➡➡➡➡➡➡➡} F19^{⬅➡➡➡➡➡➡➡} F20^{➡➡➡➡➡➡➡➡} F21^{⬅➡➡➡➡➡➡➡➡} F22^{➡➡➡➡➡➡➡➡➡➡} F23^{⬅➡➡➡➡➡➡➡➡➡} F24^{➡➡➡➡➡➡➡➡➡➡➡} F25^{⬅➡➡➡➡➡➡➡➡➡➡} F26^{➡➡➡➡➡➡➡➡➡➡➡➡} F27^{⬅➡➡➡➡➡➡➡➡➡➡➡➡} F28^{➡➡➡➡➡➡➡➡➡➡➡➡➡} F29^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡} F30^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F31^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F32^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F33^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F34^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F35^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F36^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F37^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F38^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F39^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F40^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F41^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F42^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F43^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F44^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F45^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F46^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F47^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F48^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F49^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F50^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F51^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F52^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F53^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F54^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F55^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F56^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F57^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F58^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F59^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F60^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F61^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F62^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F63^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F64^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F65^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F66^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F67^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F68^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F69^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F70^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F71^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F72^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F73^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F74^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F75^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F76^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F77^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F78^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F79^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F80^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F81^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F82^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F83^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F84^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F85^{⬅➡➡➡➡➡➡➡➡➡➡➡➡➡} F86^{➡➡➡➡➡➡➡➡➡➡➡➡➡➡} F87^{⬅➡➡➡➡➡➡➡➡➡➡➡➡} F88^{➡➡➡➡➡➡➡➡➡➡➡➡➡} F89^{⬅➡➡➡➡➡➡➡➡➡➡➡} F90^{➡➡➡➡➡➡➡➡➡➡➡➡} F91^{⬅➡➡➡➡➡➡➡➡➡➡} F92^{➡➡➡➡➡➡➡➡➡➡➡} F93^{⬅➡➡➡➡➡➡➡➡➡} F94^{➡➡➡➡➡➡➡➡➡} F95^{⬅➡➡➡➡➡➡➡} F96^{➡➡➡➡➡➡➡} F97^{⬅➡➡➡➡➡} F98^{➡➡➡➡➡} F99^{⬅➡➡➡} F100^{➡➡➡} F101^{⬅➡} F102^{➡➡} F103[⬅] F104[➡] F105^{⬅➡➡➡..}

Now the gross data fields can be modified

Step 2:

Now when I access an employee's Gross Data screen, I am able to change the screen to modify mode by using **F9**. I can now add additional pay!

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

Problems in Current Payroll Void/Add Menu

The screenshot shows a payroll application window titled 'Update/Display Gross Data'. At the top, it displays employee information: EmpNo 88669, DBALING, BENKIS; SSN 999-08-8669; Loc 100 Location 000102; Class 10 CLERICAL; Job cd 110 CLERICAL. It also shows salary details: Cert level BB, State yrs 8, Pay step E, Local yrs 5, Salary sched; Work sched ID 8, Hrs/Day 8.000, Days/Week 8, Hrs/Week 40.00, 13/14 pay ind; Ann work days 8, Days worked YTD 0.00, This per 0.00, Day docked YTD 0.00, This per 0.00.

The main table lists 'Proc' entries:

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular Gross	Overtime Gross	GHI %	Pay P	Dist	Reas	Per
01. S	0011				1472.00		1.0000				
02. S	0304				125.00						
03. B	0301				24.00						
04. B	0042				550.25						
05.											
06.											

Below the table, there's a summary table for 'Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens Amt Contract Distrib':

ACCT	01	13	100	9999	2400	14200	102	1	2115.31	1.0000	Sub
ACCT 02	13	100	-	9999	2400	14200	102	1		1472.00	-
ACCT 03	13	100	-	9999	2400	14200	102	1		125.00	-
ACCT 04	13	100	-	9999	2400	14200	102	1		31.94	-
ACCT 05	08										-
ACCT 06	09										-

At the bottom, there's a section for 'TRS & ERS Pens Gross Adj' with fields like 'Contract ant 19164.00', 'Cycle gross 1597.00', 'Cycle 1 Cal yr', 'State salary 17664.00', 'Local salary 17664.00', 'Other 1500.00', 'Pens code 2 TRS', 'Pens elig date 9/04/2007', 'Amt/% .0600', 'Contmo 18', 'Pens switch Y', 'TRS service ind 1', 'PY contmo 18', and 'Total gross 2115.31'. A note says 'Validations passed. Save your changes.'

At the very bottom, there's a toolbar with various icons and a status bar showing '12.03.00'.

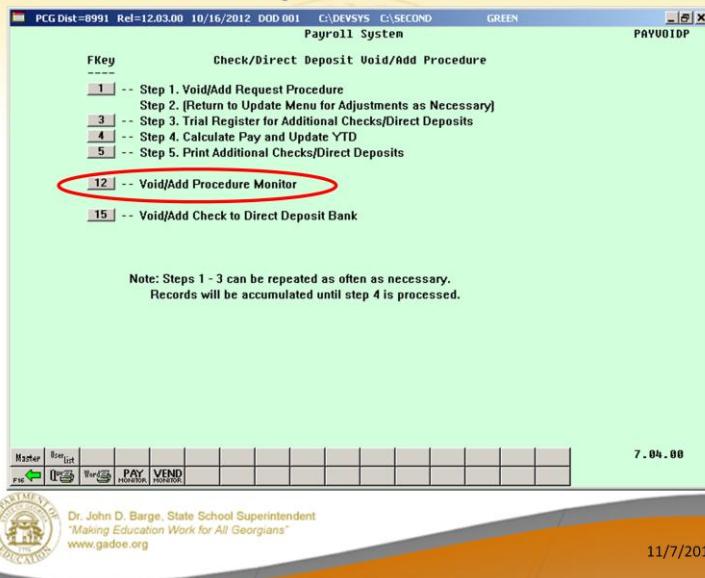
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Step 2:

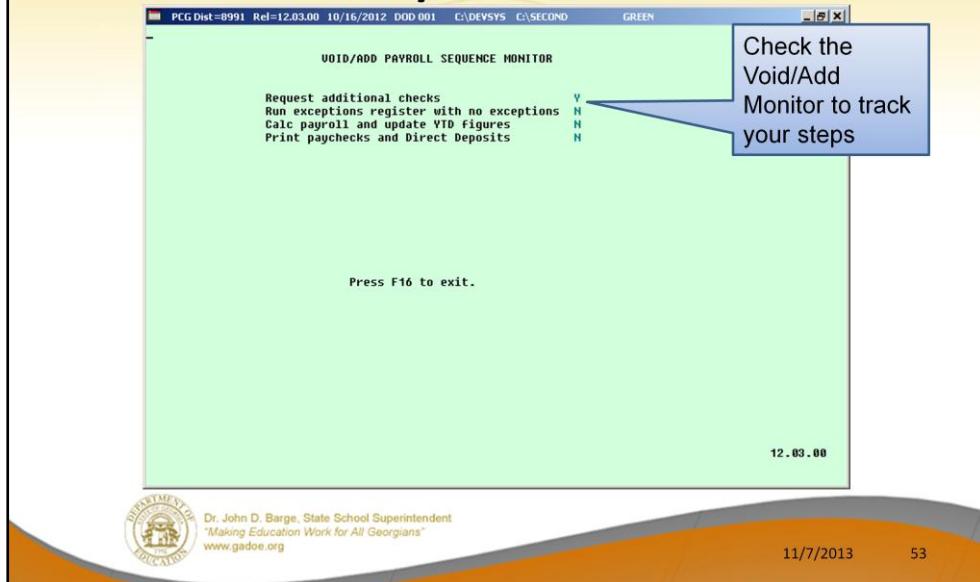
Now the additional pay can be added. I am using a **Proc Type** of 'B' for a salary adjustment with no pension calculated. This adjustment will be deleted next time payroll setup is run.

Problems in Current Payroll Void/Add Menu



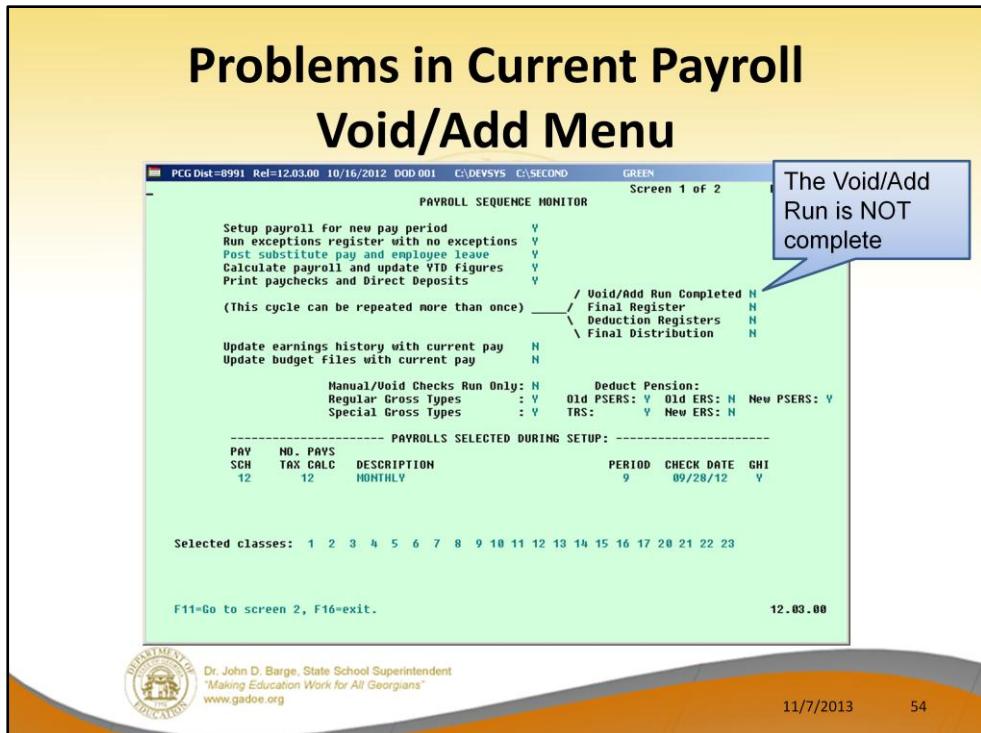
I now return to the **Check/Direct Deposit Void/Add Procedure Menu**. From here, let's look at the **Void/Add Procedure Monitor**, F12.

Problems in Current Payroll Void/Add Menu



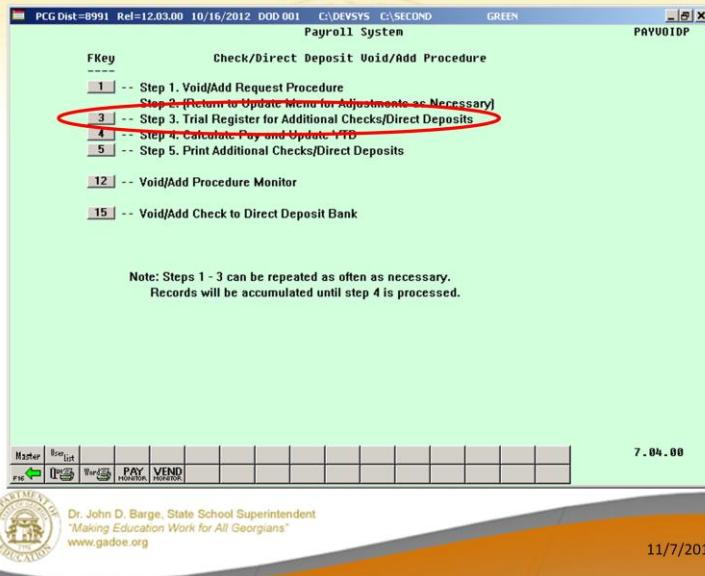
Use the **Void/Add Monitor** to track your steps in the Void/Add process. You can see that I have requested additional checks, but have not gone any further yet.

Problems in Current Payroll Void/Add Menu



We can also track our progress on the main **Payroll Monitor**. You can see that the Void/Add Run is NOT complete. I will not be able to run the registers or final distribution until the Void/Add Run is complete.

Problems in Current Payroll Void/Add Menu



Step 3:

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.

Problems in Current Payroll Void/Add Menu

Exceptions Report

REPORT DATE 10/16/2012 PAYENCP	CALC EXCEPTIONS REGISTER FOR PAY 09/28/12	PAGE 1
EXCEPTIONS REGISTER COMPLETED		
RECORDS INPUT	1	
FATAL ERRORS	0	
CAUTION ERRORS	0	



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Step 3:

Review the **Exceptions Report**. Note that only one record has been input.

Problems in Current Payroll

Void/Add Menu

REPORT DATE 10/16/2012 09:18 PAYTRIAL		PAYROLL TRIAL REGISTER FOR PAY 09/28/12							PAGE	1																																																
LOC	EMP # CL NAME	REG HRS	OT HRS	GROSS	ANNUITY	FEDERAL	OASDI	HI	STATE	RETIRE	AEIC																																															
0102 88669 10 DAALING, BE4KIS				2115.31		60.81	71.22	24.59	56.66	95.82																																																
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																																																
<table border="0"> <tr><td>PAYOUT GROSS</td><td>2,115.31</td></tr> <tr><td>FICA - OASDI</td><td>71.22</td><td>1,695.59</td></tr> <tr><td>FICA - HEALTH INSURANCE</td><td>24.59</td><td>1,695.59</td></tr> <tr><td>03 FED INCOME TAX</td><td>60.81</td><td></td></tr> <tr><td>04 VENDOR 000012</td><td>56.66</td><td></td></tr> <tr><td>08 GHI-NON-CERT</td><td>316.86</td><td>I</td></tr> <tr><td>33 VENDOR 002920</td><td>102.86</td><td>I</td></tr> <tr><td>43 VENDOR 004320</td><td>1.00</td><td></td></tr> <tr><td>TRS</td><td>95.82</td><td>1,597.00</td></tr> <tr><td>* PAYROLL CHECKS NET</td><td></td><td></td></tr> <tr><td>** DIRECT DEPOSIT NET</td><td>1,385.49</td><td></td></tr> <tr><td>TOTAL DEDUCTIONS</td><td>729.82</td><td></td></tr> <tr><td># OF CHECKS TO BE WRITTEN</td><td>1</td><td>MALES:</td><td></td><td>FEMALES:</td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>												PAYOUT 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						
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Trial Register
shows one
check

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Step 3:

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

Problems in Current Payroll Void/Add Menu

- The Trial Employer Benefit Register is also available

TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12										PAYTRIAL	PAGE	1
EMPLOYEE NAME	SALARY GROSS	CASDI GROSS	HI GROSS	PENSION	PENSION					(OBJECT)		
EMP. #		CASDI AMT	HI AMT	(OBJECT)	GROSS	AMOUNT	C GHI AMT	N GHI AMT		PEN EMPL		
DAHLING, 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)	1,597.00							
		105.13	24.59	TRS	182.22					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.

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			



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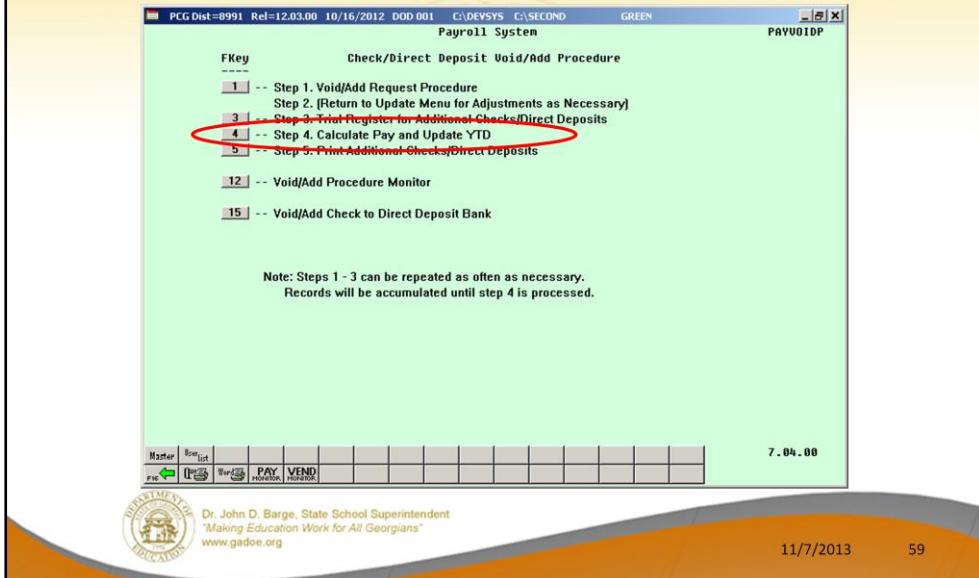
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Step 3:

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

Problems in Current Payroll Void/Add Menu



Step 4:

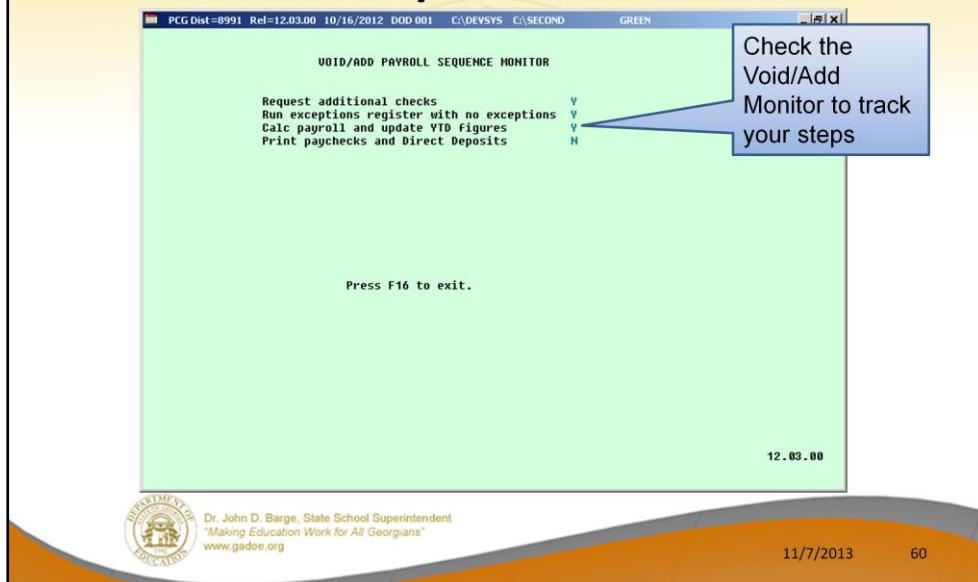
From the Add/Void Menu, we will run the **Calculate Pay and Update** (F4) for the reissued or voided checks. No reports are produced from this process.

After this point, you cannot go back and change the entries for this manual/void check run, but you can set up another manual/void process, if you need to correct other checks.

The check created in this void/add process can also be voided if another void/add procedure is run!

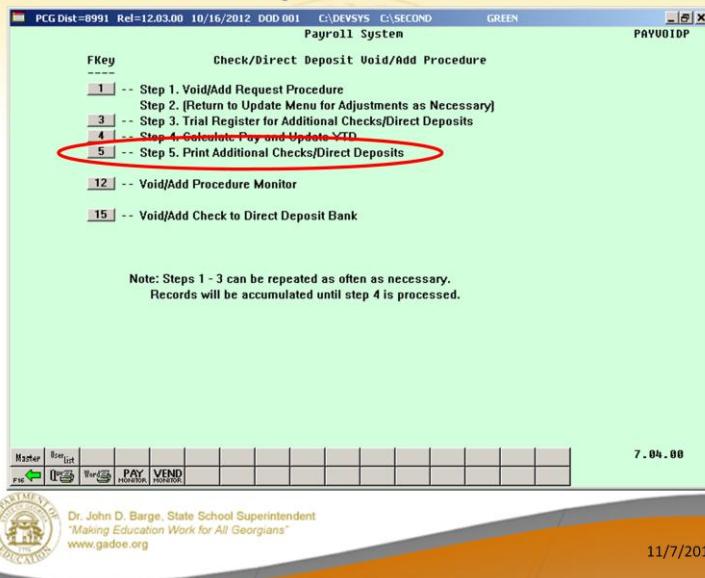
Note that Step 3, 4, and 5 must be run in order.

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, run the exceptions register, and calculated payroll, but I have not printed checks yet.

Problems in Current Payroll Void/Add Menu

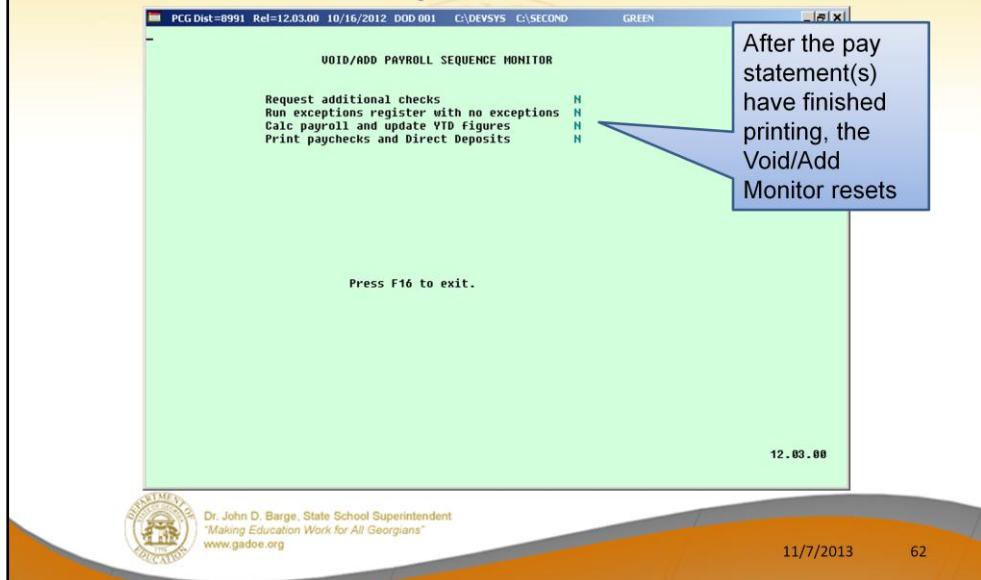


Step 5:

From the Add/Void Menu, we will print the checks/direct deposits (F5) for the reissued or voided checks. Review the checks that are printed!

