

PCGenesis

Handling Payroll Issues & Other Advanced Features

GASBO

Augusta, GA

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Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

11/9/2021

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PCGenesis

Handling Payroll Issues & Other Advanced Features

PCGenesis Development Team

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Good morning & welcome to the PCGenesis Current Status & Future Plans Session. Angela & I thank you for coming today. Please feel free to make comments or ask questions during the presentation. When we get to the future plans portion, we need your input to help us focus on your needs. So all of you, please join in the discussion

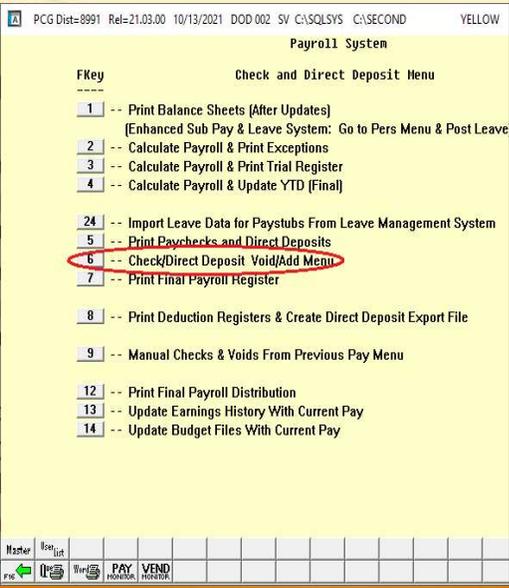
Agenda

- **Void/Add Menu**
- Special / Bonus Payroll Run
- Manual/Void Check Run
- Getting FICA Right on a Manual Check
- Refunding Deductions
- Payroll Tools
- Overpayments
- Garnishments
- W2s



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**.
- An employee was left off the payroll.
- Check/Direct Deposit Void/Add Menu (F6)



The screenshot shows a terminal window titled 'Payroll System'. The menu is titled 'Check and Direct Deposit Menu'. The options are listed as follows:

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

At the bottom of the terminal window, there is a status bar with icons for 'Master', 'Print', 'Work', 'PAY MONITOR', and 'VEND MONITOR'.

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.

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

PCG Dist=0991 Rel=12.03.00 10/11/2012 DOD 001 C:\DEVSY5 C:\SECOND GREEN Screen 1 of 2 PAYSTUPD

PAYROLL SEQUENCE MONITOR

Setup payroll for new pay period Y
 Run exceptions register with no exceptions Y
 Post substitute pay and employee leave Y
 Calculate payroll and update YTD figures Y
 Print paychecks and Direct Deposits Y

(This cycle can be repeated more than once) { / Void/Add Run Completed Y
 { / Final Register Y
 { / Deduction Registers Y
 { \ Final Distribution Y

Update earnings history with current pay N
 Update budget files with current pay N

Manual/Void Checks Run Only: N Deduct Pension:
 Regular Gross Types : Y Old PSERS: Y Old ERS: N New PSERS: Y
 Special Gross Types : Y TRS: Y New ERS: N

----- PAYROLLS SELECTED DURING SETUP: -----

PAY SCH	NO. TAX	PAYS CALC	DESCRIPTION	PERIOD	CHECK DATE	GHI
12	12		MONTHLY	9	09/28/12	<input checked="" type="checkbox"/> Y

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 20 21 22 23

F11=Go to screen 2, F16=exit. 12.03.00

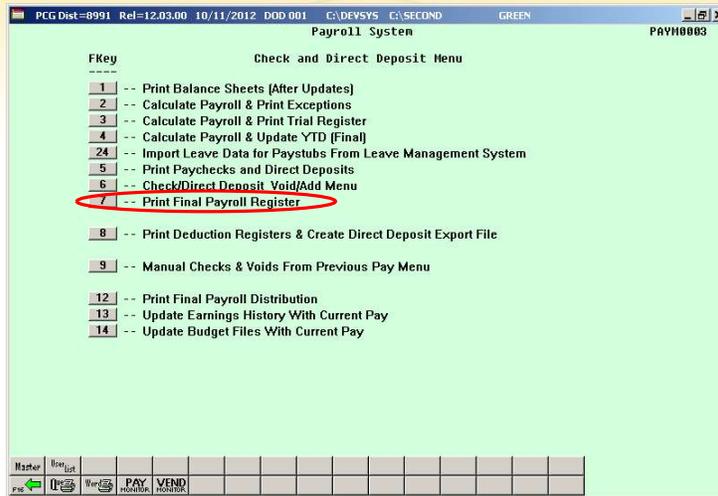
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First, note that the final and deduction registers, and the final payroll distribution steps can be repeated as often as necessary, regardless of whether you are doing a Void/Add process.

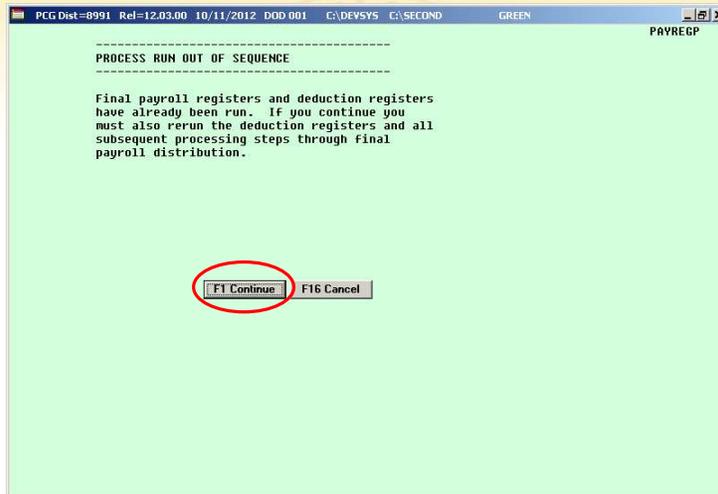
We can run and re-run all the registers and reports as many times as necessary as long as **F13**, Update Earnings History, and **F14**, Update Budget Files, as NOT been run.

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

```

PCG Dist=0991  Rel=12.03.00  10/11/2012  DOD 001  C:\DEVSY5  C:\SECOND  GREEN  Screen 1 of 2  PAYSTUPD

PAYROLL SEQUENCE MONITOR

Setup payroll for new pay period          V
Run exceptions register with no exceptions V
Post substitute pay and employee leave   V
Calculate payroll and update YTD figures  V
Print paychecks and Direct Deposits      V

(This cycle can be repeated more than once)
/ Void/Add Run Completed V
Final Register             V
Deduction Registers        N
Final Distribution         N

Update earnings history with current pay  N
Update budget files with current pay      N

Manual/Void Checks Run Only: N          Deduct Pension:
Regular Gross Types : Y Old PSERS: Y Old ERS: N New PSERS: Y
Special Gross Types : Y TRS: Y New ERS: N

----- PAYROLLS SELECTED DURING SETUP: -----
PAY  NO. PAYS  PERIOD  CHECK DATE  GHI
SCH  TAX CALC DESCRIPTION
12   12      MONTHLY          9    09/28/12  V

Selected classes:  1  2  3  4  5  6  7  8  9 10 11 12 13 14 15 16 17 20 21 22 23

F11=Go to screen 2, F16=exit.                                12.03.00
    
```

Now, deduction registers and final distribution can be rerun

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

The screenshot shows a payroll system window with the following data:

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV CASQSYS CASECOND YELLOW

Status Active Update/Display Gross Data PAY07

EmpNo 87781 AD2ER, TA2 Class 1 CLASSROOM TEACHERS
 SSN 999-08-7781 Loc 100 Location 000100 Job cd 3 TEACHER 4-8
 Salary sched Cert level T4 Pay step L2 State yrs 13 Local yrs 0
 Work sched ID Hrs/Day 0.000 Days/Week 0 Hrs/Week 40.00 13/14 pay sw Y Budget pay cat
 Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc	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	0010			4047.58		1.0000		
02.	S	0011			230.42				
03.	S	0312			416.67				
04.									
05.									
06.									

Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens Amt Contract Distrib Flag

ACCT 01	22	100	1051	1000	11000	100	1	4047.58	242.85		Y	S
ACCT 02	22	100	1053	1000	11000	100	1	230.42	13.83			T
ACCT 03	22	100	1638	2100	19100	100	1	416.67	25.00			H
ACCT 04	00											
ACCT 05	00											
ACCT 06	00											

Total gross 4694.67 Pens code 2 TRS 4694.67 281.68
 Cycle gross 4694.67 Pens switch Y Pens Ant/% .0600
 State salary 48571.00 TRS service ind 1 TRS/ERS Pens Gross Pay sch
 Local salary 2765.00 TRS serv lock N Adj Ant/% Cycle
 Other 5000.00 No pension code 00
 Contract ant 56336.00 Pens elig date 8/03/2017

VTD update has run - no updates are allowed at this time

21.03.00

10/13/2021 10

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

The screenshot shows a window titled "Payroll System" with the following menu items:

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

A callout box points to item 6 with the text: "Need to correct problems for specific employees, but checks have already been printed."

The window title bar includes: PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV CASQLSYS C:\SECOND YELLOW PAYH0003

The bottom status bar shows: 13.02.00 11/9/2021 11

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

The screenshot shows a terminal window titled "Payroll System" with the user "PAYVOIDP". The menu options are:

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

A callout box points to Step 1 with the text: "Once you start a Void/Add process, it must be completed."

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

17.01.00

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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

The screenshot shows a terminal window titled "PAYVOID" with the following text:

```
PCG Dist=8991  Rel=21.03.00  10/13/2021  DOD.002  SV  C:\SQLSYS  C:\SECOND  YELLOW  -  □  ×  
PAYVOID  
Payroll Check / Direct Deposit Voiding / Adding  
Enter Employee Number: 87781  
Employee: AD2ER, TA2  
Check/DD #: 50002  
Amount: 3,296.57  
Will a replacement check / direct deposit be issued? YES (YES or NO)  
Enter - Continue, F16 - ReEnter/Exit  
21.03.00  
11/9/2021  13
```

The terminal window includes a keyboard layout at the bottom with function keys and a logo for the Georgia Department of Education.

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

The screenshot shows a payroll system window with the following data:

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

Status Active Update/Display Gross Data PAV07

EmpNo 87781 AD2ER, TA2 Class 1 CLASSROOM TEACHERS

SSN 999-08-7781 Loc 100 Location 000100 Job cd 3 TEACHER 4-8

Salary sched Cert level T4 Pay step L2 State yrs 13 Local yrs 3

Work sched ID Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay sw Y Budget pay cat

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

Proc	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI %	Pay Dist	Pay for Reas	Pay for Period End
01.	S 0010				4047.58		1.0000			
02.	S 0011				230.42					
03.	S 0312				416.67					
04.										
05.										
06.					4694.67		1.0000			

Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens Ant Contract Distrib Sub Budget Flag

ACCT 01 22 100 1051 1000 11000 100 1

ACCT 02 22 100 1053 1000 11000 100 1

ACCT 03 22 100 1638 2100 19100 100 1

ACCT 04 00

ACCT 05 00

ACCT 06 00

Total gross 4694.67 Pens code 2 TRS Pens Ant/% .0600

Cycle gross 4694.67 Pens switch Y

State salary 48571.00 TRS service ind 1

Local salary 2765.00 TRS serv lock N

Other 5000.00 No pension code 00

Contract ant 56336.00 Pens elig date 8/03/2017

21.03.00

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

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD.002 SV CASQLSYS CASECOND YELLOW

Status Active Update/Display Gross Data PAY07
 EmpNo 87781 AD2ER, TA2 Class 1 CLASSROOM TEACHERS
 SSN 999-08-7781 Loc 100 Location 000100 Job cd 3 TEACHER 4-8
 Salary sched Cert level T4 Pay step L2 State yrs 13 Local yrs 3
 Work sched ID Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay sw Y Budget pay cat
 Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI % Dist Reas	Pay Period	Pay for End
01	S	0010			4087.58		1.0000		
02	S	0011			230.42				
03	S	0312			416.67				
04	S	0312			300.00				
05									
06					4994.67		1.0000		

Sub Budget
 ACCT 01 22 100 1051 1000 11000 100 1 Y S
 ACCT 02 22 100 1053 1000 11000 100 1 I
 ACCT 03 22 100 1638 2100 19100 100 1 H
 ACCT 04 22 100 1021 1000 11800 100 1
 ACCT 05 00
 ACCT 06 00

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

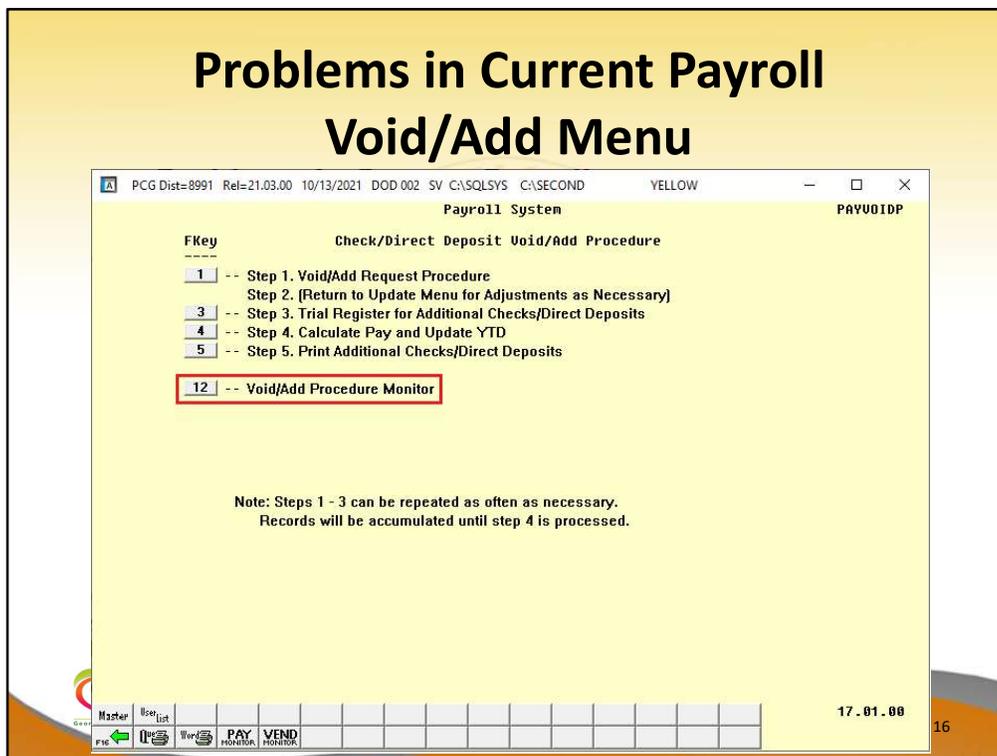
Validations passed. Save your changes.