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

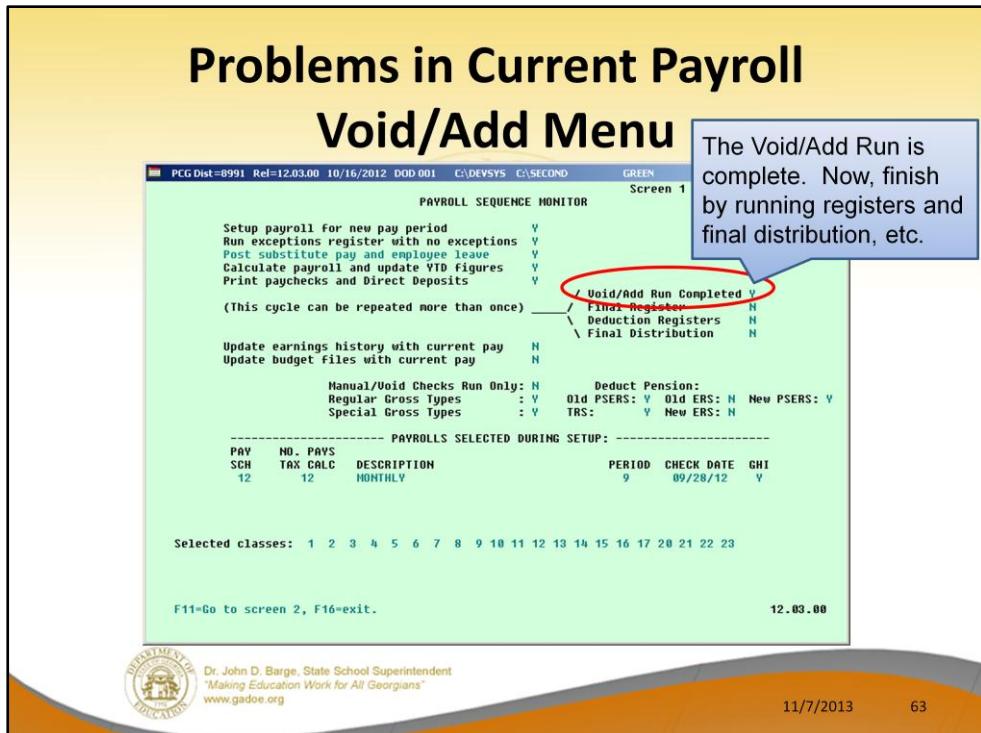
Problems in Current Payroll Void/Add Menu



Use the **Void/Add Monitor** to track your steps in the Void/Add process. After the pay statement(s) have finished printing, the Void/Add Monitor is reset and shows all 'N'.

Problems in Current Payroll

Void/Add Menu



We can also track our progress on the main **Payroll Monitor**. Now you can see that the Void/Add Run is complete ('Y' is displayed). Now I am able to run the registers and the final payroll distribution.

The Final Register and all reports will reflect that the original check has been voided, and will show the new check(s) which have been issued.

Any time changes have been made by voiding or adding check(s), the reports must be run again because they have changed to include the void/add information.

Agenda

- Garnishments
- W2s
- Getting Ready for 2014 GHI
- Void/Add Menu
- **Manual/Void Check Run**
- Refunding Deductions
- Correcting PSERS and TRS
- Overpayments



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Are there any questions about the Void/Add process?

We will now talk about Manual Checks and Voiding Checks.

There are two ways to process a Manual/Void check. The first way is to set up a Manual/Void check run Only and the other is to process manual/voids in a normal payroll run.

Manual/Void Check Run

- Void a paycheck
- Issue a duplicate paycheck
- Issue a corrected paycheck
- Refund a deduction
- Correct W2s



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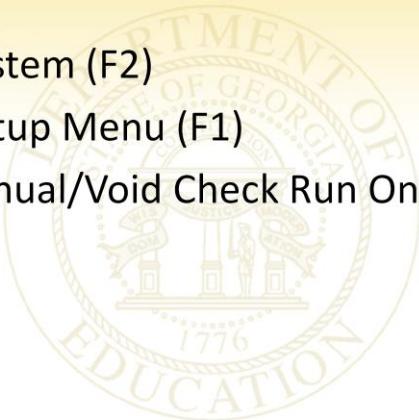
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The purpose of the Manual/Void function is to (refer to above)

- Void a paycheck
- Issue a duplicate paycheck
- Issue a corrected paycheck
- Refund a deduction
- Correct W2s

Manual/Void Check Run

- Payroll System (F2)
- Payroll Setup Menu (F1)
- Setup Manual/Void Check Run Only (F2)



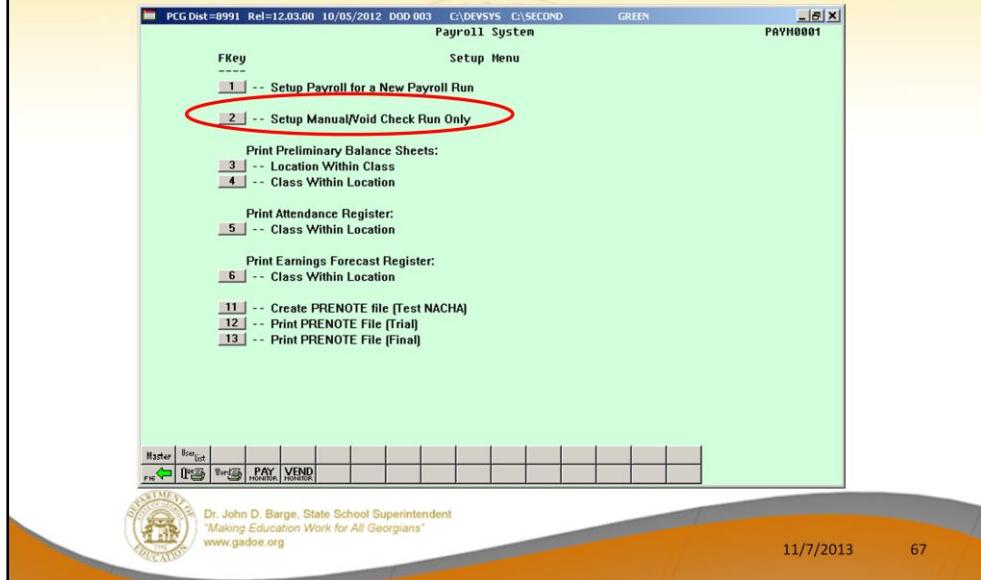
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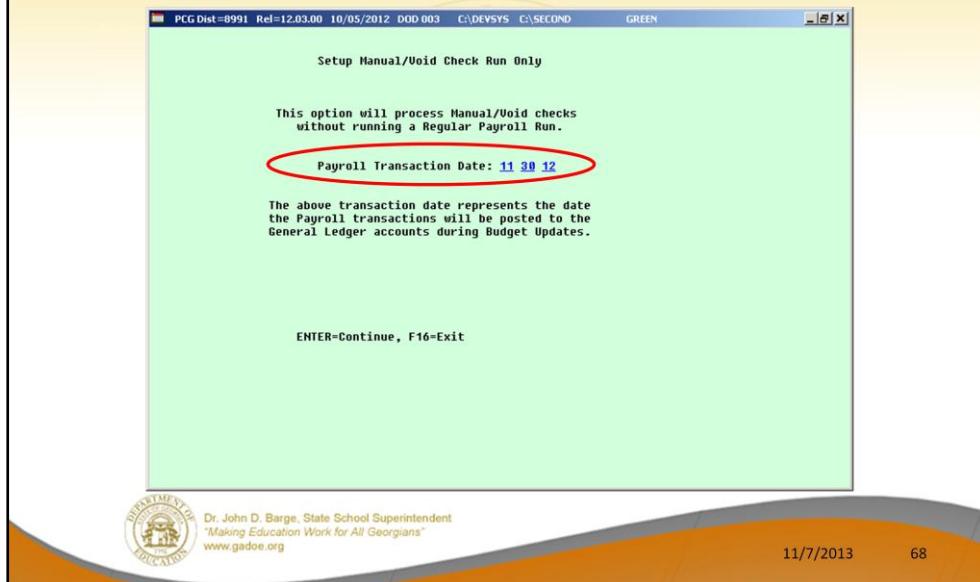
In order to setup for a **Manual/Void Check Run Only** navigate to.....

Manual/Void Check Run



Use **F2** – Setup Manual/Void Check Run Only.

Manual/Void Check Run



Enter the payroll date for the Manual/Void Check Run Only.

Manual/Void Check Run

- Payroll System (F2)
- Payroll Check and Direct Deposit Menu (F3)
- Manual Checks & Voids From Previous Pay Menu (F9)



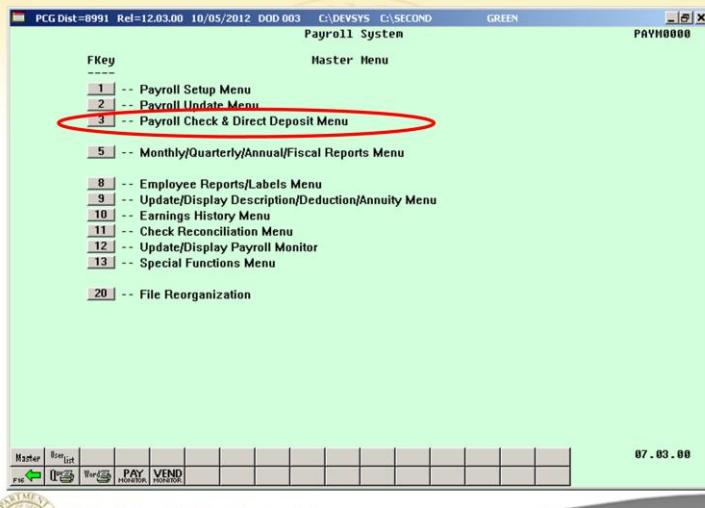
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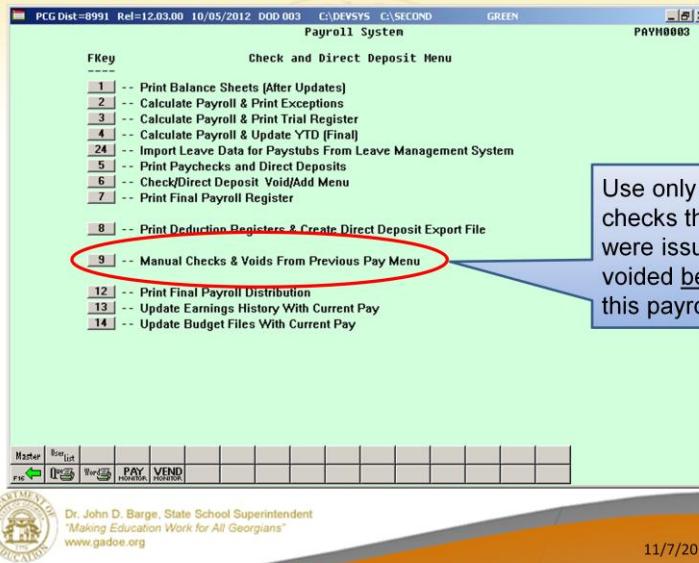
When processing a Manual/Void within a payroll navigate to

Manual/Void Check Run



F3 – Payroll Check and Direct Deposit Menu

Manual/Void Check Run



F9 - Manual Checks & Voids From Previous Pay Menu

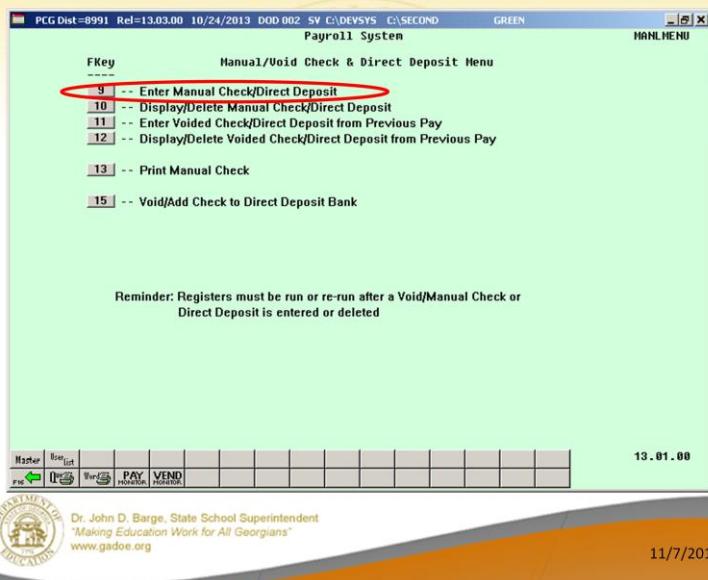
The **Manual Checks & Voids From Previous Pay Menu** is only accessed to enter changes that have occurred between the last payroll and this one. It is not used to make any corrections to the current payroll.

A special Manual/Void Check run can be done between regular payrolls.

Or, Manual/Void Check(s) can also be added to your regular payroll.

Manual/Void Check Run

Enter a Manual Check



F9 – Enter Manual Checks/Direct Deposit

You may enter a manual check/direct deposit through the **F9** function. 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/Void Check Run

Enter a Manual Check

- Refund State Tax Deduction
- Employee – 89421
- Deduction - 04
- Amount - \$20.00



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In our example, we will refund an employee for a \$20.00 deduction which was taken on a prior payroll by mistake.

Manual/Void Check Run

Enter a Manual Check

PC Dist=8991 Rel=12.03.00 10/05/2012 DDD 003 C:\DEVSYS C:\SECOND GREEN PAYROLL																			
Manual Check For: Employee 89421 AUNAUSTINE, MARLIN 999-88-9421 Loc 0320																			
Chk Dt	Bank	BBK8	Chk No.		DD Bank	05	DD acct	11 1111 111237											
Reg Hr	Out-Hr		Reg Amt		Out Amt														
GHI Ind	V	FICA	V	TRS Serv	1				Pension type TRS										
Proc Pay Type	Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay Period	For End										
01																			
02																			
03																			
04																			
05																			
Totals																			
ACCT 01	13 100	F	Prgm	Fnctn	Objct	Fcty	B	Addtl'l	GHI Dist	Contract									
ACCT 02	13 100		1000	1000	1000	1000	1		1,0000	4537.71									
ACCT 03	13 100		1071	1000	11000	382	1			982.54									
ACCT 04	13 100		1021	1000	11000	382	1	4		41.67									
ACCT 05	13 100		9999	2210	19900	382	1			125.00									
ACCT 06	13 100																		
Totals																			
DASDI Gr		DASDI Amt		HI Gr		HI Amt													
Ded 03	N	Ded 04	N	Ded 01	N	Ded 30	N	Ded 33	Y	Ded 19	N	Ded 13	N	Ded 17	N	Ded 09	N	Ded 24	N
Ded 25	N	Ded 43	N	Ded	—														
*** Gross Pay																			
*** Deductions																			
*** Net Pay																			
*** NDN TAX																			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter	Print																		
File	Help	12.02.00																	

F9 – Enter Manual Checks/Direct Deposit

The manual check screen defaults based upon settings on the employee's Gross Data screen. Most of this data will need to be deleted in order to process a deduction refund.

Manual/Void Check Run

Enter a Manual Check

PCG Dist=8991 Rel=12.03.00 10/05/2012 DDD 003 C:DEVSYS C:SECOND GREEN PAYHANL									
Manual Check For: Employee 89421 AUNAUSTINE, MARLIN 999-08-9421 Loc 0302									
Chk Dt	10320812	Bank	BK08	Chk No.	50000	DD Bank	05	DD acct	11 1111 111237
Reg Hr		Out-Hr		Reg Ant		Out Ant			
GHI	Ind N	FICA N	TRS Serv	1	Pension type TRS				
Proc	Pay	Type	Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay For Reas
01									Pay For Period End
02									10/30/2012
03									10/30/2012
04									10/30/2012
05									10/30/2012
Totals									
ACCT	01	13	100	F Prgm Fnct Objct Fcty B Add'l'l	GHI	Dist	Contract		
ACCT	02	13	100	1000 11000 302 1					
ACCT	03	13	100	1021 1000 11000 302 1					
ACCT	04	13	100	9990 2210 19900 302 1					
ACCT	05	13	100	9990 2210 19900 302 1					
Totals									
DASDI Gr		DASDI Amt		HI Gr		HI Amt			
Ded 03	N	Ded 04	N	Ded 05	N	Ded 06	N	Ded 07	N
				Ded 08	N	Ded 09	N	Ded 10	N
				20.00					
Ded 25	N	Ded 26	N	Ded 27	N	Ded 28	N	Ded 29	N
*** Gross Pay									
*** Deductions									
*** Net Pay									
*** NDH TAX									
<input checked="" type="checkbox"/> <input type="checkbox"/>									
12.02.00									

F9 – Enter Manual Checks/Direct Deposit

Since FICA and GHI are not being affected, the **FICA** and **GHI flags** must be set to 'N'.

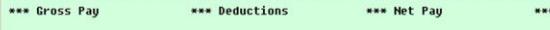
Delete the **GHI Dist** and **Contract** amounts.

Enter -20.00 for deduction 04.

Select ENTER to validate the screen.

Manual/Void Check Run

Enter a Manual Check

PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:DEVSYS C:SECOND GREEN PAYROLL										
Manual Check For: Employee 89421 AUGUSTINE, MAHLI Chk Dt 10/03/2012 Bank BK88 Chk No. 500000 DD Bank 05 DD acct 11 1111 111232 Reg Hr Out-Hr Reg Amt Out-Amt GHI incl N FICA M TRS Serv 1 Pension type TRS										
Proc	Pay	Type	Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay For Period End
01										10/03/2012
02										
03										
04										
05										
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. To continue as a direct deposit payment, select 'OK'. To change to check payment, select 'CANCEL' and delete DD Bank and DD Account.										
<input type="button" value="OK"/> <input type="button" value="Cancel"/>										
TOTALS										
DASDI Gr	DASDI Amt	HI Gr	HI Amt							
Ded 03 N Ded 04 N Ded 01 N Ded 30 N Ded 33 N Ded 19 N Ded 13 N Ded 17 N Ded 09 N Ded 24 N										
Ded 25 N Ded 43 N Ded _____	Ded _____	Ded _____	Ded _____							
Ded 26 N Ded 44 N Ded _____	Ded _____	Ded _____	Ded _____							
*** Gross Pay *** Deductions *** Net Pay *** NMH TAX										
										
12.02.00										

F9 – Enter Manual Checks/Direct Deposit

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

Go back and erase the DD information.

Manual/Void Check Run

Enter a Manual Check

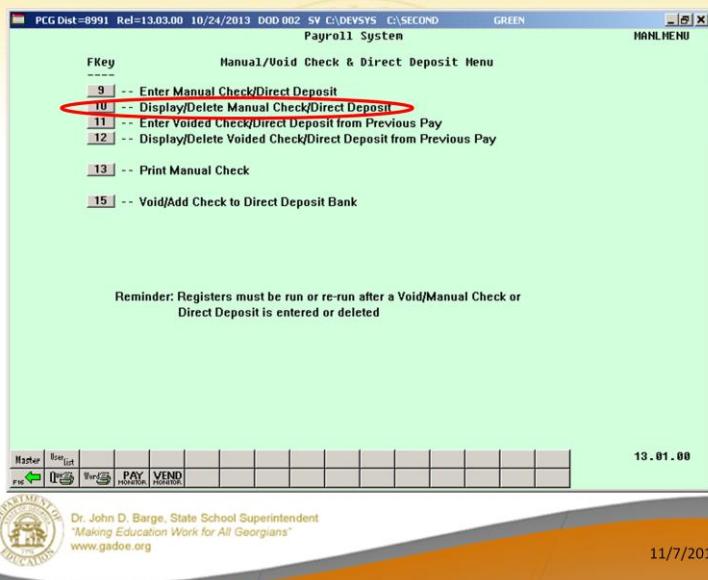
F9 – Enter Manual Checks/Direct Deposit

Verify the Net Pay amount.

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

Manual/Void Check Run

Enter a Manual Check



Use F10, **Display/Delete Manual Check/Direct Deposit**, to display the manual check and have the option to delete it.

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/Void Check Run

Delete a Manual Check

- Delete check - 50000
- Employee – 89421
- Amount - \$20.00
- Delete Record (F18)



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We will delete the manual check.