Georgia Department of Education 11/9/2021 15

Step 2:

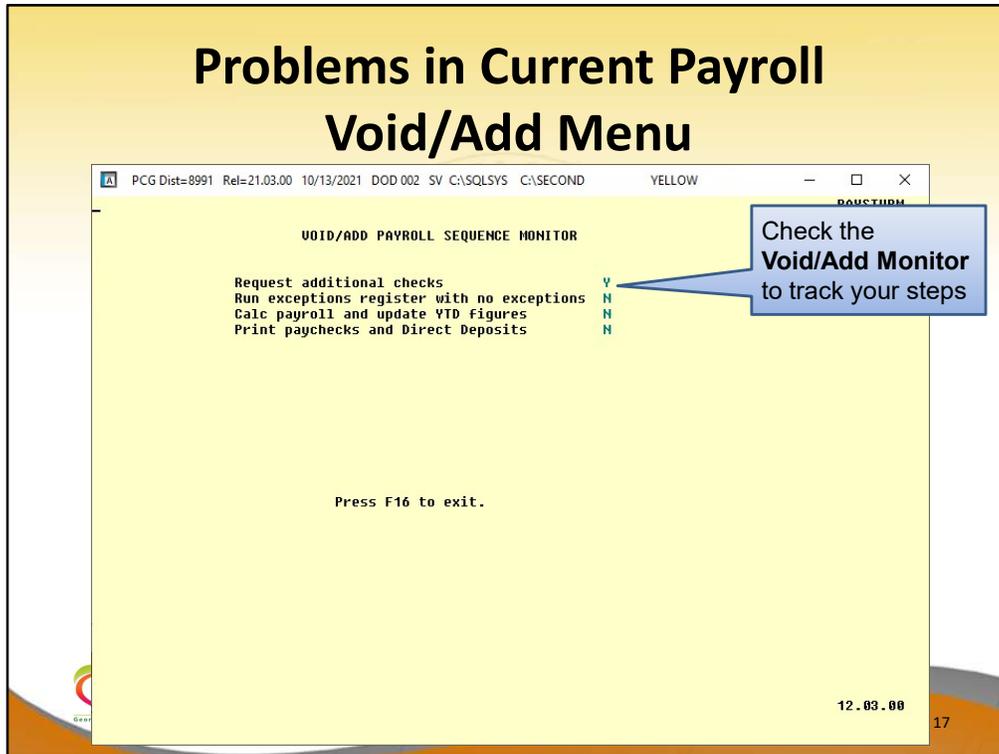
Now the additional pay can be added. I am using a **Proc Type** of 'B' for a salary adjustment with no pension calculated. This adjustment will be deleted next time payroll setup is run.

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

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV CASQSYS C:\SECND YELLOW Screen 1 of 2

PAYROLL SEQUENCE MONITOR

- Setup payroll for new pay period Y
- Run exceptions register with no exceptions Y
- Post substitute pay and employee leave Y
- Calculate payroll and update YTD figures Y
- Print paychecks and Direct Deposits Y

(This cycle can be repeated more than once) / Void/Add Run Completed **N**

- Final Register N
- Deduction Registers N
- Final Distribution N

Update earnings history with current pay N

Update budget files with current pay N

Manual/Void Checks Run Only: N Post leave for Manual/Void Run: N

Regular Gross Types : Y Old PSERS: Y Old ERS: Y TRS: Y

Special Gross Types : Y New PSERS: Y New ERS: Y

----- PAYROLLS SELECTED DURING SETUP -----

PAY SCH	NO. TAX	PAYS CALC	DESCRIPTION	PERIOD	CHECK DATE	GHI
12	12		2021 PAYROLL SCHEDULE	9	09/30/21	Y

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25
26 27 28 29 30 31 32 33 34 35 39

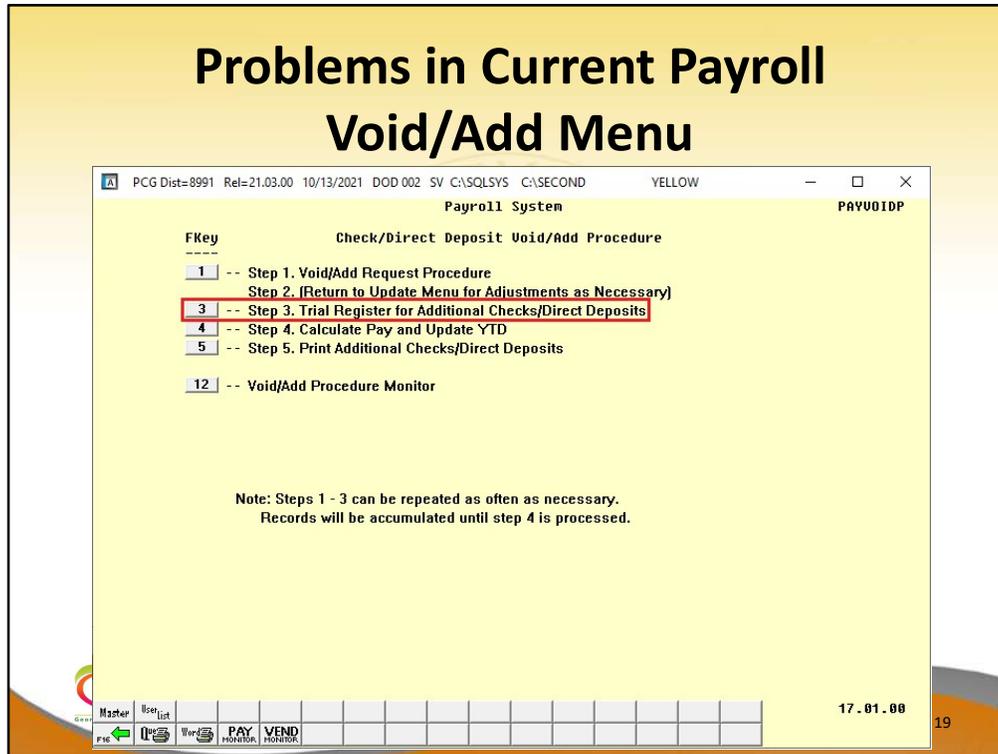
F3=Print screen, F11=Go to screen 2, F16=exit.

21.03.00 18

The Void/Add Run is NOT complete

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.

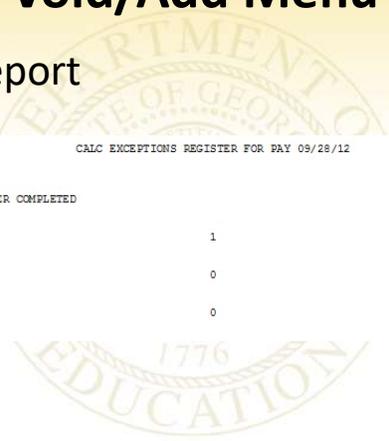
Note that Step 3, 4, and 5 must be run in order.

Problems in Current Payroll Void/Add Menu

Exceptions Report

REPORT DATE 10/16/2012 PAYMCEP 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

LOCATION 0102 - Location 000102

LOC	EMP #	CL NAME	REG HRS	OT HRS	GROSS	ANNUITY	FEDERAL	OASDI	HI	STATE	RETIRE	AEIC
0102	88669	10 DAHLING, BEAKIS			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

PAYROLL GROSS		2,115.31										
FICA - OASDI		71.22					1,695.59					
FICA - HEALTH INSURANCE		24.59					1,695.59					
03 FED INCOME TAX		60.81										
04 VENDOR 000012		56.66										
08 GHI-NON-CERT		316.86				I						
33 VENDOR 002920		102.86				I						
43 VENDOR 004920		1.00										
TRS		95.82					1,597.00					
* PAYROLL CHECKS NET												
** DIRECT DEPOSIT NET		1,385.49										
TOTAL DEDUCTIONS		729.82										
# OF CHECKS TO BE WRITTEN	1					MALES:		FEMALES:	1			

Trial Register shows one check



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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