Manual/Void Check Run

Delete a Manual Check

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

Manual Check For: Employee 89421 ANAUSTINE, MARILYN 999-08-9421 Loc 0302
Chk Date 10/30/2012 Bank BK08 Chk No. 50000 DD Bank DD acct
Reg Hr Ovt-Hr Reg Amt Ovt Amt

GHI Ind N	FICA N	TRS Serv 1	Proc Pay	Type 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	Vr Fnd F Prgm Fnct Objt Fcty B Add'l GHI Dist Contract
ACCT 02	
ACCT 03	
ACCT 04	
ACCT 05	

DASDI Gr Totals

Ded	Ded	04 N Ded	Ded	Ded	HI Gr	Ded	HI Amt	Ded	Ded	Ded	Ded
		20.00-									
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded

*** Gross Pay *** Deductions 20.00- *** Net Pay 20.00 ***

F18=Delete Rec

ENTR	1	2	3	4	5	6	7	8	9	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	F25	F26	F27	F28	F29	F30	F31	F32	F33	F34	F35	F36	F37	F38	F39	F40	F41	F42	F43	F44	F45	F46	F47	F48	F49	F50	F51	F52	F53	F54	F55	F56	F57	F58	F59	F60	F61	F62	F63	F64	F65	F66	F67	F68	F69	F70	F71	F72	F73	F74	F75	F76	F77	F78	F79	F80	F81	F82	F83	F84	F85	F86	F87	F88	F89	F90	F91	F92	F93	F94	F95	F96	F97	F98	F99	F100	F101	F102	F103	F104	F105	F106	F107	F108	F109	F110	F111	F112	F113	F114	F115	F116	F117	F118	F119	F120	F121	F122	F123	F124	F125	F126	F127	F128	F129	F130	F131	F132	F133	F134	F135	F136	F137	F138	F139	F140	F141	F142	F143	F144	F145	F146	F147	F148	F149	F150	F151	F152	F153	F154	F155	F156	F157	F158	F159	F160	F161	F162	F163	F164	F165	F166	F167	F168	F169	F170	F171	F172	F173	F174	F175	F176	F177	F178	F179	F180	F181	F182	F183	F184	F185	F186	F187	F188	F189	F190	F191	F192	F193	F194	F195	F196	F197	F198	F199	F200	F201	F202	F203	F204	F205	F206	F207	F208	F209	F210	F211	F212	F213	F214	F215	F216	F217	F218	F219	F220	F221	F222	F223	F224	F225	F226	F227	F228	F229	F230	F231	F232	F233	F234	F235	F236	F237	F238	F239	F240	F241	F242	F243	F244	F245	F246	F247	F248	F249	F250	F251	F252	F253	F254	F255	F256	F257	F258	F259	F260	F261	F262	F263	F264	F265	F266	F267	F268	F269	F270	F271	F272	F273	F274	F275	F276	F277	F278	F279	F280	F281	F282	F283	F284	F285	F286	F287	F288	F289	F290	F291	F292	F293	F294	F295	F296	F297	F298	F299	F200	F201	F202	F203	F204	F205	F206	F207	F208	F209	F210	F211	F212	F213	F214	F215	F216	F217	F218	F219	F220	F221	F222	F223	F224	F225	F226	F227	F228	F229	F230	F231	F232	F233	F234	F235	F236	F237	F238	F239	F240	F241	F242	F243	F244	F245	F246	F247	F248	F249	F250	F251	F252	F253	F254	F255	F256	F257	F258	F259	F260	F261	F262	F263	F264	F265	F266	F267	F268	F269	F270	F271	F272	F273	F274	F275	F276	F277	F278	F279	F280	F281	F282	F283	F284	F285	F286	F287	F288	F289	F290	F291	F292	F293	F294	F295	F296	F297	F298	F299	F300	F301	F302	F303	F304	F305	F306	F307	F308	F309	F310	F311	F312	F313	F314	F315	F316	F317	F318	F319	F320	F321	F322	F323	F324	F325	F326	F327	F328	F329	F330	F331	F332	F333	F334	F335	F336	F337	F338	F339	F340	F341	F342	F343	F344	F345	F346	F347	F348	F349	F350	F351	F352	F353	F354	F355	F356	F357	F358	F359	F360	F361	F362	F363	F364	F365	F366	F367	F368	F369	F370	F371	F372	F373	F374	F375	F376	F377	F378	F379	F380	F381	F382	F383	F384	F385	F386	F387	F388	F389	F390	F391	F392	F393	F394	F395	F396	F397	F398	F399	F400	F401	F402	F403	F404	F405	F406	F407	F408	F409	F410	F411	F412	F413	F414	F415	F416	F417	F418	F419	F420	F421	F422	F423	F424	F425	F426	F427	F428	F429	F430	F431	F432	F433	F434	F435	F436	F437	F438	F439	F440	F441	F442	F443	F444	F445	F446	F447	F448	F449	F450	F451	F452	F453	F454	F455	F456	F457	F458	F459	F460	F461	F462	F463	F464	F465	F466	F467	F468	F469	F470	F471	F472	F473	F474	F475	F476	F477	F478	F479	F480	F481	F482	F483	F484	F485	F486	F487	F488	F489	F490	F491	F492	F493	F494	F495	F496	F497	F498	F499	F500	F501	F502	F503	F504	F505	F506	F507	F508	F509	F510	F511	F512	F513	F514	F515	F516	F517	F518	F519	F520	F521	F522	F523	F524	F525	F526	F527	F528	F529	F530	F531	F532	F533	F534	F535	F536	F537	F538	F539	F540	F541	F542	F543	F544	F545	F546	F547	F548	F549	F550	F551	F552	F553	F554	F555	F556	F557	F558	F559	F560	F561	F562	F563	F564	F565	F566	F567	F568	F569	F570	F571	F572	F573	F574	F575	F576	F577	F578	F579	F580	F581	F582	F583	F584	F585	F586	F587	F588	F589	F590	F591	F592	F593	F594	F595	F596	F597	F598	F599	F600	F601	F602	F603	F604	F605	F606	F607	F608	F609	F610	F611	F612	F613	F614	F615	F616	F617	F618	F619	F620	F621	F622	F623	F624	F625	F626	F627	F628	F629	F630	F631	F632	F633	F634	F635	F636	F637	F638	F639	F640	F641	F642	F643	F644	F645	F646	F647	F648	F649	F650	F651	F652	F653	F654	F655	F656	F657	F658	F659	F660	F661	F662	F663	F664	F665	F666	F667	F668	F669	F670	F671	F672	F673	F674	F675	F676	F677	F678	F679	F680	F681	F682	F683	F684	F685	F686	F687	F688	F689	F690	F691	F692	F693	F694	F695	F696	F697	F698	F699	F700	F701	F702	F703	F704	F705	F706	F707	F708	F709	F710	F711	F712	F713	F714	F715	F716	F717	F718	F719	F720	F721	F722	F723	F724	F725	F726	F727	F728	F729	F730	F731	F732	F733	F734	F735	F736	F737	F738	F739	F740	F741	F742	F743	F744	F745	F746	F747	F748	F749	F750	F751	F752	F753	F754	F755	F756	F757	F758	F759	F760	F761	F762	F763	F764	F765	F766	F767	F768	F769	F770	F771	F772	F773	F774	F775	F776	F777	F778	F779	F780	F781	F782	F783	F784	F785	F786	F787	F788	F789	F790	F791	F792	F793	F794	F795	F796	F797	F798	F799	F800	F801	F802	F803	F804	F805	F806	F807	F808	F809	F810	F811	F812	F813	F814	F815	F816	F817	F818	F819	F820	F821	F822	F823	F824	F825	F826	F827	F828	F829	F830	F831	F832	F833	F834	F835	F836	F837	F838	F839	F840	F841	F842	F843	F844	F845	F846	F847	F848	F849	F850	F851	F852	F853	F854	F855	F856	F857	F858	F859	F860	F861	F862	F863	F864	F865	F866	F867	F868	F869	F870	F871	F872	F873	F874	F875	F876	F877	F878	F879	F880	F881	F882	F883	F884	F885	F886	F887	F888	F889	F890	F891	F892	F893	F894	F895	F896	F897	F898	F899	F900	F901	F902	F903	F904	F905	F906	F907	F908	F909	F910	F911	F912	F913	F914	F915	F916	F917	F918	F919	F920	F921	F922	F923	F924	F925	F926	F927	F928	F929	F930	F931	F932	F933	F934	F935	F936	F937	F938	F939	F940	F941	F942	F943	F944	F945	F946	F947	F948	F949	F950	F951	F952	F953	F954	F955	F956	F957	F958	F959	F960	F961	F962	F963	F964	F965	F966	F967	F968	F969	F970	F971	F972	F973	F974	F975	F976	F977	F978	F979	F980	F981	F982	F983	F984	F985	F986	F987	F988	F989	F990	F991	F992	F993	F994	F995	F996	F997	F998	F999	F9999
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Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

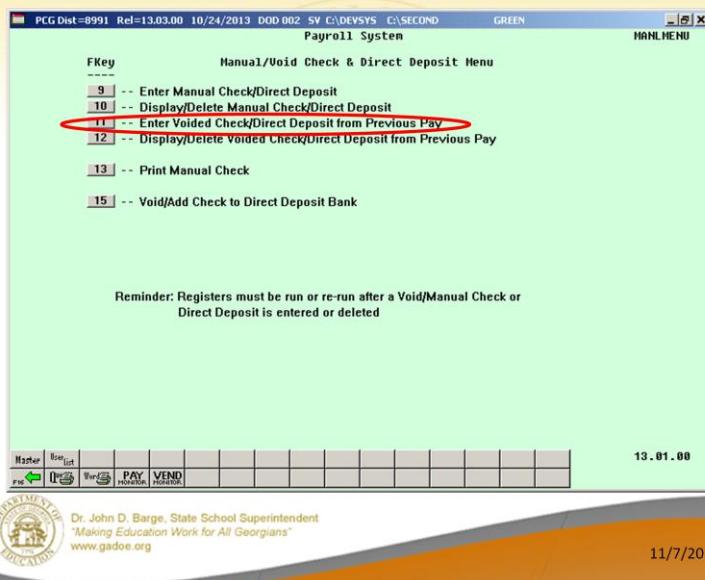
11/7/2013

80

Use F18 to delete the manual check.

Manual/Void Check Run

Void a Check



F11 – Enter Voided Checks/Direct Deposit from Previous Pay

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.

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

Manual/Void Check Run

Void a Check

PCG Dist=0991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN PAYUD

VOID Check or Direct Deposit From Previous Pay

Employee 89647 BA2LEV, T12ANV Loc 0102
Transaction Date 11/08/2012 AEIC IND ADV EIC PAYMT SSN 999-08-9647
Chk/DD # Thru Date Chk Bank BK08 Chk or DD (C or D) SERU 0
Reg Hr Dut-Hr Reg Amt Dut Amt Contract

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

*** Totals
Yr Fnd F Prgm Fnct Objct Fcty B Addt'l GHI Dist

ACCT 01		ACCT 02		ACCT 03		ACCT 04		ACCT 05		Totals		Employer paid: GHI	
DASDI Gr	Ded	DASDI Amt	Ded	HI Gr	Ded	HI Amt	Ded	ER: Pens	Ded	ER: Pens	Ded	ER: Pens	Ded
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded

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

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

ENTR F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100 F101 F102 F103 F104 F105 F106 F107 F108 F109 F110 F111 F112 F113 F114 F115 F116 F117 F118 F119 F120 F121 F122 F123 F124 F125 F126 F127 F128 F129 F130 F131 F132 F133 F134 F135 F136 F137 F138 F139 F140 F141 F142 F143 F144 F145 F146 F147 F148 F149 F150 F151 F152 F153 F154 F155 F156 F157 F158 F159 F160 F161 F162 F163 F164 F165 F166 F167 F168 F169 F170 F171 F172 F173 F174 F175 F176 F177 F178 F179 F180 F181 F182 F183 F184 F185 F186 F187 F188 F189 F190 F191 F192 F193 F194 F195 F196 F197 F198 F199 F200 F201 F202 F203 F204 F205 F206 F207 F208 F209 F210 F211 F212 F213 F214 F215 F216 F217 F218 F219 F220 F221 F222 F223 F224 F225 F226 F227 F228 F229 F230 F231 F232 F233 F234 F235 F236 F237 F238 F239 F240 F241 F242 F243 F244 F245 F246 F247 F248 F249 F250 F251 F252 F253 F254 F255 F256 F257 F258 F259 F260 F261 F262 F263 F264 F265 F266 F267 F268 F269 F270 F271 F272 F273 F274 F275 F276 F277 F278 F279 F280 F281 F282 F283 F284 F285 F286 F287 F288 F289 F290 F291 F292 F293 F294 F295 F296 F297 F298 F299 F300 F301 F302 F303 F304 F305 F306 F307 F308 F309 F310 F311 F312 F313 F314 F315 F316 F317 F318 F319 F320 F321 F322 F323 F324 F325 F326 F327 F328 F329 F330 F331 F332 F333 F334 F335 F336 F337 F338 F339 F340 F341 F342 F343 F344 F345 F346 F347 F348 F349 F350 F351 F352 F353 F354 F355 F356 F357 F358 F359 F360 F361 F362 F363 F364 F365 F366 F367 F368 F369 F370 F371 F372 F373 F374 F375 F376 F377 F378 F379 F380 F381 F382 F383 F384 F385 F386 F387 F388 F389 F390 F391 F392 F393 F394 F395 F396 F397 F398 F399 F400 F401 F402 F403 F404 F405 F406 F407 F408 F409 F410 F411 F412 F413 F414 F415 F416 F417 F418 F419 F420 F421 F422 F423 F424 F425 F426 F427 F428 F429 F430 F431 F432 F433 F434 F435 F436 F437 F438 F439 F440 F441 F442 F443 F444 F445 F446 F447 F448 F449 F450 F451 F452 F453 F454 F455 F456 F457 F458 F459 F460 F461 F462 F463 F464 F465 F466 F467 F468 F469 F470 F471 F472 F473 F474 F475 F476 F477 F478 F479 F480 F481 F482 F483 F484 F485 F486 F487 F488 F489 F490 F491 F492 F493 F494 F495 F496 F497 F498 F499 F500 F501 F502 F503 F504 F505 F506 F507 F508 F509 F510 F511 F512 F513 F514 F515 F516 F517 F518 F519 F520 F521 F522 F523 F524 F525 F526 F527 F528 F529 F530 F531 F532 F533 F534 F535 F536 F537 F538 F539 F540 F541 F542 F543 F544 F545 F546 F547 F548 F549 F550 F551 F552 F553 F554 F555 F556 F557 F558 F559 F560 F561 F562 F563 F564 F565 F566 F567 F568 F569 F570 F571 F572 F573 F574 F575 F576 F577 F578 F579 F580 F581 F582 F583 F584 F585 F586 F587 F588 F589 F590 F591 F592 F593 F594 F595 F596 F597 F598 F599 F600 F601 F602 F603 F604 F605 F606 F607 F608 F609 F610 F611 F612 F613 F614 F615 F616 F617 F618 F619 F620 F621 F622 F623 F624 F625 F626 F627 F628 F629 F630 F631 F632 F633 F634 F635 F636 F637 F638 F639 F640 F641 F642 F643 F644 F645 F646 F647 F648 F649 F650 F651 F652 F653 F654 F655 F656 F657 F658 F659 F660 F661 F662 F663 F664 F665 F666 F667 F668 F669 F670 F671 F672 F673 F674 F675 F676 F677 F678 F679 F680 F681 F682 F683 F684 F685 F686 F687 F688 F689 F690 F691 F692 F693 F694 F695 F696 F697 F698 F699 F700 F701 F702 F703 F704 F705 F706 F707 F708 F709 F710 F711 F712 F713 F714 F715 F716 F717 F718 F719 F720 F721 F722 F723 F724 F725 F726 F727 F728 F729 F730 F731 F732 F733 F734 F735 F736 F737 F738 F739 F740 F741 F742 F743 F744 F745 F746 F747 F748 F749 F750 F751 F752 F753 F754 F755 F756 F757 F758 F759 F760 F761 F762 F763 F764 F765 F766 F767 F768 F769 F770 F771 F772 F773 F774 F775 F776 F777 F778 F779 F780 F781 F782 F783 F784 F785 F786 F787 F788 F789 F790 F791 F792 F793 F794 F795 F796 F797 F798 F799 F800 F801 F802 F803 F804 F805 F806 F807 F808 F809 F810 F811 F812 F813 F814 F815 F816 F817 F818 F819 F820 F821 F822 F823 F824 F825 F826 F827 F828 F829 F830 F831 F832 F833 F834 F835 F836 F837 F838 F839 F840 F841 F842 F843 F844 F845 F846 F847 F848 F849 F850 F851 F852 F853 F854 F855 F856 F857 F858 F859 F860 F861 F862 F863 F864 F865 F866 F867 F868 F869 F870 F871 F872 F873 F874 F875 F876 F877 F878 F879 F880 F881 F882 F883 F884 F885 F886 F887 F888 F889 F890 F891 F892 F893 F894 F895 F896 F897 F898 F899 F900 F901 F902 F903 F904 F905 F906 F907 F908 F909 F910 F911 F912 F913 F914 F915 F916 F917 F918 F919 F920 F921 F922 F923 F924 F925 F926 F927 F928 F929 F930 F931 F932 F933 F934 F935 F936 F937 F938 F939 F940 F941 F942 F943 F944 F945 F946 F947 F948 F949 F950 F951 F952 F953 F954 F955 F956 F957 F958 F959 F960 F961 F962 F963 F964 F965 F966 F967 F968 F969 F970 F971 F972 F973 F974 F975 F976 F977 F978 F979 F980 F981 F982 F983 F984 F985 F986 F987 F988 F989 F990 F991 F992 F993 F994 F995 F996 F997 F998 F999 F1000

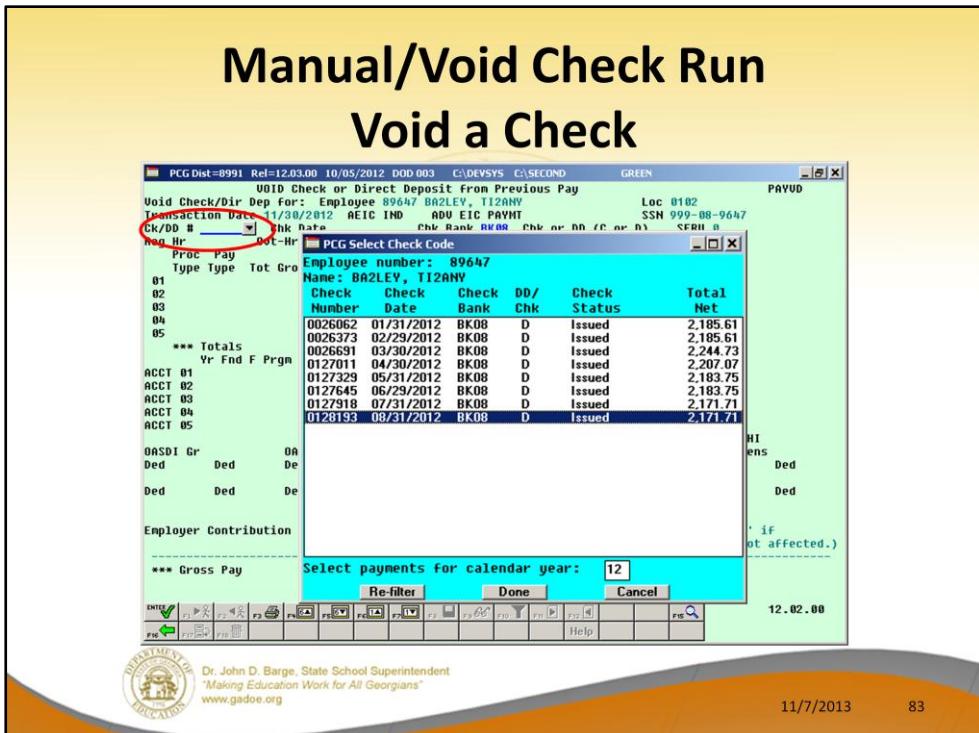
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Manual/Void Check Run

Void a Check



F11 – Enter Voided Checks/Direct Deposit from Previous Pay

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

Select the correct check which needs to be voided and select the DONE button.

Manual/Void Check Run

Void a Check

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

VOID Check or Direct Deposit From Previous Pay

Void Check/Dir Dep For: Employee 89647 B2LEV, TIZARYN Loc 8102
Action Date 11/30/2012 AEIC IND ADV EIC PAYNT SSN 999-88-9647
Ck/DD # 128193 ck Date 8/31/2012 Chk Num BK88 Chk or DD (C or D) B SERU 0
Hr Nr Dvt-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 Objct Fcty B Add'l GHI Dist

ACCT 01
ACCT 02
ACCT 03
ACCT 04
ACCT 05

		Totals				Employer paid: GHI ER: Pens Ded			
DASDI Gr	DASDI Amt	HI Gr	HI Ant	Ded	Ded	Ded	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

F11 – Enter Voided Checks/Direct Deposit from Previous Pay

The correct information is returned to the screen from the drop down box. Now select **ENTER**.

Manual/Void Check Run

Void a Check

F11 – Enter Voided Checks/Direct Deposit from Previous Pay

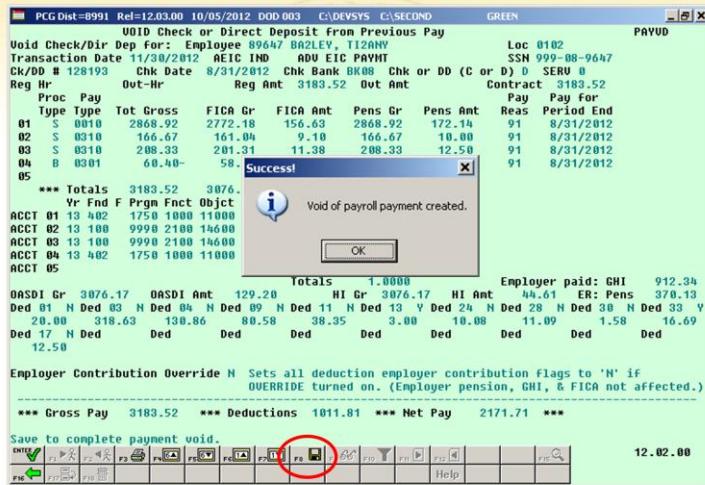
Verify that this is the check you want to void. Select **ENTER** and then **F8** to save.

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/Void Check Run

Void a Check



F11 – Enter Voided Checks/Direct Deposit from Previous Pay

Select OK to finish voiding the check.