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

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

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

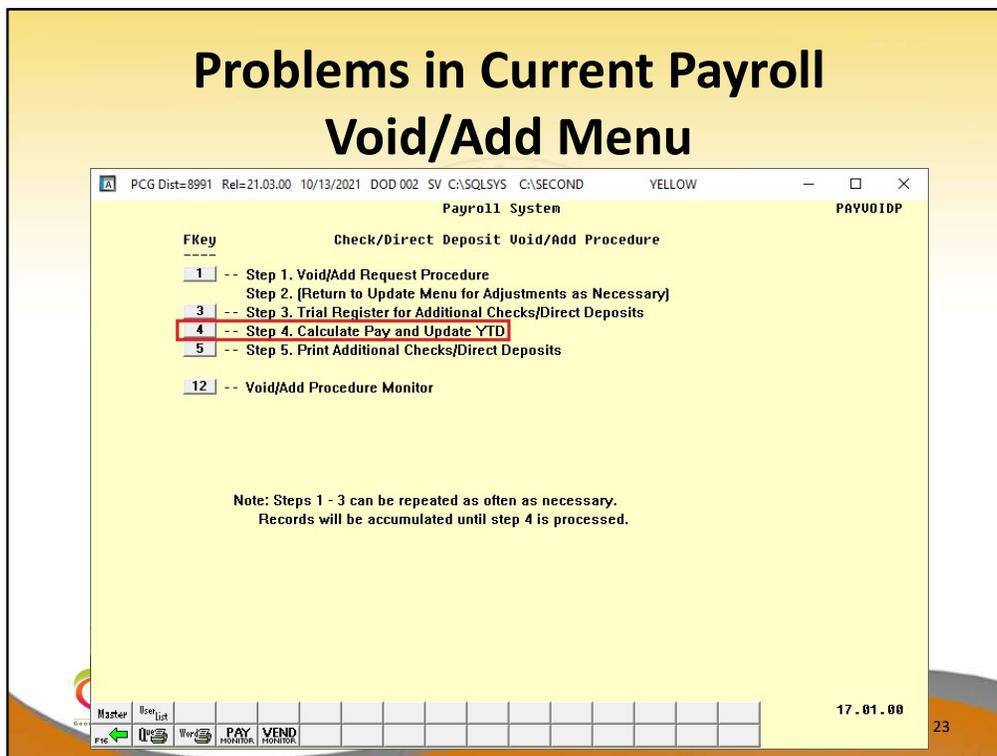
REPORT DATE: 10/16/2012 TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12 PAYTRIAL PAGE 3

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

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:

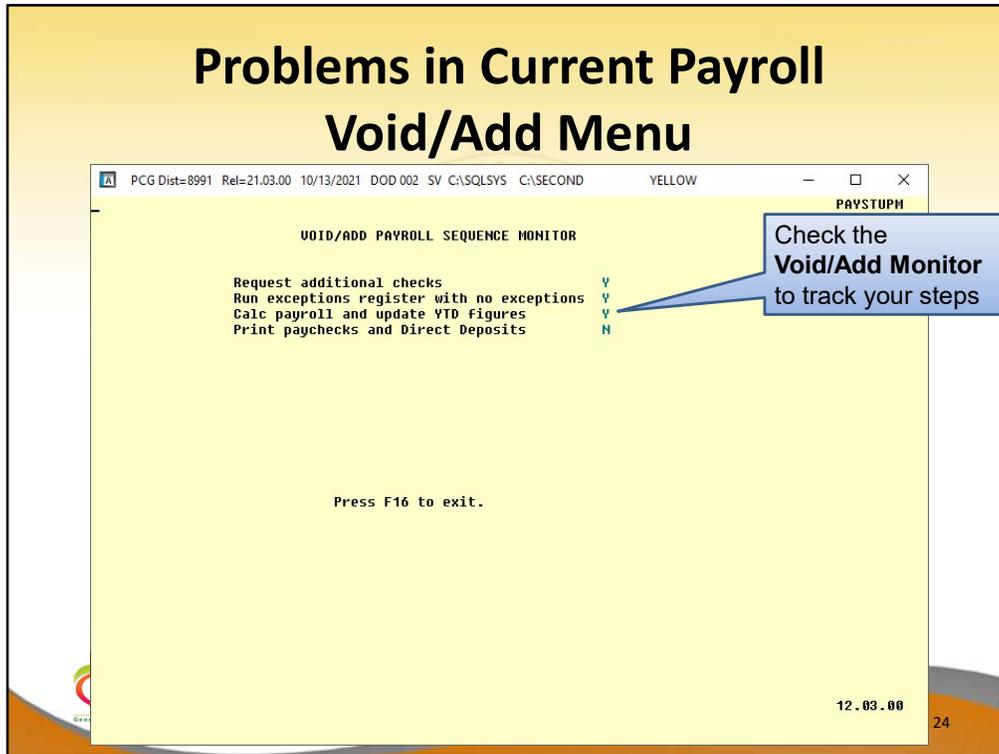
From the Add/Void Menu, we will run the **Calculate Pay and Update** (F4) for the reissued or voided checks. No reports are produced from this process.

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!

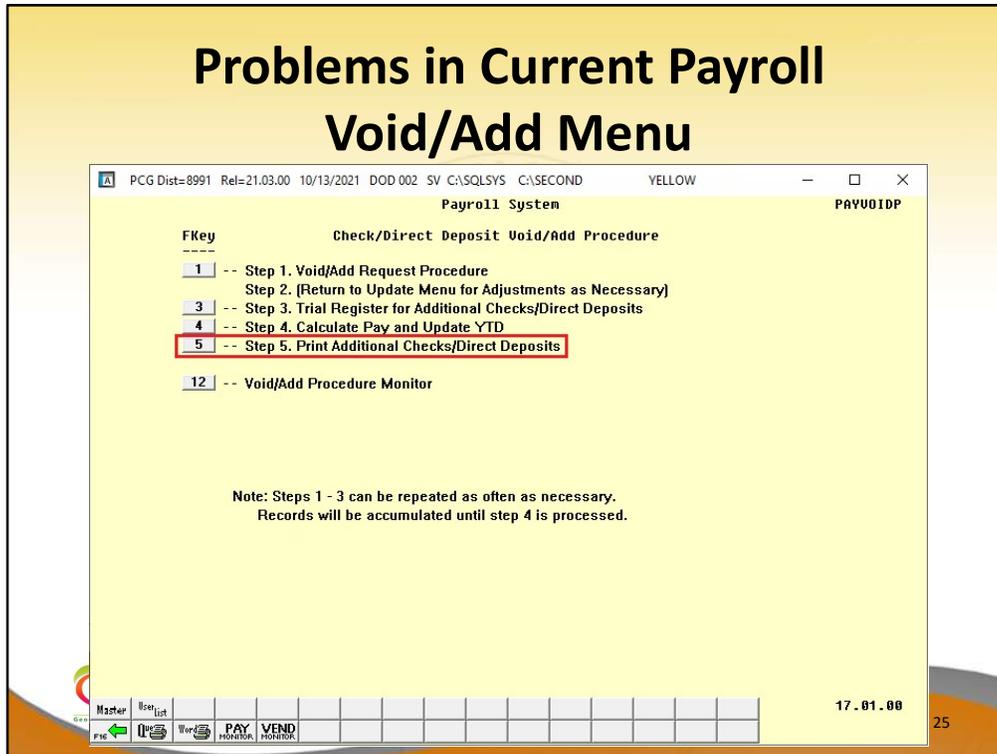
Note that Step 3, 4, and 5 must be run in order.

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

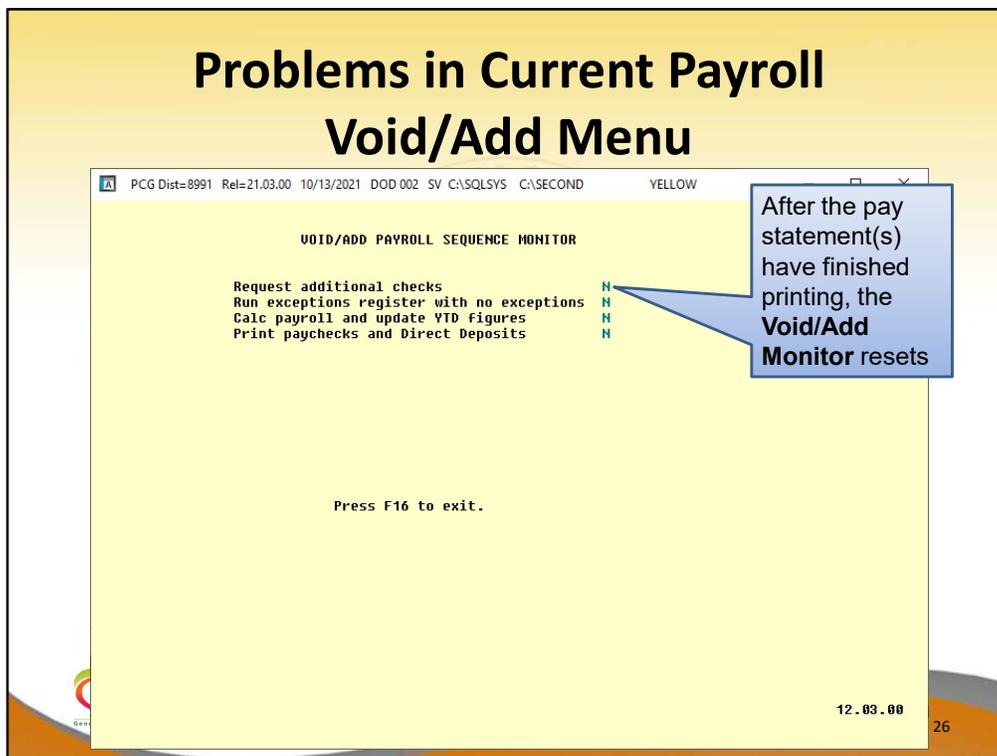


Step 5:

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

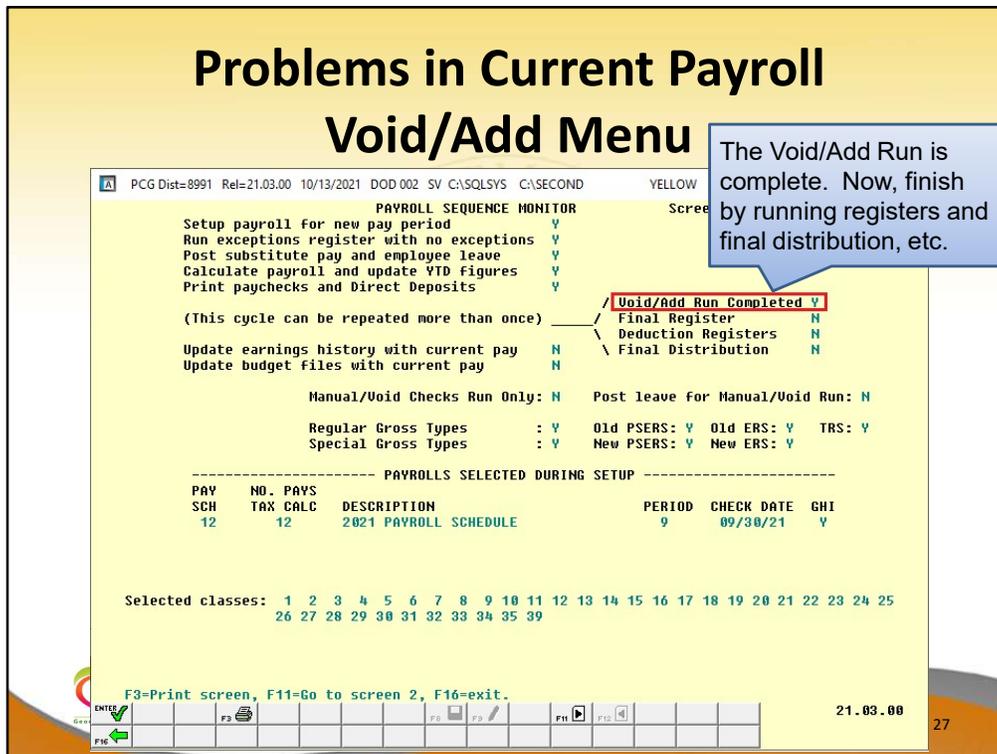


Use the **Void/Add Monitor** to track your steps in the Void/Add process. After the pay statement(s) have finished printing, the Void/Add Monitor is reset and shows all 'N'.

Problems in Current Payroll

Void/Add Menu

The Void/Add Run is complete. Now, finish by running registers and final distribution, etc.



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.

Problems in Current Payroll Void/Add Menu

- If an employee is not in the payroll due to an oversight, a employee can be added with the Void/Add Menu.
- Since the Void/Add cycle can be run as many times as necessary, once the prior Void/Add is finished, we start another Void/Add.

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

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

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW
Payroll System PAVU01DP

FKey Check/Direct Deposit Void/Add Procedure

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

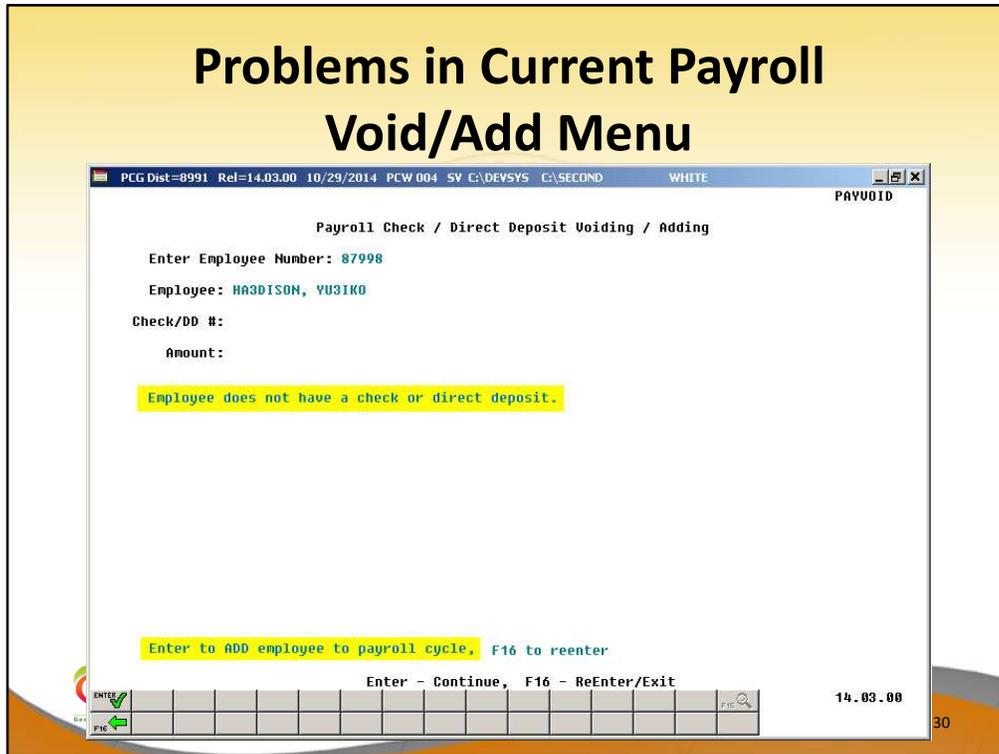
Note: Steps 1 - 3 can be repeated as often as necessary.
Records will be accumulated until step 4 is processed.

17.01.00
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Step 1:

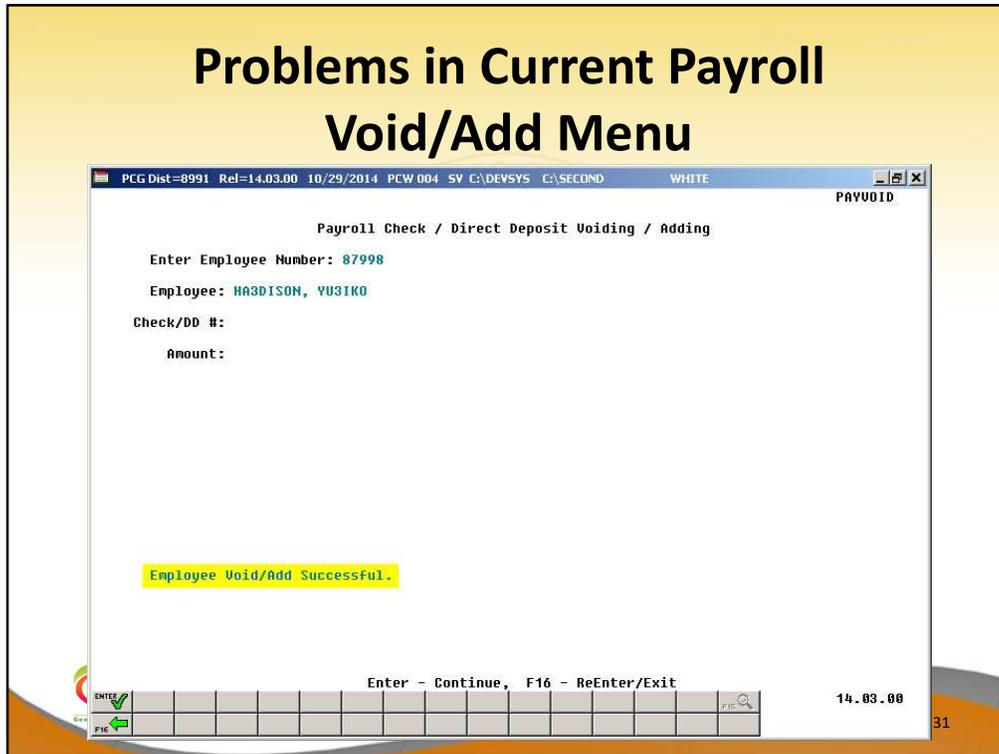
Once a Void/Add process has been started, it must be completed! We start by running Step 1 – Void/Add Request Procedure.