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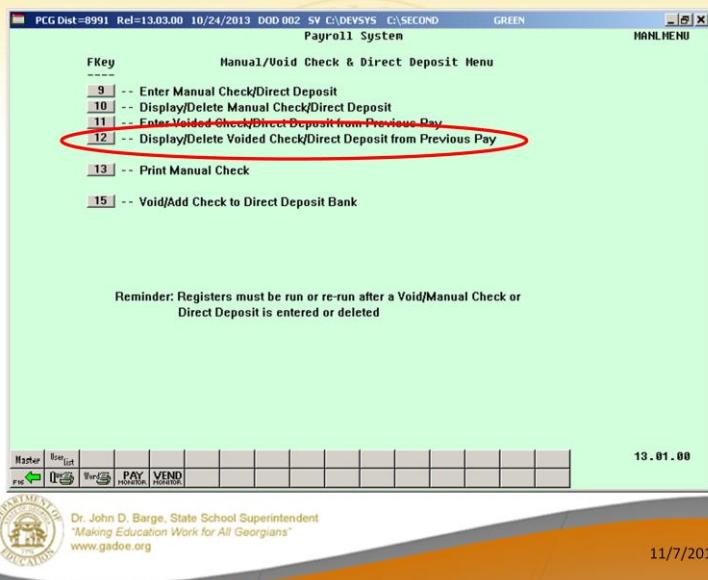
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Manual/Void Check Run

Void a Check



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.

Use F12 to display the voided check and have the option to delete it.

Manual/Void Check Run

Delete a Voided Check

- Delete voided check - 128193
- Employee – 89647
- Voided Amount - \$2171.71
- Delete Record (F18)



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We will now delete the voided check.

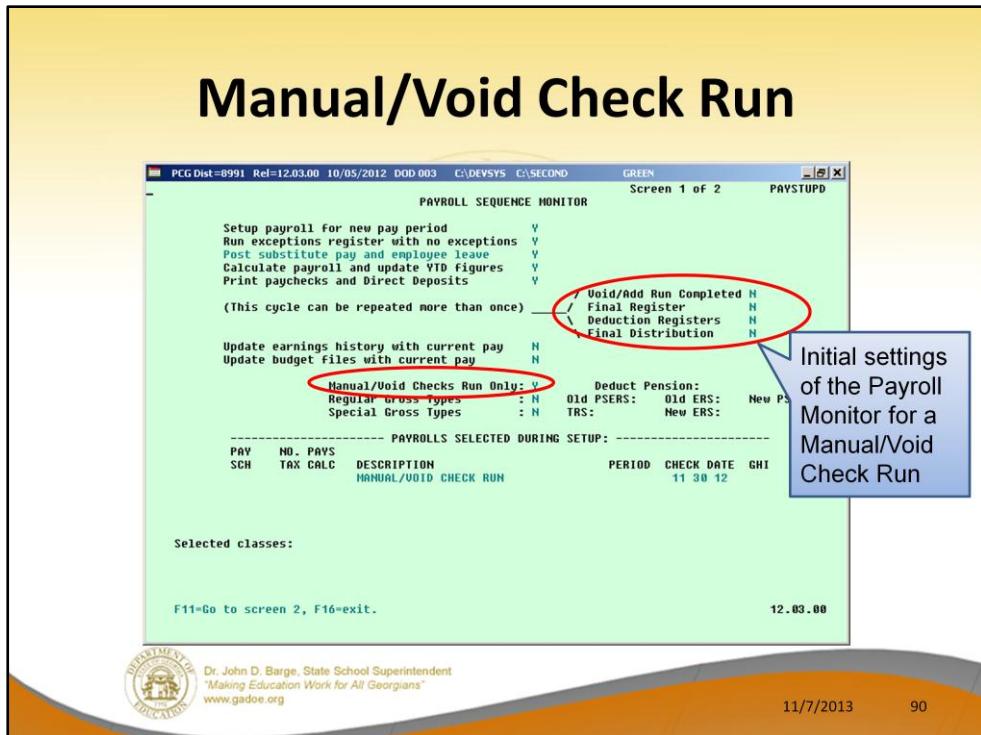
Manual/Void Check Run

Delete a Voided Check

PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003		C:\DEVSYS C:\SECOND		GREEN		PAYUDUD									
Display/Delete Voided Check/Direct Deposit															
Void Check/Direct Dep For: Employee: 89947 BAILEY, TI2MWH Transaction Date 11/30/2012 RECD IND ADV EIC PAYHIT Chk Date 08/31/2012 999-08-9647 Chk No. 128193 Dd Bank 05 SERV 0 Reg Hr Out-Hr Reg Ant 3183.52 Out Ant				Loc 0102											
Proc	Pay	Type	Type	Total Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Reas	Contract	3183.52				
01	S	0010		2868.92	2772.18	156.63	2868.92	172.14	91	Pay For	8/31/2012				
02	S	0310		166.67	161.04	9.18	166.67	10.00	91	Pay For	8/31/2012				
03	S	0310		208.33	201.31	11.38	208.33	12.50	91	Pay For	8/31/2012				
04	B	0301		68.40-	58.36-	3.38-			91	Pay For	8/31/2012				
05															
*** Totals				3183.52	3076.17	173.81	3243.92	194.64							
Wk	Find	F	Print	Objct	Objct	By Objct	GHI	Dist							
ACCT	01	13	402	1750	1800	11000	182	1	1.0000						
ACCT	02	13	100	0900	2100	146000	182	1							
ACCT	03	13	100	9990	2100	146000	181	1							
ACCT	04	13	402	1750	1800	11000	182	1							
ACCT	05														
				Totals		1.0000				Employer paid: GHI	912.34				
OSD&DI Gr	3076.17	DASDI	Amt	129.20	HII Gr	3076.17	HI Ant	44.61	ER: Pens		3076.13				
Dep 01	H	Ded 03	N	Ded 04	N	Ded 09	HII Ded 11	Ded 13	V	Ded 24	N Ded 28	H Ded 30	N Ded 33		
20.00				318.63	138.86	80.58	38.35	3.00	10.08	11.09	1.58	16.69			
Ded 17	H	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded		
				12.50											
*** Gross Pay				3183.52	*** Deductions				1011.81	*** Net Pay				2171.71	***
F18=Delete															
ENTER	Q	E	R	S	T	U	V	W	X	Y	Z	ESC	Help		

Use F18 to delete the voided check.

Manual/Void Check Run

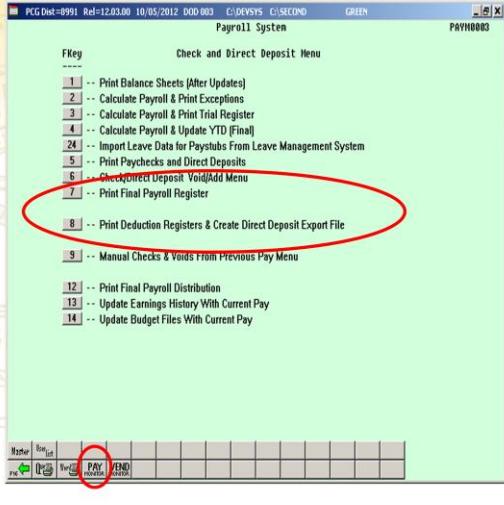


The **Payroll Monitor** is used to track the progress of the special Manual/Void Check Run Only.

After the special check run has been setup, the monitor will display 'N' for the registers, final distribution, update earnings history, and update budget files steps.

Manual/Void Check Run

- Print Final Payroll Register (F7)
- Print Deduction Registers and Create Direct Deposit Export File (F8)



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Anytime changes have been made by voiding or adding a paycheck, the reports must be run again because they have changed to include the void/add information.

Manual/Void Check Run

REPORT DATE 10/05/2012 11:00 PAYLOC		PAYROLL FINAL REGISTER FOR PAY 11/30/12							PAGE 2			
		*** MANUAL CHECKS ***										
EMP # CL CHECK NAME		REG HRS CT HRS	GROSS	ANNUITY	FEDERAL	GASDI	HI	STATE	RETIRE	AESIC	NET PAY	
89421 05 AUGUSTINE, MARGIE	NIN	45373.68	1600.00	2208.72	1763.72	608.84	1973.17	2538.00		10.00	34681.23	
REPORT DATE 10/05/2012 11:00 PAYLOC		PAYROLL FINAL REGISTER FOR PAY 11/30/12							PAGE 3			
		*** VOID FROM PREVIOUS PAY ***										
EMP # CL CHECK NAME		REG HRS CT HRS	GROSS	ANNUITY	FEDERAL	GASDI	HI	STATE	RETIRE	AESIC	NET PAY	
89647 05 BAILEY, TIBBETT	Y	3183.52	20.00	318.43	129.20	44.61	130.96	194.64	2171.71			
CHECK# 50000 GHI N YTD		22284.64	140.00	2244.15	864.40	312.27	921.94	1270.98		15281.68		
10.00 /13 10.00 /13 10.00 /13 10.00 /13 10.00 /13 10.00 /13 10.00 /13 10.00 /13 10.00 /13 10.00 /13 10.00 /13		11.04 /28 11.04 /28 11.04 /28 11.04 /28 11.04 /28 11.04 /28 11.04 /28 11.04 /28 11.04 /28 11.04 /28 11.04 /28		75.91 /28 75.91 /28 75.91 /28 75.91 /28 75.91 /28 75.91 /28 75.91 /28 75.91 /28 75.91 /28 75.91 /28 75.91 /28		17 17 17 17 17 17 17 17 17 17 17		316.83 /32 316.83 /32 316.83 /32 316.83 /32 316.83 /32 316.83 /32 316.83 /32 316.83 /32 316.83 /32 316.83 /32		37.50 /17 37.50 /17 37.50 /17 37.50 /17 37.50 /17 37.50 /17 37.50 /17 37.50 /17 37.50 /17 37.50 /17		
564.06 /09 262.73 /11 21.00 /13 70.56 /24 21.00 /13 70.56 /24 21.00 /13 70.56 /24 21.00 /13 70.56 /24 21.00 /13 70.56 /24											*** THE ABOVE DIRECT DEPOSIT (129193) DATED 09-31-12 HAS BEEN VOIDED ***	
REPORT DATE 10/05/2012 11:00 PAYLOC		PAYROLL FINAL REGISTER FOR PAY 11/30/12							PAGE 4			
DIRECT DEPOSIT GROSS		3,183.52-										
TOTAL PAYROLL GROSS		3,183.52-										
FICA - GASDI		128.20-								3,076.17-		
FICA - HEALTH INSURANCE		44.61-								3,076.17-		
01 ANNUITY # 1		20.00-										
03 FED INCOME TAX		318.43-										
04 VENDOR 000012		150.86-										
09 GHI-CERT		80.58-										
11 VENDOR 002203		39.35-										
13 VENDOR 002820		3.00-										
17 VENDOR 000019		12.00-										
24 VENDOR 002820		10.08-										
28 VENDOR 000049		11.09-										
30 VENDOR 001040		1.58-										
33 VENDOR 002820		16.69-										
TR5		194.64-								3,243.92-		
TOTAL DEDUCTIONS		1,031.81-										
DIRECT DEPOSIT NET		2,171.71-										
PAYROLL CHECK NET		20.00										
TOTAL PAYROLL NET		2,151.71-										



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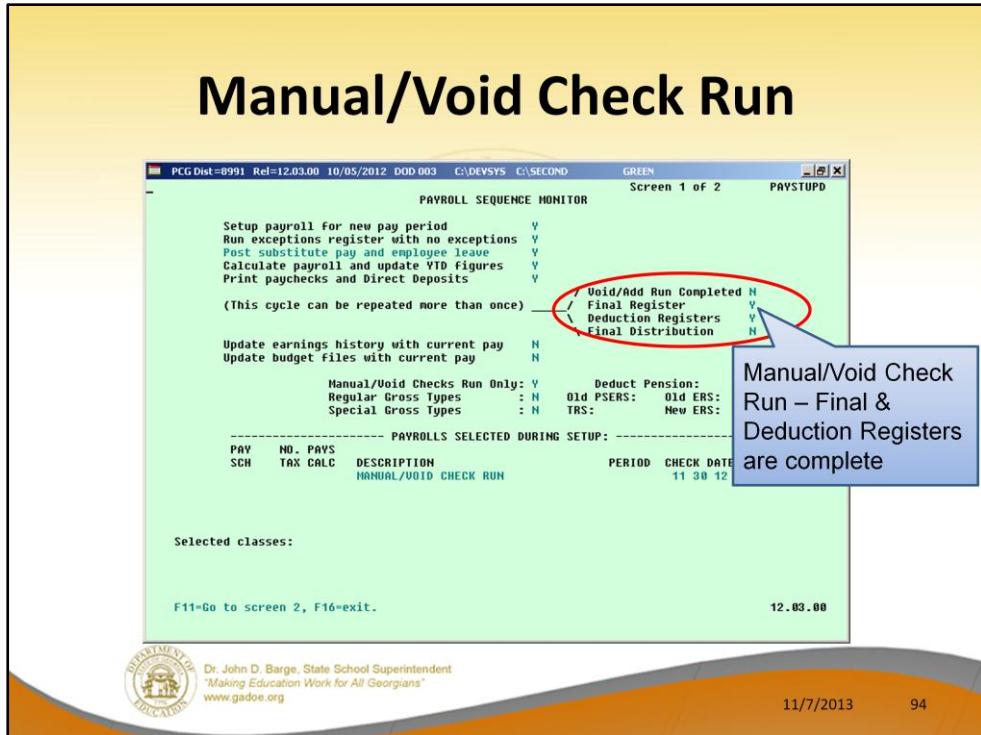
In our example, the **Final Register** shows the one manual check and the one voided check we have created during this Manual/Void Check Run Only.

Manual/Void Check Run

** PAY CHECK REGISTER FOR 11/30/12 **						PAGE 1
REPORT DATE 10/05/2012 Program Id: CHECKREG	ISSUE DATE 10-30-12	CANCEL DATE 050000	CHECK NO. 050000	NET AMT. 20.00	EMP# 89421	NAME AU4USTINE, MA4LIN
*** 1 CHECKS ISSUED IN THE AMOUNT OF 20.00 *** *** CHECKS VOIDED IN THE AMOUNT OF ***						
*NOTICE: THE TOTAL AMOUNT OF VOIDED CHECKS REFLECTS ONLY CHECKS VOIDED FROM A PREVIOUS PAY PERIOD, WHICH WOULD AFFECT THE TOTAL NET.						
** DIRECT DEPOSIT REGISTER FOR 11/30/12 **						PAGE 2
REPORT DATE 10/05/2012 Program Id: CHECKREG	ISSUE DATE 08-31-12	CANCEL DATE *PRV PAY VOID*	CHECK NO. 128193	NET AMT. 2,171.71	EMP# 89647	NAME BAZLEY, TI2ANY
*** DIRECT DEPOSITS ISSUED IN THE AMOUNT OF 2,171.71 *** *** 1 DIRECT DEPOSITS VOIDED IN THE AMOUNT OF 2,171.71 ***						
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In our example, the **Check/Direct Deposit Registers** show the one manual check and the one voided check we have created during this Manual/Void Check Run Only.

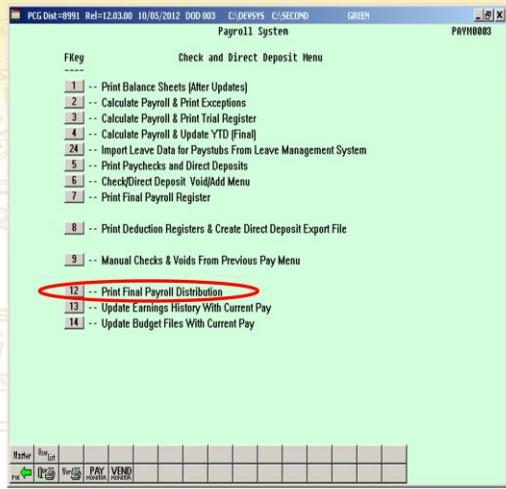
Manual/Void Check Run



The **Payroll Monitor** is used to track the progress of the special Manual/Void Check Run Only.

Manual/Void Check Run

- Print Final Payroll Distribution (F12)
- Calculates employer paid benefits
- Creates files to post earnings history and budget
- Creates accrual data



Print the final distribution, F12, calculates the employer paid benefits and creates the files for posting to earnings history and budget (financial). At this same time the system also creates the accrual data file for the current payroll run.



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Manual/Void Check Run

REPORT DATE 10/05/2012 PROGRAM PAY20	PAYROLL GROSS PAY DISTRIBUTION	FOR 11/30/12	PAGE 1
YR FND F PRGM FNCT OBJCT FCY B ADDT'L	ACCOUNT DESCRIPTION	AMOUNT	***** TOTALS *****
13 100 0 9990 2100 14600 0101 1 000000	ATHLETIC SUPPLEMENTS MHS	208.33-	FNCT FUND
13 100 0 9990 2100 14600 0102 1 000000	ATHLETIC SUPPLEMENTS MMS	166.67-	
13 402 0 1750 1000 11000 0102 1 000000	T-1 TEACHER SAL. MMS	2,808.52-	375.00- 375.00-
	***** ALL ACCOUNTS *****	3,183.52-	2,808.52- 2,808.52-



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In our example, the **Gross Pay Distribution** shows the one voided check we have created during this Manual/Void Check Run Only.

Manual/Void Check Run

PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/30/12										PAGE	1
REPORT DATE: 10/05/2012 PROGRAM: PAYPR103		***** 22000 ***** 22000 ***** 21000 ***** 21000 *****									
EMP. #	EMPLOYEE NAME	SALARY GROSS	OASDI GROSS	HI GROSS	PENSION (OBJECT)	PENSION	GROSS	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPL SHR/EMPL	
		OASDI AMT	HI AMT	TYPE		AMOUNT					
BAZLEY, TIANY 89647		3,183.52-	3,076.17- 190.72-	3,076.17- 44.60-	TRS	3,243.92- 370.13-	912.34-				
	EMPLOYER SHARE GRAND TOTAL	3,183.52-	3,076.17- 190.72-	3,076.17- 44.60-	(23000)	3,243.92- 370.13-	912.34-				

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.

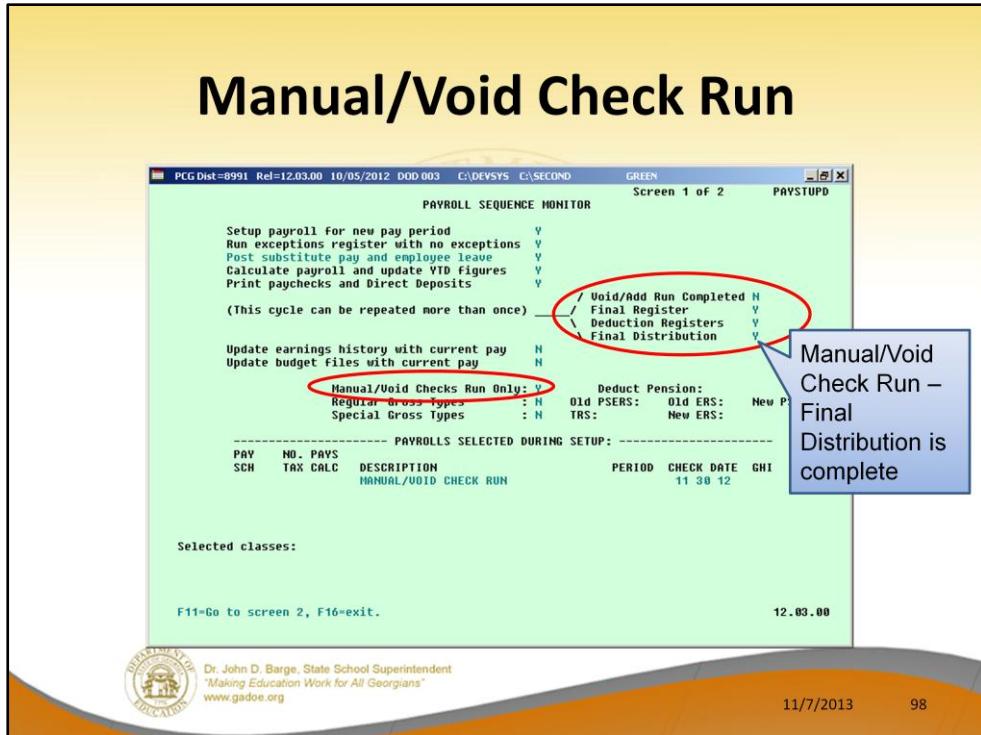
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In our example, the **Payroll Employer Benefit Distribution Register** shows the one voided check we have created during this Manual/Void Check Run Only.

Verify that the employer contributions are handled as expected!!!!

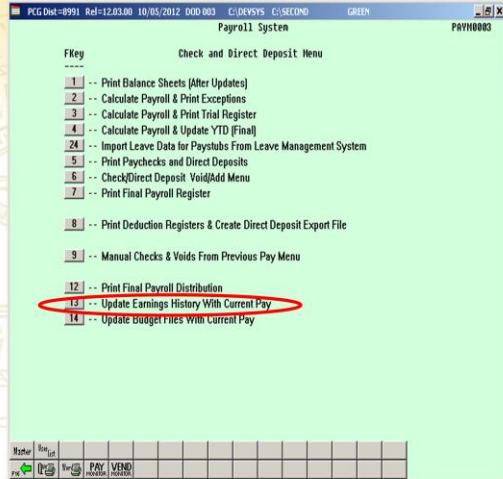
Manual/Void Check Run



The **Payroll Monitor** is used to track the progress of the special Manual/Void Check Run Only.

Manual/Void Check Run

- Update Earnings History with Current Pay (F13)
- Behind the scenes
 - Backup of PAYDATA to PAYDATAQ
 - Backup of SECOND to SECONQ
- No reports produced here



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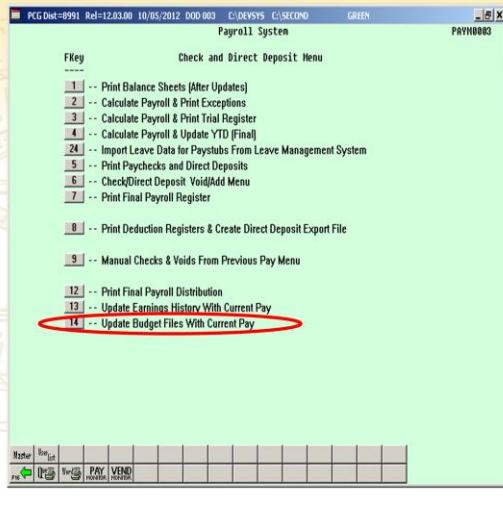
A backup of PAYDATA to PAYDATAQ and SECOND to SECONQ are made before posting to earnings history. At this point, the payroll is for all purposes ready to complete. The backup of SECOND is good only as long as no work is done on the financial side.

You should always try to run the Earnings History Update (F13) and the Budget Update (F14) back to back. **ALL OTHER USERS MUST BE OUT OF THE SYSTEM FOR THE BUDGET UPDATE!!!!**

The system will not let you accidentally repost to earnings history or to budget (financial) even if you attempt to rerun these steps.

Manual/Void Check Run

- 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



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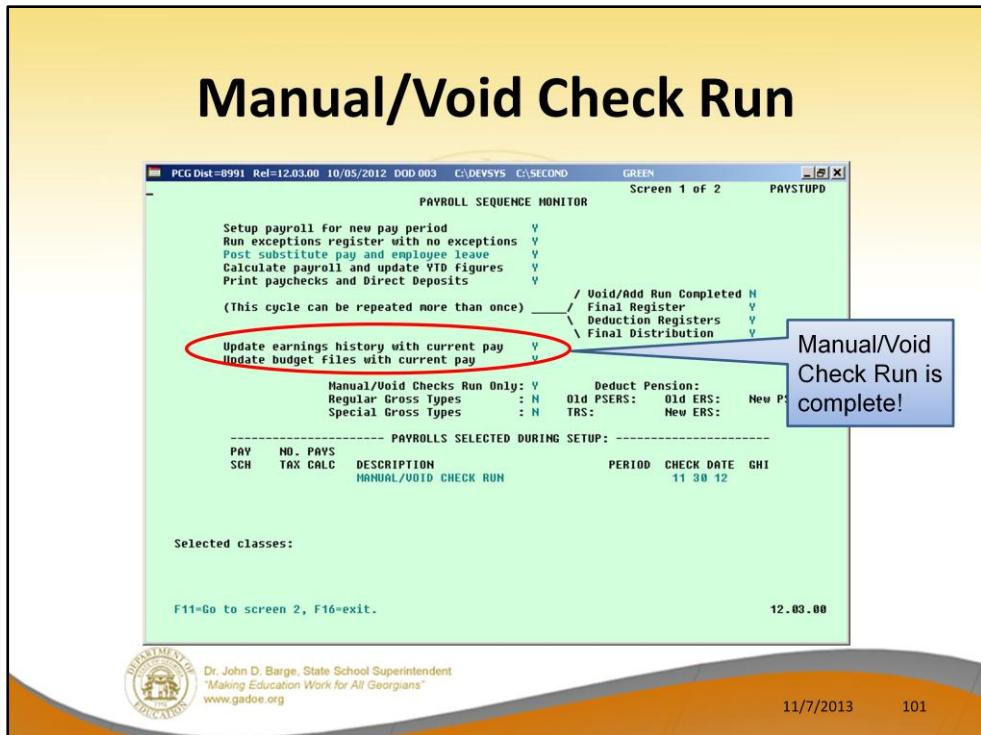
100

You should always try to run the Earnings History Update (F13) and the Budget Update (F14) back to back. **ALL OTHER USERS MUST BE OUT OF THE SYSTEM FOR THE BUDGET UPDATE!!!!**

The payroll is now complete!

The system will not let you accidentally repost to earnings history or to budget (financial) even if you attempt to rerun these steps.

Manual/Void Check Run



The **Payroll Monitor** is used to track the progress of the special Manual/Void Check Run Only.

The payroll is now complete!

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



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Employer FICA, TRS, and GHI on a Manual Check

PCG Dist =8991 Rel=12.03.00		10/19/2012 DOD 001		C:\DEVSYS	C:\SECOND	GREEN	
PHRMANL							
Manual Check For:		Employee 88650 EA7L, U17CE		999-08-8650	Loc 0302		
Chk Dt	<u>11/02/2012</u>	Bank	BK88	Chk No.	<u>5000003</u>	DD Bank	DD acct
Reg Hr		Out-Hr		Reg Ant	<u>4678.42</u>	Out Ant	
GHI Ind	<u>Y</u>	FICA Y	TRS Serv	1	Pension type TRS		
Proc Pay	Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas
01	\$	<u>4678.42</u>	<u>4223.35</u>	<u>238.62</u>	<u>4678.42</u>	<u>288.71</u>	Pay For Period End
02	-						<u>11/01/2012</u>
03	-						
04	-						
05	-						
Totals							
ACCT	01	Vr Fnd	F Prgm Fnct	Ubjct Fcty	B Addt'l	GHI Dist	Contract
ACCT	01	<u>13</u>	<u>188</u>	<u>1021</u>	<u>10888</u>	<u>110008</u>	<u>382</u>
ACCT	02	<u>09</u>					
ACCT	03	<u>08</u>					
ACCT	04	<u>08</u>					
ACCT	05	<u>08</u>					
Totals							
QASDI Gr	<u>4223.35</u>	QASDI Ant	<u>177.38</u>	HI Cn	<u>4223.35</u>	HI Ant	<u>61.24</u>
Ded 03 N	Ded 13 N	Ded 25 N	Ded 38 Y	Ded 17 N	Ded 10 N	Ded 09 N	Ded 43 N
<u>417.65</u>	<u>218.73</u>	<u>2.96</u>	<u>98.35</u>	<u>102.86</u>	<u>82.88</u>	<u>234.48</u>	<u>2.80</u>
Ded —	Ded —	Ded —	Ded —	Ded —	Ded —	Ded —	Ded —
Totals							
14678.42							
*** Gross Pay	*** Deductions	*** Net Pay	*** NDN TAX				
12.02.00							

- 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:\DEVSYS		C:\SECOND		GREEN		PHARML	
Manual Check For:		Employee 88650 EA7L, U17CE										999-08-8650		Loc 0302	
Chk Dt 11/01/2012		Bank BK88		Chk No. 500083		DD Bank		DD acct							
Reg Hr 00		Out-Hr		Reg Amnt		4678.42		Out Amnt							
GHI ind Y		FICA Y		TR'S Serv 1										Pension type TRS	
Proc Pay	Type	Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay Period End						
01	\$		4678.42	4223.35	238.62	4678.42	280.71								
02															
03															
04															
05															
Totals			4678.42	4223.35	238.62	4678.42	280.71								
Yr Fnd F	Prgm	Fncnt	Objct	Fcty	B Addt'l	GHI Dist									
ACCT 01 00 100	1021	1000	11000	302 1		1.0000	4678.42								
ACCT 02 00															
ACCT 03 00															
ACCT 04 00															
ACCT 05 00															
OSASDI Gr	4223.35	OSASDI Amt	177.38	Totals	1,0000	4678.42									
Ded 03 N	Ded 04 N	Ded 13 Y	Ded 25 N	Ded 33 Y	Ded 17 N	Ded 10 N	Ded 09 N	Ded 11 N	Ded 08 N	Ded 24 N	Ded 05 N	Ded 06 N	Ded 27 N		
417.65	218.73	2.96		102.86	14.58	42.00	234.48	2.00							
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded		

*** Gross Pay 4678.42 *** Deductions 1664.32 *** Net Pay 3014.10 *** NDH TAX 455.07

Validations passed. Save your changes.

- 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

PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/30/12							PAGE 1
REPORT DATE: 10/19/2012 PROGRAM: PAYPR103		22000 ***** 22000 ***** 21000 ***** 21000 *****					(OBJECT) PEN EMPL SHR/EMPL
EMP. #	EMPLOYEE NAME	SALARY GROSS	OASDI GROSS OASDI AMT	HI GROSS HI AMT	PENSION (OBJECT)	PENSION GROSS AMOUNT	C GHI AMT N GHI AMT
EATL, VI7CE 88650		4,678.42	4,223.35 261.85	4,223.35 61.24	TRS	4,678.42 533.81	912.34
EMPLOYER SHARE GRAND TOTAL		4,678.42	4,223.35 261.85	4,223.35 61.24	(23000) TRS	4,678.42 533.81	912.34
<small>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.</small>							

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EDUCATION

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Review the Payroll Employer Benefit Register.

- Because the manual check had a **FICA gross**, the Benefits Register shows an employer FICA contribution
- Because the manual check had a **pension gross**, the Benefits Register shows an employer pension contribution
- Because the manual check had a **GHI % Distribution**, the Benefits Register shows an employer GHI contribution
- Because the manual check had individual deductions with the employer switch set to 'Y', the Employer Deduction Contribution Report shows an employer deduction contributions

Employer FICA, TRS, and GHI on a Manual Check

REPORT DATE: 10/19/2012 PROGRAM: PAYDR101		EMPLOYER DEDUCTION CONTRIBUTION REPORT BY EMPLOYEE FOR 11/30/12			PAGE 1
DEDUCTION #:	13 VENDOR 002920 VENDOR #: 2920 VENDOR 002920	CONTRIBUTION TYPE:	1 2 = $\frac{1}{4}$ OF PROC TYPE GROSS 3 = $\frac{1}{4}$ OF EMPLOYEE CONTRIBUTION	EMPLOYER OBJECT: 29000 EMPLOYER BLNC: 0421	
EMP. #	NAME	EMPLOYER CONTRIBUTION AMOUNT	SOC. SEC. NO.		
88650	EATL, VI7CE	5.75	999-08-8650		
DEDUCTION TOTAL CONTRIBUTION AMOUNT			5.75		
REPORT DATE: 10/19/2012 PROGRAM: PAYDR101		EMPLOYER DEDUCTION CONTRIBUTION REPORT BY EMPLOYEE FOR 11/30/12			PAGE 2
DEDUCTION #:	33 VENDOR 002920 VENDOR #: 2920 VENDOR 002920	CONTRIBUTION TYPE:	1 2 = $\frac{1}{4}$ OF PROC TYPE GROSS 3 = $\frac{1}{4}$ OF EMPLOYEE CONTRIBUTION	EMPLOYER OBJECT: 29000 EMPLOYER BLNC: 0421	
EMP. #	NAME	EMPLOYER CONTRIBUTION AMOUNT	SOC. SEC. NO.		
88650	EATL, VI7CE	16.69	999-08-8650		
DEDUCTION TOTAL CONTRIBUTION AMOUNT			16.69		

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Review the Employer Deduction Contribution Report.

- Because the manual check had a **FICA gross**, the Benefits Register shows an employer FICA contribution
- Because the manual check had a **pension gross**, the Benefits Register shows an employer pension contribution
- Because the manual check had a **GHI % Distribution**, the Benefits Register shows an employer GHI contribution
- Because the manual check had individual deductions with the employer switch set to 'Y', the **Employer Deduction Contribution Report** shows an employer deduction contributions

Employer FICA, TRS, and GHI on a Manual Check

PCG Dist =8991		Rel=12.03.00		10/24/2012		DOD 002		C:\DEVSYS		C:\SECOND		GREEN		PHARML	
Manual Check For: Employee 88650 EA7L, U17CE												999-08-8650	Loc 0302		
Chk Dt 11/01/2012		Bank KBK8		Chk No. 5080933		DD Bank		DD acct							
Reg Nr 1		Out-Hr		Reg Amt 4678.42		Out Amt									
GHI ind Y		FICA Y		TRS Serv 1		Pension type TRS									
Proc Pay	Type	Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay Period	Pay For					
01	S		4678.42	4223.35	238.62		280.71			Period End					
02															
03															
04															
05															
Totals		4678.42		4223.35		238.62		280.71							
Yr Fnd F		Prgm Fnct		Objct Fcty		B Add'l		GHI Dist		Contract					
ACCT 01	13	189	-	1821	1089	11898	382	1		4678.42					
ACCT 02	08														
ACCT 03	08														
ACCT 04	08														
ACCT 05	08														
Totals												4678.42			
DASDI Gr	4223.35		DASDI Amt	177.38		HI Gr	4223.35		HI Ant	61.25					
Ded 03	N	Ded 04	H	Ded 13	Y	Ded 25	M	Ded 33	Y	Ded 17	H	Ded 10	N	Ded 09	
417.65	-	218.73	-	2.96	-	98.35	-	102.86	-	14.50	-	52.00	-	234.48	
Ded	-	Ded	-	Ded	-	Ded	-	Ded	-	Ded	-	Ded	-	Ded	
N DED 24 H DED 24 N												2.00	27.38		
H DED 24 N DED 24 H															
*** Gross Pay 4678.42 *** Deductions 1664.24 *** Net Pay 3014.18 *** NON TAX 455.07															
Participating employee needs 100% GHI distribution															

To turn off the GHI employer contribution, we must delete the **GHI % Distribution** fields. In order to do that, the **GHI participation switch** must be turned off.

Employer FICA, TRS, and GHI on a Manual Check

PCG Dist =8991 Rel=12.03.00 10/24/2012 DOD 002 C:\DEVSYS C:\SECOND GREEN PAYROLL									
Manual Check For: Employee 88650 EA7L, U17CE 999-08-8650 Loc 0302									
Chk Dt 11/01/2012	Bank BK08	Chk No. 500003	DD Bank	DD acct					
Reg In	Out-Hr	Reg Amt	4678.42	Out Amt					
GHI Ind N	FICA Y	TRS Serv 1					Pension type	TRS	
Prog Pay	Type 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		280.71			11/01/2012
02									
03									
04									
05									
Totals		4678.42	4223.35	238.62		280.71			
Wk Fnd F Mgn Inst Objct Fcty B Add'l 1					GHI Dist	Contract			
ACCT 01 10 100	1021 1000 11000	302 1				4678.42			
ACCT 02 00									
ACCT 03 00									
ACCT 04 00									
ACCT 05 00									
Totals 4678.42									
DASDI Gr	4223.35	DASDI Amt	177.38	HI Gr	4223.35	HI Ant	61.24		
Ded 03 N	Ded 04 N	Ded 13 Y	Ded 25 N	Ded 33 H	Ded 17 N	Ded 10 N	Ded 09 N	Ded 43 N	Ded 24 N
417.65	218.73	2.96	98.35	102.86	14.58	42.08	234.48	2.00	27.38
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded
*** Gross Pay 4678.42 *** Deductions 1664.24 *** Net Pay 3014.18 *** NDH TAX 455.07									
Validations passed. Save your changes.									
ENTR	GR	PR	IN	OUT	IN	OUT	IN	OUT	SEARCH
HR	PT	OT	OT	OT	OT	OT	OT	OT	Help
12.02.08									

To turn off the GHI employer contribution, we must delete the **GHI % Distribution** fields. In order to do that, the **GHI participation switch** must be turned off.

To turn off the TRS employer contribution, we must delete the **Pension Gross** fields.

If the manual check has an employee FICA contribution, it is **NOT** possible to turn off the employer FICA contribution. In this example, we will leave the employer FICA contribution turned on.

Employer FICA, TRS, and GHI on a Manual Check

REPORT DATE: 10/24/2012 PROGRAM: PAYPR103		PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/30/12										PAGE 1			
		22000 *****			22000 *****			PENSION (OBJECT)			21000 *****			21000 *****	
EMPLOYEE NAME EMP. #	SALARY GROSS GASDI AMT	GASDI GROSS GASDI AMT	HII GROSS HII AMT	HII GROSS HII AMT	PENSION TYPE	PENSION GROSS AMOUNT	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPL SHR/EMDL						
EATL, VI7CE 88650	4,678.42	4,223.35 261.85	4,223.35 61.24	4,223.35 61.24	TRS										
EMPLOYER SHARE GRAND TOTAL	4,678.42	4,223.35 261.85	4,223.35 61.24	4,223.35 61.24											

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 IN THE EMPLOYEES' EARNINGS HISTORY RECORDS.

No Pension Gross = No TRS employer contribution
GHI Ind 'N' = No GHI employer contribution



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Review the Payroll Employer Benefit Register.

- Because the manual check had a **FICA gross**, the Benefits Register shows an employer FICA contribution
- Because the manual check did NOT have a **pension gross**, the Benefits Register shows zero employer pension contribution
- Because the manual check did NOT have a **GHI % Distribution**, the Benefits Register shows zero employer GHI contribution

Agenda

- Garnishments
- W2s
- Getting Ready for 2014 GHI
- Void/Add Menu
- Manual/Void Check Run
- **Refunding Deductions**
- Correcting PSERS and TRS
- Overpayments



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Now we will discuss refunding deductions.

Refunds

- Taxable Status
 - Date used
 - FICA switch
 - OASDI: Employee = .0620, Employer = .0620
 - HI (Medicare): Employee and Employer = .0145
- Active Employees
 - Refund with a Manual Check
 - Refund on the next payroll



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Refunding deductions withheld in error is a fairly common occurrence.

Whenever possible, any adjustment should be done through payroll so that the employees earnings history will be corrected, and therefore their taxes, FICA , Medicare and W-2 data will be correct. A/P checks should not be used unless we can't determine any other method. Call the helpdesk before deciding to write an A/P check.

When refunding deductions withheld in error, you must consider the taxable status of the deduction. If the deduction was pre-tax and you refund it, you must withhold taxes. You must also consider the tax year and the payroll date.

You can usually use the **Calculate and Display** option to calculate the correct amount of tax to withhold.

The easiest way to refund is to make a negative deduction adjustment in the next payroll run. Second is to run a manual check.

However, if a FICA deduction error was involved, you MUST pay attention to the FICA switch setting when the original error was made, otherwise you may have a problem with W-2s.

Refunds

- Taxable Status
 - Date used
 - Refund must be in calendar year deducted
 - If calendar year is closed, earnings history entries will correct
 - FICA switch
 - Refund must be given with the same FICA switch as deducted (including OASDI refunds)
 - Correct with earnings history entries



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PCGenesis does not merge W2 information for employees that switch from withholding OASDI and Medicare to Medicare only. This is because IRS and the Social Security Administration require separate W2's for employees with Medicare only withholding.

Because of this requirement, the FICA switch is recorded into the earnings history record. If you VOID or enter a payroll adjustment to refund OASDI withheld in error, you must make sure the FICA switch is set the same as it was when the OASDI was withheld.

If voiding a check, using the *Enter Voided Check/Direct Deposit from Previous Pay* (F11) option, will automatically create a void of the check with the same FICA switch as the original check.

If you did not verify the FICA switch before processing the void or manual check, it is easy to correct with two earnings history adjustment records. Enter a positive OASDI gross and withholding adjustment with the FICA switch set one way, and a negative OASDI gross and withholding adjustment with the FICA switch set the other way. This moves the adjustment OASDI amounts from the Medicare-only group to the OASDI and Medicare group of W-2's.

Refunds

- Refund with same FICA switch as deducted
- Refund in same period – no further action
- Refund in different period – correct with earnings history adjustment
 - Remove from current period
 - Add to correct period (if in the same calendar year)



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Calculate and Display Pay No GHI Deduction

Calculate and Display Pay										Calculate and Display Pay									
Screen 1 of 2					Screen 2 of 2					Screen 1 of 2					Screen 2 of 2				
PAYCOMP										PAYCOMP									
Emp#: 88361 8808M, MIREL 000-00-8261 See 125 Y Loc 0101 Class 05 Tax Marital Status - Federal: S State: A AEIC Ind: AEIC Payment: .00 Federal: Mar Stat S Exemptions 2 Withholding Code 0 Fed Amount/2 State: Mar Stat S Allow M[1] D[0] W/Holding Code 0 State Amount/2 Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS Reg-hr Out-hr Reg-ant 3843.75 Out-ant										Emp#: 88361 8808M, MIREL 000-00-8261 See 125 Y Loc 0101 Class 05 Tax Marital Status - Federal: S State: A AEIC Ind: AEIC Payment: .00 Federal: Mar Stat S Exemptions 2 Withholding Code 0 Fed Amount/2 State: Mar Stat S Allow M[1] D[0] W/Holding Code 0 State Amount/2 Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS Reg-hr Out-hr Reg-ant 3843.75 Out-ant									
Proc Pay Type Typ Tot Gross FICA Gr FICA Amt Pens Gr Pens Amt Reas Period End 01 S 0010 3260.42 3189.45 180.21 3260.42 195.63 10/11/2012 02 S 0306 125.00 122.28 6.91 125.00 7.58 10/11/2012 03 S 0304 20.83 20.38 1.16 20.83 1.25 10/11/2012 04 S 0303 20.83 20.38 1.16 20.83 1.25 10/11/2012 05 S 0310 416.67 387.57 30.92 416.67 25.00 10/11/2012 *** Totals 3843.75 3768.08 212.47 303.75 238.63 Yr Fnd F Prgn Fctc Objct Fcty's Hout 1 GHI Dist Contract Annuities RCCT 01 13 100 1750 1800 11000 101 1 1,0000 3260.42 Ann #1 Ded 1 Co 8 RCCT 02 13 100 9990 2210 19900 101 1 125.00 Ann #2 Ded 2 Co RCCT 03 13 100 9990 2210 19900 101 1 28.83 RCCT 04 13 100 9990 2100 14600 101 1 28.83 RCCT 05 13 100 9990 2100 14600 101 1 416.67 Totals 1.0000 3843.75										Ded Short Employee Emply Employer Ded Short Employee Emply Employer Cd Description Amount Flag Amount Cd Description Amount Flag Amount TRS 238.63 Y 438.57 GHI - EMPLR n/a Y 912.34 FICA 212.47 Y 287.64 01 MASS HUT. 100.00 N 28 VENDOR 000869 11.39 N 03 FED INCDO TA 354.32 N 33 VENDOR 002928 16.69 Y 16.69 04 VENDOR 000012 164.94 N 09 UHC HMO SINGL N 11 VENDOR 002283 39.37 N 13 VENDOR 002928 Y 5.75 17 VENDOR 000019 14.58 N 18 VENDOR 000008 79.00 N 24 VENDOR 002920 10.00 N 25 VENDOR 000014 56.90 N									
ORSDI Gr 3760.00 ORSDI Amt 177.04 HI Gr 3768.08 HI Amt 54.53 Ded 01 H Ded 03 H Ded 04 H Ded 09 N Ded 11 H Ded 13 Y Ded 17 H Ded 18 H Ded 24 H Ded 25 H 100.00 356.32 164.94 39.37 14.58 79.00 10.00 56.90 Ded 28 H Ded 39 Y Ded Ded Ded Ded Ded Ded 11.39 16.69										Bank Account Net Pay Annuities DO 01 23 11 1111 1111490 2551.38 Ann #1 Ded 1 Co 8 Ann #2 Ded 2 Co									
*** Gross Pay 3843.75 *** Deductions 1292.37 *** Net Pay 2551.38 *** Non Tax 83.67 Highlighted Deductions Were NOT Taken 										*** Gross Pay 3843.75 *** Deductions 1292.37 *** Net Pay 2551.38 *** Non Tax 83.67 									
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Look at the FICA gross and tax when GHI is NOT withheld. GHI is a pre-tax deduction. Note that the Non-Taxable total decreases and the FICA gross and FICA tax increase.