Problems in Current Payroll Void/Add Menu



ENTER to add the employee to the payroll.

Problems in Current Payroll Void/Add Menu



The message will display that the Employee VOID/ADD was successful.

Problems in Current Payroll Void/Add Menu

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

Status Active Update/Display Gross Data PAY07

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

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

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

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

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

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

Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens Amt Contract Sub Budget Distrib Flag

ACCT 01 00

ACCT 02 00

ACCT 03 00

ACCT 04 00

ACCT 05 00

ACCT 06 00

TRS & ERS Pens Gross Adj

Contract ant

Cycle gross

Total gross

Pay sch. # 12 State salary

Pay sch. # 0 State salary

Pens code 0 Pens elig date

Pens switch Y TRS service ind 0

14.02.00

ENTER 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

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

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

Status Active Update/Display Gross Data PAY07

EmpNo 87998 HA3D1SON, YU3IKO Class 5 TCR AIDES PART-TIME

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

Salary sched _____ Cert level _____ Pay step E State yrs 0 Local yrs 0

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

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

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

15.00 825.00

Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens	Amt	Contract	Sub	Budget
ACCT 01	15	100	1021	1000	11400	111									
ACCT 02	15	100	1021	1000	11400	3050									
ACCT 03	00														
ACCT 04	00														
ACCT 05	00														
ACCT 06	00														

TR S & ERS Pens Gross Adj

Contract amt _____ Cycle gross _____ Total gross 825.00

Pay sch. # 12 State salary _____ Local salary _____ Cycle 1 Cal Yr

Pens code 0 Pens elig date _____ Ant/% _____ Other _____

Pens switch Y TRS service ind 0 PY contno 00

Validations passed. Save your changes.

14.02.00

Step 2:

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

Problems in Current Payroll Void/Add Menu

PG Dist=8991 Rel=14.03.00 10/29/2014 PCW 004 SV C:\DEVSY5 C:\SECOND WHITE

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

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

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

Enable Direct Deposit Yes No

Bank	Name	Account	Type	Method	Amt/%	Prenote
DD #1					0.0000	
DD #2					0.0000	
DD #3					0.0000	
DD #4					0.0000	
DD #5					0.0000	

Direct deposit can also be added.

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

14.03.00

Direct deposit can also be added.

Problems in Current Payroll Void/Add Menu

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

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

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

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

Enable Direct Deposit Yes
No

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

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

Validations passed. Save your changes.

14.03.00

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This will ADD an employee to the NACHA file.

Problems in Current Payroll Void/Add Menu

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

Payroll System PAYVOIDP

FKey Check/Direct Deposit Void/Add Procedure

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

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

17.01.00 36

Master User List F10 F11 F12 PAY MONITOR VEND MONITOR

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

Agenda

- Void/Add Menu
- **Special / Bonus Payroll Run**
- Manual/Void Check Run
- Getting FICA Right on a Manual Check
- Refunding Deductions
- Payroll Tools
- Overpayments
- Garnishments
- W2s



Special / Bonus Payroll Run

- Add a **pay date** to the existing pay schedule to accommodate a bonus payment
- Modify the pay schedule (F2, F13, F1) - increase the '**Max No. Of Pays Per Year**' to add a pay date
- Do NOT change '**No of pays for tax calc**' - the employer GHI amounts will not be computed correctly for the remainder of the calendar year

Special / Bonus Payroll Run

PCG Dist=7341 Rel=21.01.00 03/15/2021 DOD 002 SV CASQSYS C\ASECOND GREEN

*** Calendar Year Pay Schedule *** PAYS

Year: 21 Pay Schedule #: 12 * SCHEDULE IN PROGRESS *
No. Of Pays For Tax Calc: 12 Max No. Of Pays Per Year: 14
Description: 2021 PAYROLL
Current Pay Period: 3
Current Pay Quarter: 1 SCHEDULE COMPLETE INDICATOR : N

1). 012221	2). 022621	3). 033121	4). 043021
5). 053121	6). 063021	7). 073021	8). 083121
9). 093021	10). 102921	11). 111921	12). 121721
13). 121821	14). 121921		

(ENTER)-Validate Entries ** Modify Mode ** F1-Return to Display F11-Sort Dates

17.01.00

Georgia Dept

Leave 'No of pays for tax calc' alone!

Increase 'Max No. Of Pays Per Year'

Special / Bonus Payroll Run

PCG Dist=8991 Rel=21.03.00 10/15/2021 DOD 005 SV C:\SQLSYS C:\SECOND YELLOW PAYM0001

Payroll System

FKey Setup Menu

1 -- Setup Payroll for a New Payroll Run

2 -- Setup Manual/Void Check Run Only

Print Preliminary Balance Sheets:

3 -- Location Within Class

4 -- Class Within Location

Print Attendance Register:

5 -- Class Within Location

Print Earnings Forecast Register:

6 -- Class Within Location

11 -- Create PRENOTE file (Test NACHA)

12 -- Print PRENOTE File (Trial)

13 -- Print PRENOTE File (Final)

Master User List F16 F17 PAY MONITOR VEND MONITOR

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Special / Bonus Payroll Run

PCG Dist=7341 Rel=21.01.00 03/15/2021 DOD 001 SV C:\SQLSYS CASECOND GREEN

Setup Payroll for a New Payroll Run PAYDATE

Enter a 'Y' in the Run column next to the Scheduled Pay(s) and Employer GHI(s) for this payroll run.

Pay Sch	No. Tax	Pays Calc	Description	Period	Check Date	Run	Emplr GHI
12	12		2021 PAYROLL	3	03/31/21	Y	N

NOTE: Verify the NO. of PAYS for TAX CALCulation field. If incorrect, return to the DISPLAY/UPDATE PAY SCHEDULES Function and modify.

AT LEAST 1 PAY CYCLE MUST BE SELECTED

17.03.00

ENTER 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 Help

Georgia Department of Education "Educating Georgia's Future"

When setting up the payroll for the bonus cycle set the 'Emplr GHI' to N to turn off the automatic employer GHI contribution

Special / Bonus Payroll Run

PCG Dist=7341 Rel=21.01.00 03/15/2021 DOD 001 SV C:\SQLSYS C:\SECOND GREEN PAYDATE

Setup Payroll for a New Payroll Run

Enter a 'V' next to the pension types to be deducted on this payroll run:

- (1) Old PSERS N
- (2) TRS N
- (3) OLDERS N
- (4) NEWERS N
- (5) New PSERS N

Turn off the pension calculation by setting the appropriate switches to 'N'

ENTER = Continue, F16 = Exit

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Special / Bonus Payroll Run

PCG Dist=7341 Rel=21.01.00 03/15/2021 DOD 001 SV C:\SQLSYS C:\SEC

Setup Payroll for a New

Enter a 'Y' next to the Gross types to be selected on payroll run:

(1) Regular Gross Types (H,D,S) N

(2) Special Gross Types (A,B,P,Q,X,Y,Z) Y

NOTE: On a normal payroll run, both the REGULAR and SPECIAL gross type fields should be 'Y'.
On a special/bonus payroll run, only the SPECIAL gross type field should be a 'Y'.