Calculate and Display Pay With GHI Deduction

Look at the FICA gross and tax when GHI is withheld. GHI is a pre-tax deduction. Therefore, the GHI amount increases the Non-Taxable total and decreases the FICA gross and FICA tax.

Earnings History

Remove from incorrect period

PCG-Det-#8991 Rel-12-03000 10/11/2012 DOD-001 C4DEVSY C4SECOND GREEN											
Federal Record For: 88361 - BABSON, MISCHEL											
** Adjustment ** 999-08-8361 Loc 191 - Class 05 Cert C Instruc I Type E Pen 2 TRS											
State: Har Stat S Exemptions 2 W/H Code 0 Fed Amount/%											
Chk Dt 01/01/2012 Chk Bank Chk No Pay Schd 12 Chk Type A Fed State											
Trans #00/0000 AEIC Ind AEIC Paynt Retr suc credit 1 GHI FICA											
Reg Hr Dut Hr Hr Gr 75.30 OASDI Gr 75.30 SEC 125											
Reg Amt Out Amt Hr Am 1.00 OASDI Am 3.16 Contract 3843.75											
Typ Ptyp Tot Gross FICA Gr FICA Amt Pens Gr Pens Amt GHI Gr GHI Dist Res Period End											
001	S	0010	75.30	4.25					1.0000		1/01/2012
002	S	0306									
003	S	0304									
004	S	0303									
005	S	0310									
Totals 75.30 4.25											
Yr Fnd F Prgn Fnct Objct Fcty B Addt'1	Bank DD Account										
ACCT 001 12 403 1750 1800 11000 101 1	#1	23	11 1111 1111490								
ACCT 002 12 100 9998 2218 19998 101 1	#2										
ACCT 003 12 100 9998 2218 19998 101 1	#3										
ACCT 004 12 100 9998 2100 19998 101 1	#4										
ACCT 005 12 100 9998 2100 19998 101 1	#5										
Ded 09	Ded 01	H Ded 03	N Ded 04	N Ded 11	H Ded 24	H Ded 25	H Ded 28	H Ded 33	N Ded 17		
75.30											
Ded 10	Ded 13	N Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	
Employer paid deductions: GHI 743.70- Pension											
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	
Medicare 1.00											
OASDI 4.67											
*** Gross Pay *** Deductions 71.05 - *** Net Pay 71.05 *** NON TAX 75.30-											
Validations passed. Save your changes.											
Location 000101											
<input type="checkbox"/>											
12.03.00											

Since refunding GHI, increase FICA gross and the FICA amount, decrease the non-taxable amount.

GHI is a pre-tax deduction. To refund GHI, we must decrease the Non-Taxable total and increase the FICA gross and FICA tax amounts. Also, we must refund the employer GHI amount and withhold the employer FICA amounts.

Earnings History

Add to correct period

PCG Dist=8991 Rel=12.03.00 10/11/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN

Add Earnings Record For:		88361 - BA80N, MICHEL	Qtr	12-2	Pay Prd	04	EARNADD											
** Adjustment	**	Loc 101	Class 05	Cert E	Instruc 1	Type E	Pen 2											
Federal:	Mar Stat S	Exemptions	2	Wk Code	8	Fed Amount%		Fed Y										
State:	Mar Stat S	Allow M[1]	D[00]	Wk Code	8	State Amount%		State Y										
Chk Dt	04/01/2012	Chk Bank		Chk No		Pay Sched	12	Chk Type A										
Reg Nr		AEIC Ind		AEIC Paynt		Retr svc credit	1	GHI Y										
Reg Ant		Out Hr		Hr Gr	75.30-	OASDI Gr	75.30-	FICA Y										
LTyp	Ptyp	Tot Gross	FICA Gr	FICA Ant	Pens Gr	OASDI Ant	3.16-	SEC 125 Y										
001	S	0010	75.30-	4.25-		Pens Amnt	GHI Dist	Contract 3883.75										
002	S	0306					Reas Period End											
003	S	0304																
004	S	0303																
005	S	0310																
Totals		75.30-	4.25-				1.00											
Yr	Fnd	F	Prgm	Fncf	Objct	Fcty	B	Addt'1	Bank	DD Account	Net Pay	Annuites						
ACCT	001	12	403	-	1750	1000	11000	101	1	#1 23	11 1111 111490	Ded 1 Co						
ACCT	002	12	109	-	9999	2210	19980	101	1	#2 -		Ded 2 Co						
ACCT	003	12	109	-	9999	2210	19980	101	1	#3 -								
ACCT	004	12	109	-	9999	2100	19980	101	1	#4 -								
ACCT	005	12	109	-	9999	2100	19680	101	1	#5 -								
Ded 09	Ded 01	N	Ded 03	N	Ded 04	N	Ded 11	N	Ded 24	N	Ded 25	N	Ded 28	N	Ded 33	N	Ded 17	N
Ded 18		N	Ded 13	N	Ded	—	Ded	—	Ded	—	Ded	—	Ded	—	Ded	—	Ded	—
Employer paid deductions:		GHI	743.70	Pension		Medicare	1.89-	OASDI	4.67-									
Ded		—	Ded	—	Ded	—	Ded	—	Ded	—	Ded	—	Ded	—	Ded	—	Ded	—
*** Gross Pay				*** Deductions	71.05	*** Net Pay	71.05-	*** Non Tax	75.30									
Validations passed. Save your changes.																		

Help

ool Superintendent
All Georgians

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Since taking the GHI deduction, decrease FICA gross and the FICA amount, increase the non-taxable amount.

GHI is a pre-tax deduction. To withhold GHI, we must increase the Non-Taxable total and decrease the FICA gross and FICA tax amounts. Also, we must withhold the employer GHI amount and refund the employer FICA amounts.

Refunds

- Active Employees
 - Refund on the next payroll
 - Use the adjustment screen (F8)
 - Refund with a Manual Check
 - Enter a negative amount to refund

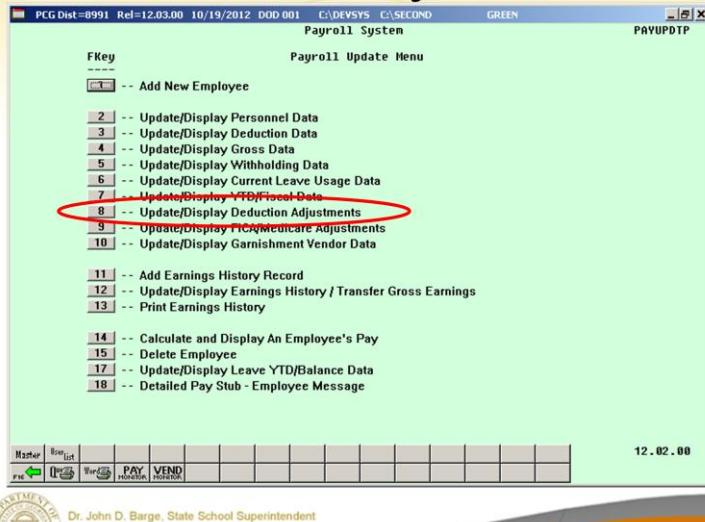


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Refund on Next Payroll Cycle Deduction Adjustment



Use **F8** – Update/Display Deduction Adjustments to refund a deduction amount through the next payroll.

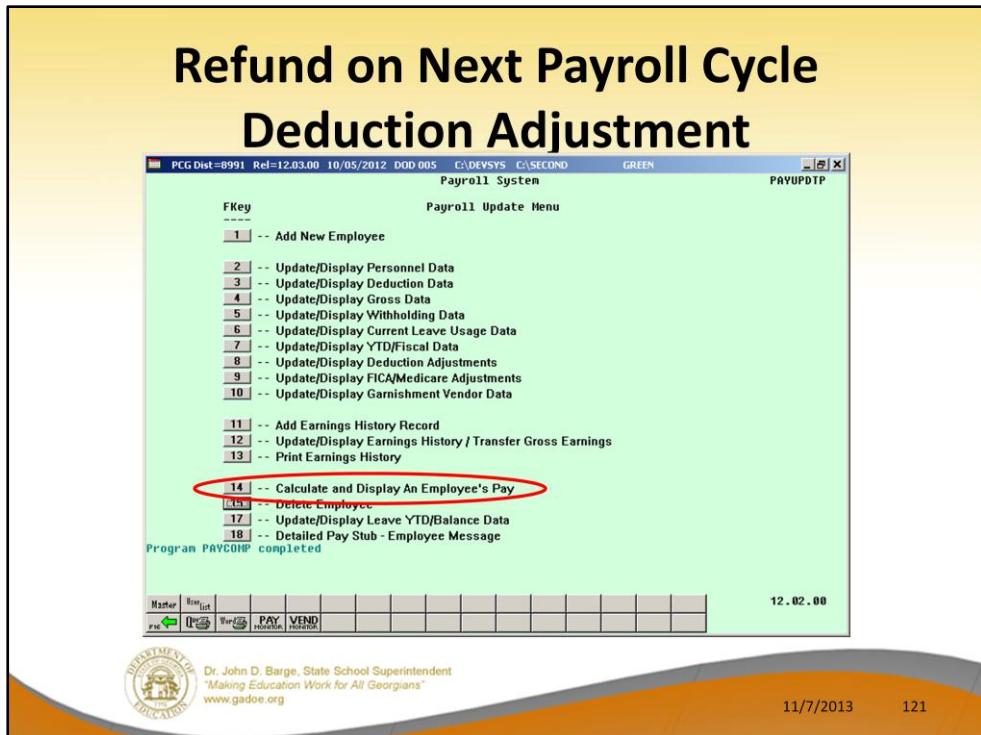
Refund on Next Payroll Cycle Deduction Adjustment

Here is the adjustment screen where you would refund the deduction 25 in the amount of 71.14

These deduction adjustments will be cleared when the next payroll cycle is set up.

By using the Deduction Adjustment screen, taxes will be handled properly and no further corrections are required.

Refund on Next Payroll Cycle Deduction Adjustment



To see the effects of the deduction adjustment, use **F14 – Calculate and Display An Employee's Pay**.

Refund on Next Payroll Cycle Deduction Adjustment

<p>Screen 1 of 2</p> <p>Calculate and Display Pay</p> <p>Emp#: 88902 ARSEN, ETANH 099-08-8902 Sec 125 Y Loc 0101 Class 05</p> <p>Tax Marital Status - Federal: N State: B AEIC Ind: AEIC Payment: .00</p> <p>Federal: Mar Stat N Exemptions 4 Withholding Code 0 Fed Amount/%</p> <p>State: Mar Stat B Allow H[0] D[0] W/Holding Code 0 State Amount/%</p> <p>Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type IRS</p> <p>Reg-hr Out-hr Reg-ant 3614.67 Out-ant</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Proc</th> <th>Pay</th> <th>Type</th> <th>Tot Gross</th> <th>FICA Gr</th> <th>FICA Ant</th> <th>Pens Gr</th> <th>Pens Ant</th> <th>Reas</th> <th>Period End</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>S</td> <td>0018</td> <td>3614.67</td> <td>3158.71</td> <td>178.47</td> <td>3614.67</td> <td>216.88</td> <td></td> <td>10/05/2012</td> </tr> <tr> <td>02</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>03</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>04</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>05</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="10">*** Totals 3614.67 3158.71 178.47 3614.67 216.88</td> </tr> <tr> <td colspan="10">Yr Fnd F Prgn Fct Objct Fcty B Add'l' GHI Dist Contract Annuities</td> </tr> <tr> <td colspan="10">ACCT #1 13 100 1041 1000 11000 101 1 1.0000 3614.67 Ann #1 Ded 1 Co</td> </tr> <tr> <td colspan="10">ACCT #2 Ann #2 Ded 2 Co</td> </tr> <tr> <td colspan="10">ACCT #3</td> </tr> <tr> <td colspan="10">ACCT #4</td> </tr> <tr> <td colspan="10">ACCT #5</td> </tr> <tr> <td colspan="10" style="text-align: right;">Totals 1.0000 3614.67</td> </tr> <tr> <td colspan="10">DASDI Gr 3158.71 DASDI Amt 132.67 HI Gr 3158.71 HI Ant 45.80</td> </tr> <tr> <td colspan="10">Ded 03 N Ded 04 N Ded 09 N Ded 11 N Ded 13 Y Ded 17 N Ded 18 N Ded 24 N Ded 25 N Ded 28 N</td> </tr> <tr> <td colspan="10">100.02 135.68 396.86 41.51 2.96 14.58 450.41 27.38 71.16 25.83</td> </tr> <tr> <td colspan="10">Ded 30 N Ded 33 Y Ded 43 N Ded Ded Ded Ded Ded Ded</td> </tr> <tr> <td colspan="10">2.21 102.86 10.00</td> </tr> <tr> <td colspan="10"></td> </tr> <tr> <td colspan="10">*** Gross Pay 3614.67 *** Deductions 1633.71 *** Net Pay 1980.96 *** Non Tax 455.96</td> </tr> <tr> <td colspan="10">  12.02.00 </td> </tr> </tbody> </table>	Proc	Pay	Type	Tot Gross	FICA Gr	FICA Ant	Pens Gr	Pens Ant	Reas	Period End	#1	S	0018	3614.67	3158.71	178.47	3614.67	216.88		10/05/2012	02										03										04										05										*** Totals 3614.67 3158.71 178.47 3614.67 216.88										Yr Fnd F Prgn Fct Objct Fcty B Add'l' GHI Dist Contract Annuities										ACCT #1 13 100 1041 1000 11000 101 1 1.0000 3614.67 Ann #1 Ded 1 Co										ACCT #2 Ann #2 Ded 2 Co										ACCT #3										ACCT #4										ACCT #5										Totals 1.0000 3614.67										DASDI Gr 3158.71 DASDI Amt 132.67 HI Gr 3158.71 HI Ant 45.80										Ded 03 N Ded 04 N Ded 09 N Ded 11 N Ded 13 Y Ded 17 N Ded 18 N Ded 24 N Ded 25 N Ded 28 N										100.02 135.68 396.86 41.51 2.96 14.58 450.41 27.38 71.16 25.83										Ded 30 N Ded 33 Y Ded 43 N Ded Ded Ded Ded Ded Ded										2.21 102.86 10.00																				*** Gross Pay 3614.67 *** Deductions 1633.71 *** Net Pay 1980.96 *** Non Tax 455.96										 12.02.00										<p>Screen 2 of 2</p> <p>Calculate and Display Pay</p> <p>Emp#: 88902 ARSEN, ETANH 099-08-8902 Sec 125 Y Loc 0101 Class 05</p> <p>Tax Marital Status - Federal: N State: B AEIC Ind: AEIC Payment: .00</p> <p>Federal: Mar Stat N Exemptions 4 Withholding Code 0 Fed Amount/%</p> <p>State: Mar Stat B Allow H[0] D[0] W/Holding Code 0 State Amount/%</p> <p>Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type IRS</p> <p>Reg-hr Out-hr Reg-ant 3614.67 Out-ant</p> <table border="1" style="width: 100%; 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We can see the refunded amount for deduction 25 of -\$71.14.

Refund GHI with a Manual Check Correct Method

- Employer GHI can not be refunded on a manual check
- The employer GHI contribution needs to be refunded through financials
- When refunding a pre-tax deduction such as GHI, FICA must be withheld on the amount
- (Employer GHI is refunded correctly when doing a voided check)



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A limitation of the new **GHI % Distribution** fields is that employer GHI can not be refunded on a manual check. Users need to be aware of this restriction.

(Note: The employer GHI is refunded correctly when doing a voided check.)

Refund GHI with a Manual Check Correct Method

PCG Dist =0991 Rel=12.03.00 10/19/2012 DOD 001 C4DEVS C4SECOND GREEN										PAWHL	
Manual Check For: Employee 88361 BABON, MICHSEL Chk Dt 9/01/2012 Bank KBKB Chk No. 500001 DD Bank DD acct Ren Hr Out-Hr Reg Amt Out Amt										999-08-8361 Loc 8181	
GHI Ind N 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			75.30	4.25						9/01/2012	
02											
03											
04											
05											
Totals 75.30 4.25											
Vr Fnd F Prgm Fnct Objct Fcty B Add'l' GHI Dist Contract											
ACCT 01	13 403	1750	1000	11000	101 1						
ACCT 02	13 100	9990	2210	19900	101 1						
ACCT 03	13 100	9990	2210	19900	101 1						
ACCT 04	13 100	9990	2100	19900	101 1						
ACCT 05	13 100	9990	2100	14600	101 1						
Totals											
OSASDI Gr	75.30	OSASDI Amt	3.16	HI Gr	75.30	HI Amt	1.09				
Ded 09	N Ded 03	N Ded 04	N Ded 08	N Ded 11	N Ded 24	N Ded 25	N Ded 28	N Ded 33	N Ded 17	N	
75.30											
Ded 18	N Ded 13	N Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded		
*** Gross Pay *** Deductions 71.05- *** Net Pay 71.05 *** NDN TAX 75.30-											
Validations passed. Save your changes.											
ENTER	PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20	PF21	
Dr. John D. Barge, State School Superintendent "Making Education Work for All Georgians" www.gadoe.org										12.02.00	

A limitation of the new **GHI % Distribution** fields is that employer GHI can not be refunded on a manual check. Users need to be aware of this restriction.

Refunding a pre-tax deduction like GHI, must take into account FICA. When refunding GHI, add the amount back to FICA gross and FICA tax as shown on the screen.

Refund GHI with a Manual Check Correct Method

PCG Dist =0991 Rel=12.03.00 10/19/2012 DOD 001 C\DEVSYS C\SECOND GREEN												
Earnings Record For: 88361 - BARON, MICHAEL											Qtr 12-4 Pay Prd 12 EARNINGS	
** Issued Check ** 999-08-8361 Loc 0101 Class 05 Cert C Instruc I Type F Pen 2 TRS												
Federal: Mar Stat S Exemptions 2 W/H Code 0 Fed Amount/%											Fed V	
State: Mar Stat A Allow M1] D1] W/H Code 0 State Amount/%											State V	
Chk Dt 09/01/2012 Chk Bank BKBB Chk No 5800081 Pay Schd 12 Chk Type H GHI N											FICA V	
Trans Dt 11/30/2012 AEIC Ind AEIC Paymt Retr Acc credit 1											SEC 125 V	
Reg Hr Out Hr HI Gr 75.30 OASDI Gr 75.30												
Reg Ant Out Ant HI Ant 1.09 OASDI Ant 3.16 Contract												
LTyp Pttyp Tot Gross FICA Gr FICA Ant Pens Gr Pens Ant GHI Gr GHI Dist Reas Period End											9/01/2012	
001 S												
002												
003												
004												
005												
Totals 75.30 4.25												
Yr Fnd F Prgm Fnct Objct Fcty B Add'l'l Bank DD Account Net Pay Annuities												
ACCT 001 13 403 1750 1000 11000 101 1											Ded 1 Co 8	
ACCT 002 00											Ded 2 Co	
ACCT 003 00												
ACCT 004 00												
ACCT 005 00												
Ded 09	Ded											
75.30												
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	
Employer paid deductions: GHI Pension Medicare 1.09 OASDI 4.67												
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	
*** Gross Pay *** Deductions 71.05- *** Net Pay 71.05 *** NON TAX 75.30-												
											12.03.00	

This is the Earnings History record created for the manual check for the GHI refund.

Because the **GHI Participation switch** was set to 'N' and the **GHI Distribution** fields were cleared, the employer GHI amount was NOT calculated.

The system also calculates the employer FICA amount because FICA Gross was entered on the manual check.

Refund GHI with a Manual Check

Incorrect Method

A limitation of the new **GHI % Distribution** fields is that employer GHI can not be refunded on a manual check. Users need to be aware of this restriction.

Refunding a pre-tax deduction like GHI, must take into account FICA. When refunding GHI, add the amount back to FICA gross and FICA tax as shown on the screen.

If the **GHI Participation Switch** is 'Y', the system will require a positive **GHI Distribution** percentage. This will cause an incorrect employer GHI contribution to be calculated.

Refund GHI with a Manual Check

Incorrect Method

The screenshot shows a software interface for processing a manual check. The main window displays an 'Earnings Record' with the following key data:

- Earnings Record For:** 88942 - AB3EU, ET3RN
- Federal:** Mar Stat H, Earnings 4, W/H Code: A, Fed Amount: %
- State:** Mar Stat H, Allow M(0) D(01), W/H Code: B, State Amount: %
- Trans Dt:** 09/01/2012, Chk Bank: BK08, Chk No: 500002
- Pay Sched:** 12, Chk Type: H, GHI: V, FICA: V, SEC: 125 V
- Reg Hr:** Out Hr, HI Gr: 75.30, OASDI Gr: 75.30
- Reg Ant:** Out Ant, HI Ant: 1.09, OASDI Ant: 3.16, Contract
- LTyp PTyp:** AEIC Ind, AEIC Paynt, Retr svc credit: 1
- Totals:** Gross: 75.30, FICA Gr: 4.25, Pens Gr: 1.09, GHI Gr: 1.09, GHI Dist Reas Period End: 1.0000, 9/01/2012

A blue box highlights the text: "An incorrect employer GHI contribution is calculated." A red arrow points from this text to the circled value of 912.34 in the 'Employer paid deductions' section.