**Make sure Regular Gross Types = N
Set Special Gross Types = Y**

G - Process Type

- S Reg Salary w/Pension and Taxes
- D Reg Daily w/Pension and Taxes
- H Reg Hourly w/Pension and Taxes
- A Daily/Hourly Adj No Pension
- B Salary Adjustment No Pension
- X Daily/Hrly w/FICA, No Pens/Tax
- Y Salary w/ FICA, No Pens/Taxes
- Q Salary Adj w/Tax & Pension
- P Daily/Hourly Adj w/Tax & Pens
- Z Pension Adjustment Only

17.03.00

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Done Cancel

Use Proc Type of 'Y' = Salary with FICA, no Pension/Taxes
Use Proc Type of 'B' = Salary with no pension, but FICA and taxes are taken out

Special / Bonus Payroll Run

PCG Dist=7341 Rel=21.01.00 03/15/2021 DOD 001 SV C:\SQLSYS C:\SECOND GREEN

PAYDATE

Deduction Control
Enter a 'Y' if the deduction is to be taken.

00=FRINGE BENEFI	N	01=1ST ANNUITY	N	02=2ND ANNUITY	N	03=FEDERAL TAX	Y
04=GA STATE TAX	Y	07=457 PLAN	Y	08=ST MERIT INS	N	09=ST MERIT INS	N
11=VIC CAFE	N	12=AFLAC CAFE	N	15=DENTAL CAFE	N	16=GUARD LIFE	N
19=VISION CAFE	N	20=GUARDIAN GL	N	21=GHI NC NONCAF	N	22=GHI N/CAFE	N
23=STD	N	24=VIC N/CAFE	N	25=AFLAC NONCAF	N	26=VISION N/CAFE	N
27=GARNISHMENT	N	28=GARNISHMENT	N	29=GUARDIAN GUL	N	30=BANKRUPTCY	N
31=LTD	N	32=CRITICAL ILL	N	33=ACCIDENT	N	35=STATE TAX LEV	N
36=CREDIT UNION	N	37=IMPUTED INCOH	N	38=COTTON STATES	N	39=DENTAL NONCAF	N
40=GROUP LIFE	N	41=MASS LIFE	N	42=UNIFORM	N	43=HH INITIAL	N
44=WHOLE LIFE	N	45=PAGE	N	50=UALIC RTH 403	N	51=LEGEND ROTH	N
52=FI ROTH 403 B	N	53=CONTRIBUTIONS	N	55=GARNISHMENT	N	56=GAE	N
57=HMAW	N	58=BIRTH TO BOOK	N	59=AIR EVAC	N	60=AIR EVAC 150	N
61=AIR EVAC 250	N	62=AIR EVAC 500	N	63=AIR EVAC	N		

ENTER to Proceed, F16 to EXIT

17.03.00

Definitely turn off the SHBP deductions



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Special / Bonus Payroll Run

- After entering the special pay...
 - ◊ Use the '**Calculate and Display Pay**' function (F2, F2, F14) to ensure that you get the expected results
 - ◊ And of course, carefully review the **Trial Registers** – both employee and employer

Special / Bonus Payroll Run

PCG Dist=7341 Rel=21.01.00 03/15/2021 DOD 001 SV C:\SQLSYS C:\SECOND GREEN

Calculate and Display Pay Screen 1 of 2 PAYCOMP

Emp#: 50680 Sec 125 Y Loc 6001 Class 11

Tax Marital Status - Federal: M State: C AEIC Ind: AEIC Payment: .00

Fed: Mar M Exempt 0 2020 W-4 N W/H Cd 1 Addn Amt/% 25.00 Box 2 N 3-Dep 0.00 4a-Inc 0.00

State: Mar C Allow M[0] D[00] W/H Cd 0 Addn Amt/% Fed 4b-deduct 0.00

Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS

Reg-hr Out-hr Reg-ant 1000.00 Out-ant

Proc	Pay	Tot	FICA	FICA	Pens	Pens	Pay	Pay	
Type	Type	Gross	Gr	Amt	Gr	Amt	Reas	Period End	
01									
02	Y	1000.00	1000.00	76.50				3/15/2021	
03									
04									
05									
*** Totals		1000.00	1000.00	76.50					
Vr Fnd F Prgm Fnct Object Fcty B Addt'l									
ACCT 01	21 560	1540 1000 11200 6001 1				1.0000	1303.83	Ann #1 Ded 1 Co	
ACCT 02	21 560	1540 1000 11200 6001 1						Ann #2 Ded 2 Co	
ACCT 03									
ACCT 04									
ACCT 05									
Totals						1.0000	1303.83		
OASDI Gr	1000.00	OASDI Amt	62.00	HI Gr	1000.00	HI Amt	14.50		
Ded 03 N	Ded 04 N	Ded 08 N	Ded 15 Y	Ded 16 Y	Ded 20 N	Ded	Ded	Ded	
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	
*** Gross Pay		1000.00	*** Deductions		76.50	*** Net Pay		923.50	*** Non Tax
								20.01.00	

Screen 1: Is this right?



Special / Bonus Payroll Run

PCG Dist=7341 Rel=21.01.00 03/15/2021 DOD 001 SV CASQSYS CASECOND GREEN

Calculate and Display Pay Screen 2 of 2 PAYCOMP

Emp#: 50680 Sec 125 Y Loc 6001 Class 11

Tax Marital Status - Federal: H State: C AEIC Ind: AEIC Payment: .00

Fed: Mar H Exempt 0 2020 W-4 H W/H Cd 1 Addn Ant/% 25.00 Box 2 N 3-Dep 0.00 ka-inc 0.00

State: Mar C Allow M[0] D[00] W/H Cd 0 Addn Ant/% Fed 4b-deduct 0.00

Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS

Reg-hr Out-hr Reg-ant 1000.00 Out-ant

Ded Short Cd	Description	Employee Amount	EmpIr Flag	Employer Amount	Ded Short Cd	Description	Employee Amount	EmpIr Flag	Employer Amount
TR5	FICA	76.50	Y	76.50	GHI - EMPLR		n/a	Y	
03	FEDERAL TAX		N						
04	GA STATE TAX		N						
08	ANTH BRNZE EE		N						
15	DENTAL CAFE		Y						
16	GUARD LIFE		Y						
20	GUARDIAN GL		N						

Bank Account Net Pay Annuities

DD #1 02 377612 923.50 Ann #1 Ded 1 Co

Ann #2 Ded 2 Co

*** Gross Pay 1000.00 *** Deductions 76.50 *** Net Pay 923.50 *** Non Tax 20.01.00

Screen 2: Is this right?