At the bottom right of the software interface, there is a watermark for the Georgia Department of Education (GaDOE) with the text "GaDOE Making Education Work for All Georgians" and the website "www.gadoe.org".

This is the Earnings History record created for the manual check for the GHI refund.

Because the **GHI Participation switch** was set to 'Y' and a positive **GHI Distribution** percentage was entered, the employer GHI contribution was calculated. The employer contribution was not refunded, it was withheld. This is incorrect.

The system also calculates the employer FICA amount because FICA Gross was entered on the manual check.

Refunds Payroll Complete

- If the payroll has completely processed, but you need to withhold the deduction amount from the vendor remittance:
 - Enter a negative claim in Fund 199 for that vendor. Pay the payroll claims and the negative claim to reduce the check amount.
 - Enter the deduction adjustment on the next payroll for that employee, to correct payroll.
 - Enter a positive claim in Fund 199 for that vendor to be processed along with the next payroll, since financials were already corrected last cycle.



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If payroll has completely processed and you need to withhold the deduction amount from the vendor remittance:

- Enter a negative claim in fund 199 for that vendor. Pay the payroll claim and the negative claim to reduce it.
- Enter the deduction adjustment on the next payroll for that employee to correct payroll.
- Enter a positive claim in fund 199 for that vendor to be processed along with the next payroll. This will cancel out the claim created from the deduction adjustment on the payroll run.

Refunds

- Terminated Employees
 - Reinstate (Recommended)
 - Issue a manual check
 - Terminate after posting
 - A/P Check (Not recommended)
 - Issue an A/P check
 - Add an earnings history record to correct W2
 - Balance fund 199 (debits = credits)
 - Positive claim for employee
 - Receipt or negative claim for vendor



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When terminated employees need a refund, we recommend that the employee be set back to active status ('A') and issued a manual check for the refund.

Another avenue would be to issue an A/P check and then to add an earnings history record to correct the W2. When refunding a deduction, this requires entering a negative claim for the vendor and a positive claim for the employee.

Fund 199 Balancing

- Do not use Fund 199 for anything except payroll clearing.
- Track all manual claims or adjustments made with Fund 199.



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If employees on leave or who have retired pay amounts for insurance, these should NOT be processed through fund 199. Fund 199 should only be used for payroll clearing, and these amounts are not processed through payroll.

- The only time to enter a receipt into Fund 199 is when a payroll vendor refunds an amount which must be repaid to an employee. When refunding to the employee, the negative amount from the employee in expense will offset the receipt revenue via a journal entry.
- Fund 199 is balanced when: CASH = Payables and Revenue = Expenses
- All of the payables do not have to be paid in order to close.

Fund 199 Balancing

- Debits = Credits
- Revenues = Expense
- Revenues
 - Amounts deducted from payroll
 - Deposits from benefit vendors (refund from the vendor)
- Expenses
 - Claims created in financial manually
 - Claims created through payroll
 - Premiums refunded through payroll (negative claim)



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If employees on leave or who have retired pay amounts for insurance, these should NOT be processed through fund 199. Fund 199 should only be used for payroll clearing, and these amounts are not processed through payroll.

- The only time to enter a receipt into Fund 199 is when a payroll vendor refunds an amount which must be repaid to an employee. When refunding to the employee, the negative amount from the employee in expense will offset the receipt revenue, but you need to cancel this claim.
- Fund 199 is balanced when: CASH = Payables and Revenue = Expenses
- All of the payables do not have to be paid in order to close.

Agenda

- Garnishments
- W2s
- Getting Ready for 2014 GHI
- Void/Add Menu
- Manual/Void Check Run
- Refunding Deductions
- **Correcting PSERS and TRS**
- Overpayments



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Now we discuss correcting PSERS and TRS.

Correcting PSERS and TRS

- Old PSERS requires reporting of exactly \$4.00 or \$0.00, no more, no less.
- New PSERS requires reporting of exactly \$10.00 or \$0.00, no more, no less.
- TRS requires reporting according to TRS guidelines



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The reporting criteria required by ERS makes PSERS corrections difficult because the ERS administrators try to tell our districts that their PSERS report must match the billing, regardless of payroll mistakes.

However, Alan and I have confirmed with Diane Clark at ERS that adjustments can and should be made in the subsequent pay period. Now, PSERS will accept a current month deduction file which includes past period adjustments. PCGenesis allows entry of adjustments in a current period for past periods.

Even though the PSERS report can be corrected in subsequent payroll cycles, PSERS will still require the correct amount to be paid in the current month billing. Manual claims can be entered to pay the correct amount of the bill.

Examples:

- Refund in current month of contribution withheld in error for prior month – net contribution of \$0 for current month
- Collection in current month of contribution not withheld in prior month – net contribution of \$8 for current month
 - Alternative 1: If an uncollected contribution payment is owed to PSERS enter a Manual check posted in previous period.
 - Alternative 2: Collect or refund in current month payroll processing, enter

two earnings history adjustments to move the activity to the prior month.

Collected Wrong PSERS Deduction

- Set up new employee as Old PSERS and withheld the deduction, when it should have been New PSERS.
- Therefore, \$4.00 is withheld instead of \$10.00
- This is difficult to fix!



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This is difficult to fix because the employee's pension switch can only be set one way or the other. So, once the pension switch is set for New PSERS (code 5), we can't run an adjustment through for Old PSERS (code 1).

Collected Wrong PSERS Deduction

- Keep employee's switch as New PSERS on Gross Data screen - keep correct switch going forward
- Refund the \$4.00 with a Manual/Void Check Run
- Set pension switch to Old PSERS on manual check
 - or
 - (not recommended)
- Refund the employee's \$4.00 through A/P
- Enter an Earnings History adjustment to reflect the correction



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This is difficult to fix because the employee's pension switch can only be set one way or the other. So, once the pension switch is set for New PSERS (code 5), we can't run an adjustment through for Old PSERS (code 1).

The easiest way to refund the Old PSERS amount is to handle the refund on a manual check. We can keep the pension code as Old PSERS (code 1) for this manual check. This will cancel out the old PSERS withholding for the employee. Make sure that the Period Ending Date is for the same pay period that the original deduction was withheld.

The alternative is to refund the employee through A/P. Then, enter an Earnings History adjustment to show the refund. Make sure to enter a negative claim for the vendor and a positive claim for the employee. Earnings History adjustments DO NOT AFFECT FINANCIALS!!!!

Collected Wrong PSERS Deduction

- On the next payroll cycle, make sure the employee's switch is set to New PSERS so that the current PSERS is correct (\$10.00)
- Enter a 'Z' pension adjustment for \$10.00 with a period ending date from the prior payroll



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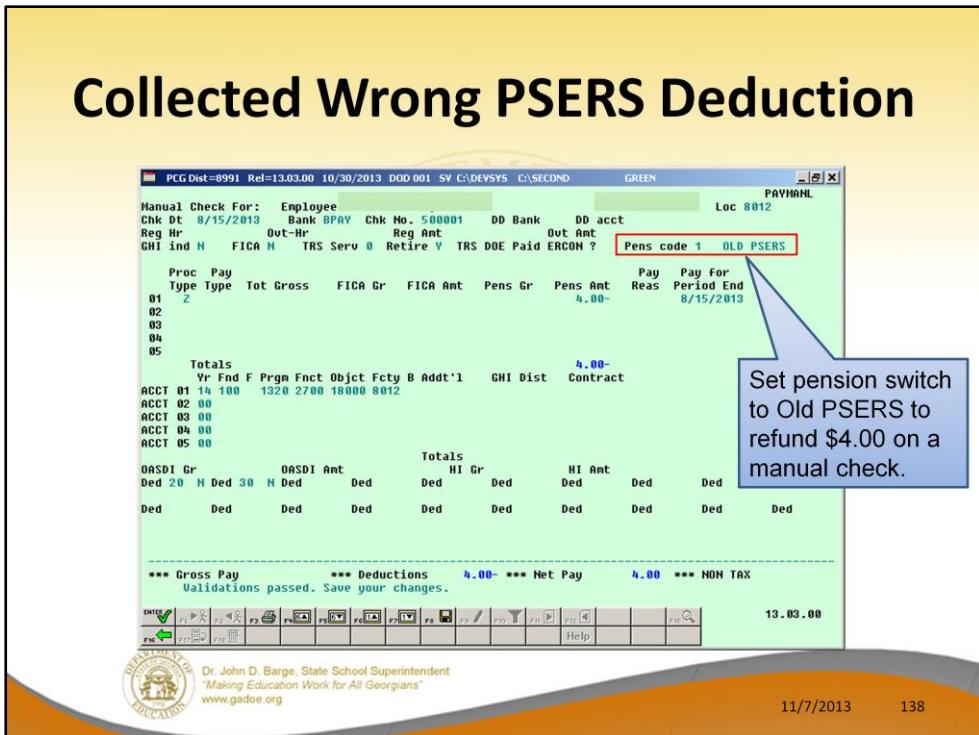
The correct New PSERS deduction and correction can then be withheld on the subsequent payroll cycle.

Collected Wrong PSERS Deduction

Manual Check For: Employee										GREEN		PAYROLL	
Chk Dt	Bank	BPAV	Chk No.		DD Bank		DD acct			Loc	8812		
Reg Nr	Out-Hr		Reg Ant		Out Ant								
GHI Ind	<input checked="" type="checkbox"/> FICA	<input type="checkbox"/> TRS Serv	<input type="checkbox"/> Retire	<input type="checkbox"/> TRS DOE Paid ERCON ?						Pens code	<input type="checkbox"/> 5 NEW PSERS		
Proc Pay	Type	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	15	100	1320	2700	18000	8012							
ACCT 02	00												
ACCT 03	00												
ACCT 04	00												
ACCT 05	00												
Totals													
OASDI Gr		OASDI Amt		HII Gr		HII Amt		Ded					
Ded 20	<input checked="" type="checkbox"/>	H Ded 30	<input checked="" type="checkbox"/>	Ded	Ded	Ded	Ded	Ded	Ded				
Ded	<input type="checkbox"/>	Ded	<input type="checkbox"/>	Ded	Ded	Ded	Ded	Ded	Ded				
*** Gross Pay *** Deductions *** Net Pay *** NON TAX													
13.03.08													
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Refund the \$4.00 with a manual check. The manual check can be processed during a Manual/Void Check run, or it can be processed during the next normal payroll cycle. The pension switch defaults to the employee's current setting. Override the pension switch to Old PSERS to refund \$4.00 on a manual check.

Collected Wrong PSERS Deduction



Refund the \$4.00 with a manual check. The manual check can be processed during a Manual/Void Check run, or it can be processed during the next normal payroll cycle. The pension switch defaults to the employee's current setting. Override the pension switch to Old PSERS to refund \$4.00 on a manual check.

Collected Wrong PSERS Deduction

PCG Dist=8991 Rel=12.03.00 10/24/2012 DOD 002 C:\DEVSYS C:\SECOND GREEN PAY07

Status Active	Update/Display Gross Data		Class 14 FOOD SERVICE
EmpNo 89994 H07EVCUTT, JEVE			Job cd 114 FOOD SERVICE
SSN 999-08-9994	Loc 302 Location 000302	Salary sched _____	
Cert level	State yrs	Pay step E	Local yrs 0
Work sched ID	Hrs/Day 5.000	Days/Week 0	Hrs/Week 25.00 13/14 pay ind
Ann work days 0	Days worked YTD 0.00	This per 0.00	Days docked YTD 0.00 This per 0.00
Proc Pay Pay Rate Days/Hrs Days/Hrs Regular Overtime GHI % Pay Pay For	Type Type Hrly/Daly Regular	Gross	
01. S 8011 8011 555.83	02. H 8022 7.250		
03. Z			9/30/2012
04. -			
05. -			
06. -			
555.83			
Vr Fnd F Prgm Fnct Objt Fcty B Add'l Pens Gross Pens Amnt Contract Dist			
ACCT 01 13 602 - 9998 3100 18400 302 2			
ACCT 02 13 602 - 9998 3100 18400 302 2			
ACCT 03 13 602 - 9998 3100 18400 302 2			10.00
ACCT 04 00			
ACCT 05 00			
ACCT 06 00			
10.00 555.83			
Total			
TRS & ERS Pens Gross Adj	Contract amt 6670.00	Cycle gross 555.83	
Pens sch. # 12	State salary	Local salary 6670.00	
Pens code S NEW PSERS	Pens elig date 7/25/2012	Amt/% 10.0000	
Pens switch 1	TRS service ind 1	Contmo 10	
		PY contmo 12	
Mode changed to update			
<input checked="" type="checkbox"/> r1 <input type="checkbox"/> r2 <input type="checkbox"/> r3 <input type="checkbox"/> r4 <input type="checkbox"/> r5 <input type="checkbox"/> r6 <input type="checkbox"/> r7 <input type="checkbox"/> r8 <input type="checkbox"/> r9 <input type="checkbox"/> r10 <input type="checkbox"/> r11 <input type="checkbox"/> r12 <input type="checkbox"/> r13 <input type="checkbox"/> r14 <input type="checkbox"/> r15 <input type="checkbox"/> r16 <input type="checkbox"/> r17 <input type="checkbox"/> r18 <input type="checkbox"/> r19 <input type="checkbox"/> r20 <input type="checkbox"/> r21 <input type="checkbox"/> r22 <input type="checkbox"/> r23 <input type="checkbox"/> r24 <input type="checkbox"/> r25 <input type="checkbox"/> r26 <input type="checkbox"/> r27 <input type="checkbox"/> r28 <input type="checkbox"/> r29 <input type="checkbox"/> r30 <input type="checkbox"/> r31 <input type="checkbox"/> r32 <input type="checkbox"/> r33 <input type="checkbox"/> r34 <input 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Collected Wrong PSERS Deduction

PCG Dot=8991 Rel=12.03.00 10/24/2012 DOD 002 C:DEVSYS C:SECOND GREEN

Calculate and Display Pay Screen 1 of 2 PAYCOMP

Tax# 89994 H07EYCUT, JEZEE 999-08-9994 Sec 125 Y Loc 0302 Class 1A

Federal: Mar Stat S Exemptions 0 Withholding Code 0 Fed Amount/2

State: Mar Stat E Allow H[1] D[2] W/Holding Code 0 State Amount/2

Switches: Fed Y State Y FICA/Med Y Pension Y GHI H Pension type NEW PSERS

Reg-hr Out-hr Reg-ant 555.83 Out-ant

Proc Pay	Type	Tot Gross	FICA Gr	FICA Amnt	Pens Gr	Pens Amnt	Reas	Pay Period End
01 S 0011		555.83	555.83	31.48	555.83	18.88		10/24/2012
02 H 0022								
03 Z						18.00		
04								
05								
*** Totals 555.83 555.83 31.48 555.83 20.00								GHI Dist Contract
ACCT #1 13 602 9998 3100 18400 302 2								Annuities
ACCT #2 13 602 9998 3100 18400 302 2								Ann #1 Ded 1 Co
ACCT #3 13 602 9998 3100 18400 302 2								Ann #2 Ded 2 Co
ACCT #4								
ACCT #5								
Totals 555.83								
OASDI Gr	555.83	OASDI Ant	23.34	HI Gr	555.83	HI Ant	8.06	
Ded 03 H	Ded 04 N	Ded 13 Y	Ded	Ded	Ded	Ded	Ded	
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	

*** Gross Pay 555.83 *** Deductions 51.40 *** Net Pay 504.43 *** Non Tax 12.02.00

PCG Dot=8991 Rel=12.03.00 10/24/2012 DOD 002 C:DEVSYS C:SECOND GREEN

Calculate and Display Pay Screen 2 of 2 PAYCOMP

Tax# 89994 H07EYCUT, JEZEE 999-08-9994 Sec 125 Y Loc 0302 Class 1A

Federal: Mar Stat S Exemptions 0 Withholding Code 0 Fed Amount/2

State: Mar Stat E Allow H[1] D[2] W/Holding Code 0 State Amount/2

Switches: Fed Y State Y FICA/Med Y Pension Y GHI H Pension type NEW PSERS

Reg-hr Out-hr Reg-ant 555.83 Out-ant

Ded Short	Employee	Employer	Ded Short	Employee	Employer
Cd Description	Amount	Flag	Cd Description	Amount	Flag
NEV PSERS	20.00	Y	GHI - EMPLR	n/a	Y
FICA	31.48	Y			
03 FED INCOME TA		N			
03 MEDICARE TA		N			
13 VAD TAX		Y			5.75

Make sure that the PSERS adjustment reflects a prior pay period.

Bank Account Net Pay Annuities

Ann #1 Ded 1 Co
Ann #2 Ded 2 Co

*** Gross Pay 555.83 *** Deductions 51.40 *** Net Pay 504.43 *** Non Tax 12.02.00

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DEPARTMENT OF EDUCATION Dr. John D. Barge, State School Superintendent "Making Education Work for All Georgians" www.gadoe.org

The system calculates the normal New PSERS pension contribution with a pay period date of 10/24/2012. The pension adjustment with a Proc Type of 'Z', reflects a pay period date of 09/30/2012, and is processed at the same time. Therefore, the total employee New PSERS contribution is calculated as \$20.00 in our example.

Refund TRS on Next Payroll Cycle

Refund TRS by running a pension adjustment on the next payroll cycle. A pension adjustment is done with a **Proc Type 'Z'**.

- If you only want to adjust the employer contribution, enter only the **Pension Gross** amount. The employer amount will be calculated by multiplying .1228 times the Pension Gross.
- If you only want to adjust the employee contribution, enter only the **Pension Amount**. The pension amount should be the exact amount of the employee contribution.
- If you need to adjust both the employer and employee contributions, enter both amounts.
- The **Pay for Period End** date should reflect the date of the payroll which is being adjusted. So, if you are adjusting September's payroll, enter a September pay date.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/7/2013

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Pension adjustments are accomplished on the Gross Data screen with a Process Type of 'Z'. The only fields which can be entered on a pension adjustment are Process Type, Pay Type, Pay for Period End Date, the account number, Pension Gross and Pension Amount.

Refund TRS on Next Payroll Cycle Before Pension Adjustment

<p>PCG Dst=0991 Rel=13.03.00 10/30/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN</p> <p>Calculate and Dislau Pau Screen 1 of 2 PAYCOMP</p> <p>Emp#: See 125 N Loc 0195 Class 10</p> <p>Tax Marital Status - Federal: N State: A AEIC Ind: AEIC Payment: .00</p> <p>Federal: Mar Stat: N Exemptions: 0 Withholding Code: 0 Fed Amount: /?</p> <p>State: Mar Stat: A Allow H[0] D[0] W/Holding Code: 0 State Amount: /?</p> <p>Switches: Fed Y State Y FICA/Med H Pension Y GHI H Pension type TRS</p> <p>Reg-Hr Out-hr Reg-ant 4904.22 Out-ant</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Proc</th> <th>Pay</th> <th>Type</th> <th>Total Gross</th> <th>FICA Dr</th> <th>FICA Amt</th> <th>Pens Gr</th> <th>Pens Amt</th> <th>Pay</th> <th>Pay For</th> <th>Reas</th> <th>Period End</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>S</td> <td></td> <td>4902.55</td> <td>4902.55</td> <td>70.51</td> <td>4902.55</td> <td>291.75</td> <td></td> <td></td> <td></td> <td>10/30/2013</td> </tr> <tr> <td>02</td> <td>S</td> <td></td> <td>41.67</td> <td>41.67</td> <td>.00</td> <td>41.67</td> <td>2.50</td> <td></td> <td></td> <td></td> <td>10/30/2013</td> </tr> <tr> <td>03</td> <td></td> </tr> <tr> <td>04</td> <td></td> </tr> <tr> <td>05</td> <td></td> </tr> <tr> <td colspan="12" style="text-align: center;">*** Totals 4904.22 4904.22 71.11 4904.22 294.25</td> </tr> <tr> <td colspan="12" style="text-align: center;">Yr Fnd F Prgn Fctn Objct Fcty B Add'l GHI Disc Contract</td> </tr> <tr> <td colspan="12" style="text-align: center;">ACCT 01 14 100 2111 1000 11000 195</td> </tr> <tr> <td colspan="12" style="text-align: center;">ACCT 02 14 100 9998 1000 19000 195</td> </tr> <tr> <td colspan="12" style="text-align: center;">ACCT 03</td> </tr> <tr> <td colspan="12" style="text-align: center;">ACCT 04</td> </tr> <tr> <td colspan="12" style="text-align: center;">ACCT 05</td> </tr> <tr> <td colspan="12" style="text-align: center;">Totals</td> </tr> <tr> <td colspan="2">00SDI Cr</td> <td colspan="2">00SDI Amt</td> <td colspan="2">HI Gr</td> <td colspan="2">4904.22</td> <td colspan="2">HI Ant</td> <td colspan="2">71.11</td> </tr> <tr> <td>Ded 01 N</td> <td>Ded 03 N</td> <td>Ded 04 N</td> <td>Ded 05 N</td> <td>Ded 06 N</td> <td>Ded 07 N</td> <td>Ded 08 N</td> <td>Ded 09 N</td> <td>Ded 10 N</td> <td>Ded 11 N</td> <td>Ded 12 N</td> <td>Ded 13 N</td> </tr> <tr> <td>125.00</td> <td>494.65</td> <td>241.77</td> <td>14.58</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ded 01</td> <td>Ded 02</td> <td>Ded 03</td> <td>Ded 04</td> <td>Ded 05</td> <td>Ded 06</td> <td>Ded 07</td> <td>Ded 08</td> <td>Ded 09</td> <td>Ded 10</td> <td>Ded 11</td> <td>Ded 12</td> </tr> <tr> <td colspan="12" style="text-align: center;">Ann #1 Ded 1 Co 6</td> </tr> <tr> <td colspan="12" style="text-align: center;">Ann #2 Ded 2 Co</td> </tr> <tr> <td colspan="12" style="text-align: center;">Annuities</td> </tr> <tr> <td colspan="12" style="text-align: center;">13.03.00</td> </tr> </tbody> </table>	Proc	Pay	Type	Total Gross	FICA Dr	FICA Amt	Pens Gr	Pens Amt	Pay	Pay For	Reas	Period End	01	S		4902.55	4902.55	70.51	4902.55	291.75				10/30/2013	02	S		41.67	41.67	.00	41.67	2.50				10/30/2013	03												04												05												*** Totals 4904.22 4904.22 71.11 4904.22 294.25												Yr Fnd F Prgn Fctn Objct Fcty B Add'l GHI Disc Contract												ACCT 01 14 100 2111 1000 11000 195												ACCT 02 14 100 9998 1000 19000 195												ACCT 03												ACCT 04												ACCT 05												Totals												00SDI Cr		00SDI Amt		HI Gr		4904.22		HI Ant		71.11		Ded 01 N	Ded 03 N	Ded 04 N	Ded 05 N	Ded 06 N	Ded 07 N	Ded 08 N	Ded 09 N	Ded 10 N	Ded 11 N	Ded 12 N	Ded 13 N	125.00	494.65	241.77	14.58									Ded 01	Ded 02	Ded 03	Ded 04	Ded 05	Ded 06	Ded 07	Ded 08	Ded 09	Ded 10	Ded 11	Ded 12	Ann #1 Ded 1 Co 6												Ann #2 Ded 2 Co												Annuities												13.03.00												<p>PCG Dst=0991 Rel=13.03.00 10/30/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN</p> <p>Calculate and Dislau Pau Screen 2 of 2 PAYCOMP</p> <p>Emp#: See 125 N Loc 0195 Class 10</p> <p>Tax Marital Status - Federal: N State: A AEIC Ind: AEIC Payment: .00</p> <p>Federal: Mar Stat: N Exemptions: 0 Withholding Code: 0 Fee Amount: /?</p> <p>State: Mar Stat: A Allow H[0] D[0] W/Holding Code: 0 State Amount: /?</p> <p>Switches: Fed Y State Y FICA/Med H Pension Y GHI H Pension type TRS</p> <p>Reg-Hr Out-hr Reg-ant 4904.22 Out-ant</p> <table border="1" style="width: 100%; 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In our example, we will look at an employee's **Calculate and Display** screen prior to entering a pension adjustment. We can see that the employee contribution is \$294.25 and the employer contribution is \$602.24.



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Refund TRS on Next Payroll Cycle Pension Adjustment

PCG Dist=8991 Rel=13.03.00 10/30/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN PAY07

Status Active		Update/Display Gross Data			Class 10 TEACHERS		
EmpNo	Loc 195 PCMS	Cert level T6	Pay step 14	Job cd 10 TEACHERS	State yrs 18	Local yrs 16	
Salary sched							
Work sched ID	Hrs/Day 8.000	Days/Week 8	Hrs/Week 8.00	13/14 pay ind			
Ann work days	180	Days worked YTD	0.00	This per 0.00	Days docked YTD	0.00	
Proc Type	Pay Hrly/Daly	Pay Rate	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime GHI % Pay	Pay for Period End
01. S					4862.55		
02. S					41.67		
03. Z							8/31/2013
04. -							
05. -							
06. -							

4904.22

Vr	Fnd	F	Prgm	Fncf	Objct	Fcty	B	Addt'l	Pens	Gross	Pens	Amt	Contract	Distrib	Sub
ACCT 01	14	180	-	2111	1800	11000	195								Y
ACCT 02	14	180	-	9998	1800	19002	195								-
ACCT 03	14	180	-	1041	1800	11000	2050		1000.00-	60.00-					-
ACCT 04	08														-
ACCT 05	08														-
ACCT 06	08								1000.00-	60.00-					-

1000.00- 60.00-

TRS & ERS Pens Gross Adj

Total gross	4904.22				
Contract ant	58850.60	Cycle gross	4904.22	Cycle 1 Cal Vr	
Pay sch. #	12	State salary	58350.60	Local salary	
Pens code	2 TRS	Pens elig date		Amt/%	.0600
Pens switch	Y	TRS service ind	1	Contmo	10
				PY contmo	10

Validations passed. Save your changes.

13.01.00

Per Ded Gia W/H Lv Ytd Help Adj FICA Gar

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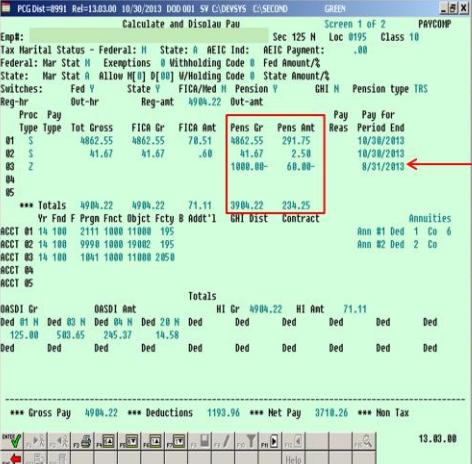
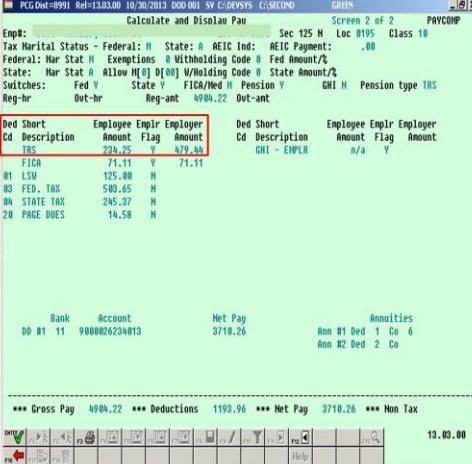
11/7/2013 143

In our example, we will refund the employee contribution of \$60.00. We will refund the employer contribution of \$122.80. We generate the employer contribution refund by entering in the **Pension Gross** amount.

- You can fix this by running a pension adjustment on the next payroll cycle. A pension adjustment is done with a **Proc Type 'Z'**.
- If you only want to adjust the employer contribution, enter only the **Pension Gross** amount. The employer amount will be calculated by multiplying .1228 times the Pension Gross.
- If you only want to adjust the employee contribution, enter only the **Pension Amount**. The pension amount should be the exact amount of the employee contribution.
- If you need to adjust both the employer and employee contributions, enter both amounts.
- The **Pay for Period End** date should reflect the date of the payroll which is being adjusted. So, if you are adjusting September's payroll, enter your Sept pay date.

Once you update the Gross Data screen, go to the **Calculate and Display** screen and look at both screen 1 and screen 2 to see how the system calculates the TRS amounts. Verify that you get the results that you expect.

Refund TRS on Next Payroll Cycle After Pension Adjustment

 <p>This screenshot shows the 'Calculate and Display' screen for an employee. It includes a table of payroll data, a breakdown of deductions, and a totals section. A red arrow points from the 'Pension type TRS' entry in the first table to the 'Pension' row in the deduction table.</p>	 <p>This screenshot shows the same 'Calculate and Display' screen after the pension adjustment has been processed. The employer contribution amounts have been updated to reflect the change.</p>
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In our example, we will look at an employee's **Calculate and Display** screen after entering the pension adjustment.

We can see that the employee contribution is \$294.25 minus \$60.00 to give \$234.25.

We can see that the employer contribution is the original \$602.24 minus \$122.80 giving \$479.44.

Refund TRS on Next Payroll Cycle Before Pension Adjustment

<p>PCG Dst=0991 Rel=13.03.00 10/30/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN</p> <p>Calculate and Dislau Pau Screen 1 of 2 PAYCOMP</p> <p>Emp#: See 125 N Loc 0195 Class 10</p> <p>Tax Marital Status - Federal: N State: A AEIC Ind: AEIC Payment: .00</p> <p>Federal: Mar Stat: N Exemptions: 0 Withholding Code: 0 Fed Amount: /?</p> <p>State: Mar Stat: A Allow H[0] D[0] W/Holding Code: 0 State Amount: /?</p> <p>Switches: Fed Y State Y FICA/Med H Pension Y GHI H Pension type TRS</p> <p>Reg-Hr Out-hr Reg-ant 4904.22 Out-ant</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Proc</th> <th>Pay</th> <th>Type</th> <th>Total Gross</th> <th>FICA Dr</th> <th>FICA Amt</th> <th>Pens Gr</th> <th>Pens Amt</th> <th>Reas</th> <th>Pay For</th> <th>Pay</th> <th>Period End</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>S</td> <td></td> <td>4902.55</td> <td>4902.55</td> <td>70.51</td> <td>4902.55</td> <td>291.75</td> <td></td> <td></td> <td>10/30/2013</td> <td></td> </tr> <tr> <td>02</td> <td>S</td> <td></td> <td>41.67</td> <td>41.67</td> <td>.00</td> <td>41.67</td> <td>2.50</td> <td></td> <td></td> <td>10/30/2013</td> <td></td> </tr> <tr> <td>03</td> <td></td> </tr> <tr> <td>04</td> <td></td> </tr> <tr> <td>05</td> <td></td> </tr> <tr> <td colspan="12" style="text-align: center;">*** Totals 4904.22 4904.22 71.11 4904.22 294.25</td> </tr> <tr> <td colspan="12" style="text-align: center;">Yr Fnd F Prgn Fctn Objct Fcty B Add'l GHI Disc Contract</td> </tr> <tr> <td colspan="12" style="text-align: center;">ACCT 01 14 100 2111 1000 11000 195</td> </tr> <tr> <td colspan="12" style="text-align: center;">ACCT 02 14 100 9998 1000 19000 195</td> </tr> <tr> <td colspan="12" style="text-align: center;">ACCT 03</td> </tr> <tr> <td colspan="12" style="text-align: center;">ACCT 04</td> </tr> <tr> <td colspan="12" style="text-align: center;">ACCT 05</td> </tr> <tr> <td colspan="12" style="text-align: center;">Totals</td> </tr> <tr> <td colspan="2">00SDI Cr</td> <td colspan="2">00SDI Amt</td> <td colspan="2">HI Gr</td> <td colspan="2">4904.22</td> <td colspan="2">HI Ant</td> <td colspan="2">71.11</td> </tr> <tr> <td>Ded 01 N</td> <td>Ded 03 N</td> <td>Ded 04 N</td> <td>Ded 05 N</td> <td>Ded 06 N</td> <td>Ded 07 N</td> <td>Ded 08 N</td> <td>Ded 09 N</td> <td>Ded 10 N</td> <td>Ded 11 N</td> <td>Ded 12 N</td> <td>Ded 13 N</td> </tr> <tr> <td>125.00</td> <td>494.65</td> <td>241.77</td> <td>14.58</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ded 01</td> <td>Ded 02</td> <td>Ded 03</td> <td>Ded 04</td> <td>Ded 05</td> <td>Ded 06</td> <td>Ded 07</td> <td>Ded 08</td> <td>Ded 09</td> <td>Ded 10</td> <td>Ded 11</td> <td>Ded 12</td> </tr> <tr> <td></td> </tr> <tr> <td colspan="12" style="text-align: center;">*** Gross Pay 4904.22 *** Deductions 1241.36 *** Net Pay 3662.86 *** Non Tax</td> </tr> <tr> <td colspan="12" style="text-align: center;">13.03.00</td> </tr> <tr> <td colspan="12" style="text-align: center;"> </td> </tr> </tbody> </table>	Proc	Pay	Type	Total Gross	FICA Dr	FICA Amt	Pens Gr	Pens Amt	Reas	Pay For	Pay	Period End	01	S		4902.55	4902.55	70.51	4902.55	291.75			10/30/2013		02	S		41.67	41.67	.00	41.67	2.50			10/30/2013		03												04												05												*** Totals 4904.22 4904.22 71.11 4904.22 294.25												Yr Fnd F Prgn Fctn Objct Fcty B Add'l GHI Disc Contract												ACCT 01 14 100 2111 1000 11000 195												ACCT 02 14 100 9998 1000 19000 195												ACCT 03												ACCT 04												ACCT 05												Totals												00SDI Cr		00SDI Amt		HI Gr		4904.22		HI Ant		71.11		Ded 01 N	Ded 03 N	Ded 04 N	Ded 05 N	Ded 06 N	Ded 07 N	Ded 08 N	Ded 09 N	Ded 10 N	Ded 11 N	Ded 12 N	Ded 13 N	125.00	494.65	241.77	14.58									Ded 01	Ded 02	Ded 03	Ded 04	Ded 05	Ded 06	Ded 07	Ded 08	Ded 09	Ded 10	Ded 11	Ded 12													*** Gross Pay 4904.22 *** Deductions 1241.36 *** Net Pay 3662.86 *** Non Tax												13.03.00																								<p>PCG Dst=0991 Rel=13.03.00 10/30/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN</p> <p>Calculate and Dislau Pau Screen 2 of 2 PAYCOMP</p> <p>Emp#: See 125 N Loc 0195 Class 10</p> <p>Tax Marital Status - Federal: N State: A AEIC Ind: AEIC Payment: .00</p> <p>Federal: Mar Stat: N Exemptions: 0 Withholding Code: 0 Fed Amount: /?</p> <p>State: Mar Stat: A Allow H[0] D[0] W/Holding Code: 0 State Amount: /?</p> <p>Switches: Fed Y State Y FICA/Med H Pension Y GHI H Pension type TRS</p> <p>Reg-Hr Out-hr Reg-ant 4904.22 Out-ant</p> <table border="1" style="width: 100%; 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Dr. John D. Barge, State School Superintendent
 "Making Education Work for All Georgians"
www.gadoe.org

11/7/2013 145

In our example, we will look at an employee's **Calculate and Display** screen prior to entering a pension adjustment. We can see that the employee contribution is \$294.25 and the employer contribution is \$602.24.

Refund TRS on Next Payroll Cycle Pension Adjustment

Update/Display Gross Data										GREEN				
Status	Active	Class	10	TEACHERS	PAY07									
SSN	Loc	195	PCHS		Job	ed	10	TEACHERS						
Salary sched	Cert level	T6	Pay step	Lb	State yrs	18	Local yrs	16						
Work sched ID	Hrs/Day	8.000	Days/Week	9	Hrs/Week	8.00	13/14 pay ind	-						
Ann work days	180	Days worked	YTD	0.00	This per	0.00	Days docked	YTD	0.00					
Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	GHI %	Pay	Pay for					
Type		Hrly/Daly			Gross	Gross	Dist	Reas	Period End					
01.	S				4862.55									
02.	S				41.67									
03.	Z								8/31/2013					
04.														
05.														
06.														
										4904.22	Sub			
Vr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens Amt	Contract	Distrib	%
ACCT	01	1a	2111	1800	11000	195								
ACCT	02	1a	1800	-	9998	1800	19802	195						
ACCT	03	1a	1800	-	1041	1800	11000	2050			60.00			
ACCT	04	00												
ACCT	05	00												
ACCT	06	00									60.00-			
TRS & ERS Pens Gross Adj										Total gross	4904.22			
Amt%					Contract amt	58850.60	Cycle gross	4904.22	Cycle	1	Cal Vr			
Pay sch.	#	12			State salary	58350.60	Local salary		Other		500.00			
Pens code		2	TRS		Pens elig date				Amt/%	.0600	Contmo	10		
Pens switch	Y				TRS service ind				Py contmo	10				
Validations passed. Save your changes.														

Now, we will refund the employee contribution of \$60.00 but we will NOT generate an employer contribution refund. If we don't want the employer contribution refund, we will NOT enter the **Pension Gross** amount.

- You can fix this by running a pension adjustment on the next payroll cycle. A pension adjustment is done with a **Proc Type 'Z'**.
 - If you only want to adjust the employer contribution, enter only the **Pension Gross** amount. The employer amount will be calculated by multiplying .1228 times the Pension Gross.
 - If you only want to adjust the employee contribution, enter only the **Pension Amount**. The pension amount should be the exact amount of the employee contribution.
 - If you need to adjust both the employer and employee contributions, enter both amounts.
 - The **Pay for Period End** date should reflect the date of the payroll which is being adjusted. So, if you are adjusting September's payroll, enter your Sept pay date.

Once you update the Gross Data screen, go to the **Calculate and Display** screen and look at both screen 1 and screen 2 to see how the system calculates the TRS amounts. Verify that you get the results that you expect.

Refund TRS on Next Payroll Cycle After Pension Adjustment

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In our example, we will look at an employee's **Calculate and Display** screen after entering the pension adjustment.

We can see that the employee contribution is \$294.25 minus \$60.00 to give \$234.25.

We can see that the employer contribution remains the original \$602.24 amount.

Agenda

- Garnishments
- W2s
- Getting Ready for 2014 GHI
- Void/Add Menu
- Manual/Void Check Run
- Refunding Deductions
- Correcting PSERS and TRS
- Overpayments



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Overpayment

- Active Employee
 - Adjust next paycheck
 - Use a special gross type
 - Enter a negative amount



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Overpayments happen! If the employee is still active and will receive another check/direct deposit:

- The easiest solution is to collect the overpayment from the employee's next check.
- Use a special gross line or lines to reduce the employee's normal pay in the next payroll run. This is better than modifying the employees normal gross data salary lines because the correction will automatically clear the next month.

Overpayment

PCG Dist=8991 Rel=12.03.00 10/16/2012 DOD:001 C:\DEVSYS C:\SECOND GREEN PAY07

Status Active	Update/Display Gross Data					
SSN 999-08-8464	Loc 101	Location 000101				
Cert level T6	State yrs 38	Pay step L6 Local yrs 6				
Work sched ID Hrs/day 3.830	Days/Week 0	Hrs/Week 19.15 13/14 pay ind				
Ann work days 0	Days worked YTD 0.00	This per 0.00 Days docked YTD 0.00 This per 0.00				
Proc Pay Type Type	Pay Rate Hrly/Daly	Days/Hrs Regular Overtime	Regular Gross	Overtime Gross	GHI %	Pay for Dist Reas Period End
01. S 0010			2668.17			
02. S 0031				78.22		
03. H 0031				3089.99		
261.61-						
Yr Fnd Prgm Fnct Objct Fcty B Add'l Pens Gross Pens Amt Contract	Total					
ACCT 01 13 003 1750 2210 19100 101 1	2668.1					
ACCT 02 13 003 1750 2210 19100 101 1	78.2					
ACCT 03 13 003 1750 2210 19100 101 1	56.5					
ACCT 04 00						
ACCT 05 00						
ACCT 06 00						
2681.8						
TRS & ERS Pens Gross Adj	Total					
Amt/%	Contract amt 32960.67					
Pay sch. # 12	State salary 65343.00					
Pens code 0	Local salary 100.00					
Pens switch N	TRS service ind 1					
Total gross cannot be negative						
<input checked="" type="checkbox"/> F1 ► R1 F2 ▶ R2 F3 ↗ R3 F4 ↙ R4 F5 ↘ R5 F6 ↙ R6 F7 ↘ R7 F8 ↙ R8 F9 ↘ R9 F10 ↙ R10 F11 ↘ R11 F12 ↙ R12 F13 ↘ R13 F14 ↙ R14 F15 ↘ R15 F16 ↙ R16 F17 ↘ R17 F18 ↙ R18 F19 ↘ R19 F20 ↙ R20 F21 ↘ R21 F22 ↙ R22 F23 ↘ R23 F24 ↙ R24 F25 ↘ R25 F26 ↙ R26 F27 ↘ R27 F28 ↙ R28 F29 ↘ R29 F30 ↙ R30 F31 ↘ R31 F32 ↙ R32 F33 ↘ R33 F34 ↙ R34 F35 ↘ R35 F36 ↙ R36 F37 ↘ R37 F38 ↙ R38 F39 ↘ R39 F40 ↙ R40 F41 ↘ R41 F42 ↙ R42 F43 ↘ R43 F44 ↙ R44 F45 ↘ R45 F46 ↙ R46 F47 ↘ R47 F48 ↙ R48 F49 ↘ R49 F50 ↙ R50 F51 ↘ R51 F52 ↙ R52 F53 ↘ R53 F54 ↘ R54 F55 ↙ R55 F56 ↘ R56 F57 ↙ R57 F58 ↘ R58 F59 ↙ R59 F60 ↘ R60 F61 ↙ R61 F62 ↘ R62 F63 ↙ R63 F64 ↘ R64 F65 ↙ R65 F66 ↘ R66 F67 ↙ R67 F68 ↘ R68 F69 ↘ R69 F70 ↙ R70 F71 ↘ R71 F72 ↙ R72 F73 ↘ R73 F74 ↙ R74 F75 ↘ R75 F76 ↙ R76 F77 ↘ R77 F78 ↘ R78 F79 ↘ R79 F80 ↙ R80 F81 ↘ R81 F82 ↙ R82 F83 ↘ R83 F84 ↙ R84 F85 ↘ R85 F86 ↙ R86 F87 ↘ R87 F88 ↙ R88 F89 ↘ R89 F90 ↙ R90 F91 ↘ R91 F92 ↙ R92 F93 ↘ R93 F94 ↙ R94 F95 ↘ R95 F96 ↙ R96 F97 ↘ R97 F98 ↙ R98 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Overpayment Paid a terminated employee

- If You Receive Prompt Repayment From Ex-Employee
 - Void the paycheck in PCG – do not cancel
 - Deposit the repayment
 - Do not record the receipt in PCGenesis (make a note in cash journal and on bank statement—returned overpayment check #nnnn voided)
 - PCGenesis makes all necessary entries



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Overpayments happen! One typical example is when you fail to stop paying someone who has left your school district.

If you receive prompt repayment of the entire amount:

- Deposit the check in the bank and DO NOT record in PCGenesis. Make a copy in your manual receipt book and note that it was entered to refund a check or direct deposit which should not have been issued.
- In payroll, VOID the check or direct deposit (even though it really cleared) and make a copy and note for your bank statement and note on the relevant registers and when you reconcile.

Questions?



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PCGenesis Documentation



<http://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx>



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Thank you for attending!



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