Georgia Department of Education
"Educating Georgia's Future"

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Agenda

- Void/Add Menu
- Special / Bonus Payroll Run
- **Manual/Void Check Run**
- Getting FICA Right on a Manual Check
- Refunding Deductions
- Payroll Tools
- Overpayments
- Garnishments
- W2s



Manual/Void Check Run

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

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)



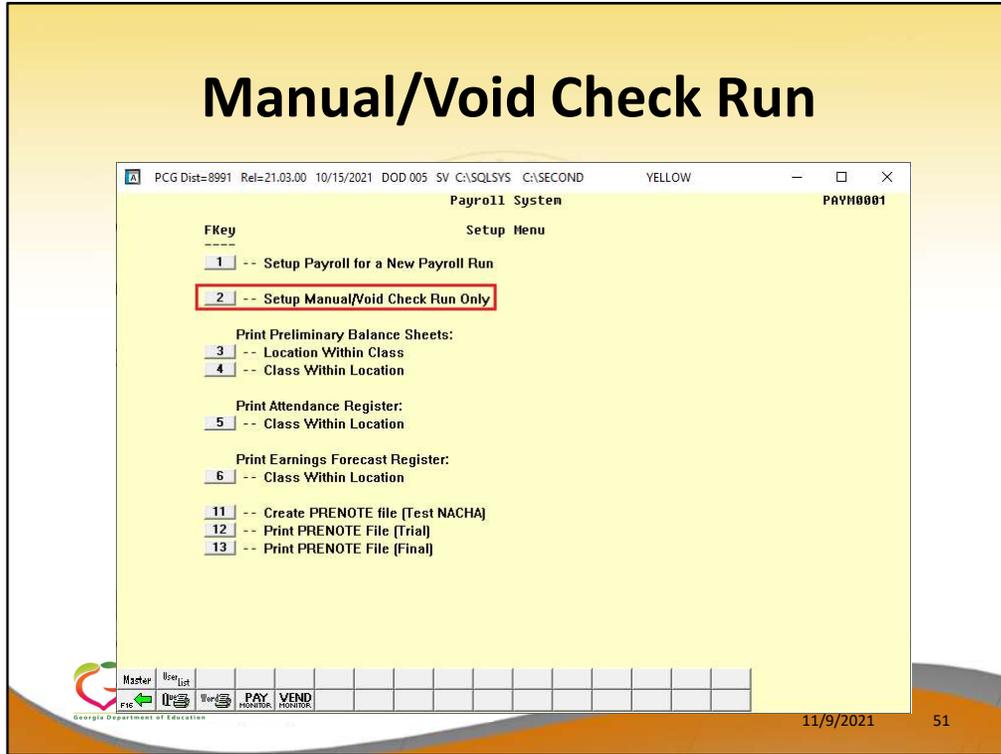
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"Educating Georgia's Future"

11/9/2021

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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

The screenshot shows a software window titled "Setup Manual/Void Check Run Only" with a status bar at the top containing system information: "PCG Dist=8991 Rel=14.03.00 10/29/2014 PCW 004 SV C:\DEVSY S C:\SECOND WHITE PAYCM501". The main text in the window reads: "This option will process Manual/Void checks without running a Regular Payroll Run." followed by "Payroll Transaction Date: 10/31/2014" (highlighted in yellow). Below this, it states: "The above transaction date represents the date the Payroll transactions will be posted to the General Ledger accounts during Budget Updates." and "Enhanced Substitute Pay and Employee Leave Option: To post employee leave, enter 'Y' N". A final instruction says: "Setting the above option to 'Y' will allow employee leave to be entered, but will NOT allow substitute pay to be entered during the Manual/Void Check Run." A blue callout box with a pointer to the instruction text contains the text: "Once a **Manual/Void Run** has been started, it must be completed even if no checks or voids are created!". At the bottom of the window, it says "ENTER=Continue, F16=Exit" and "13.04.00". The Georgia Department of Education logo is in the bottom left corner, and the date "11/9/2021" and page number "52" are in the bottom right corner.

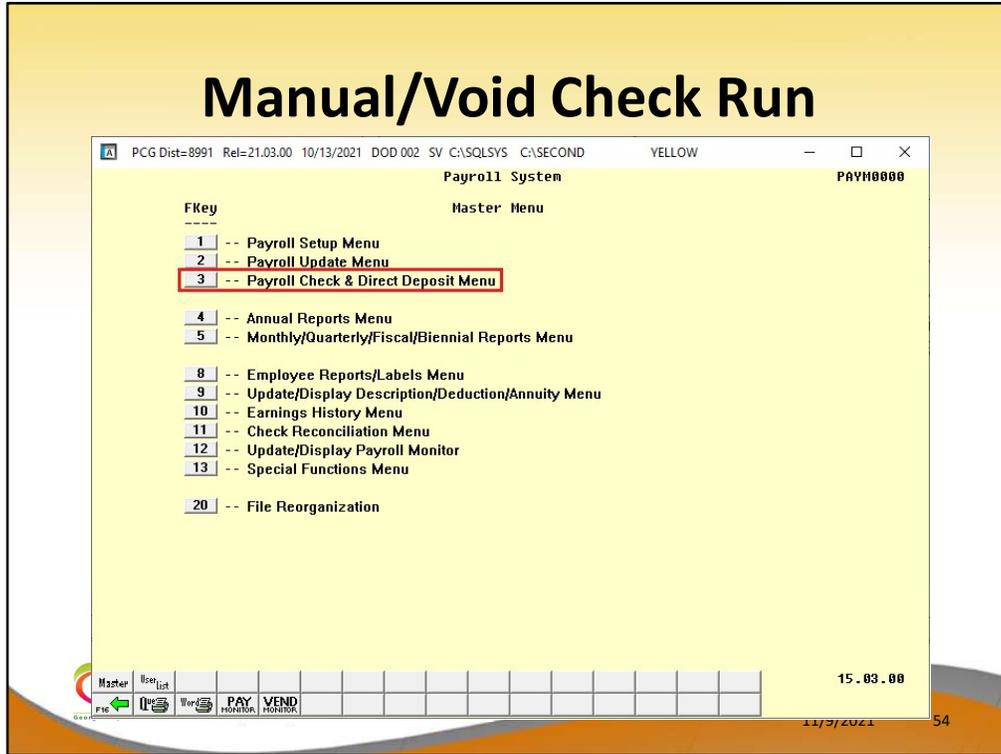
Enter the payroll date for the Manual/Void Check Run Only. Once a manual/void check run is set up, it must be completed. However, the cycle can be completed even if you don't enter any manual checks, voids, or leave. You must at least complete the steps.

Manual/Void Check Run

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

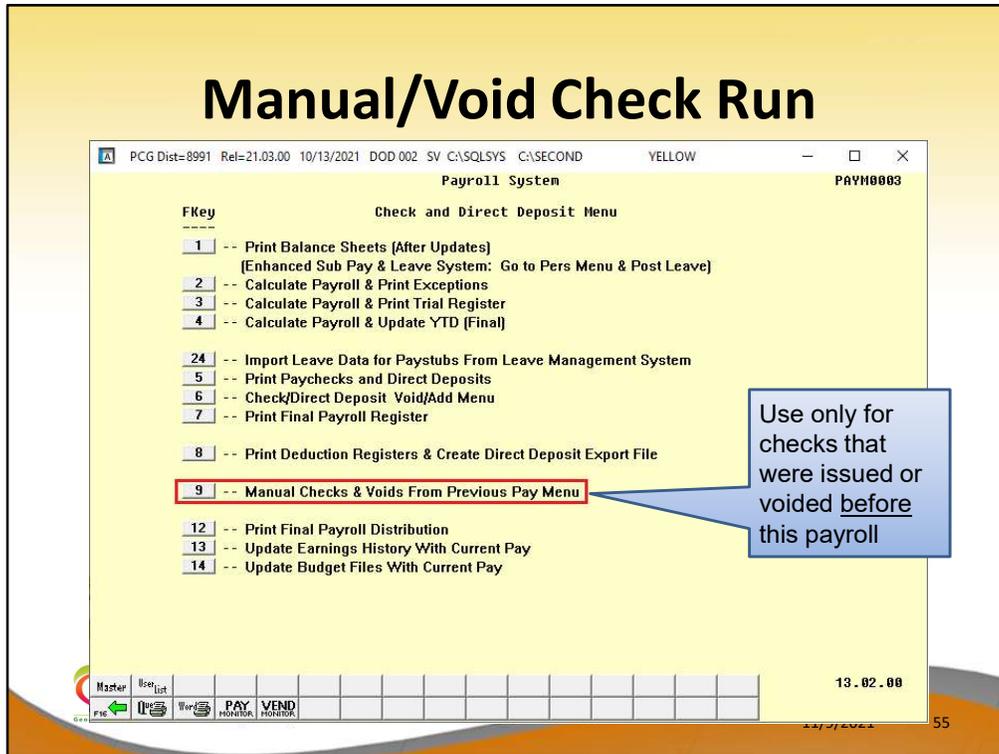
When processing a Manual/Void within a payroll navigate to

Manual/Void Check Run



F3 – Payroll Check and Direct Deposit Menu

Manual/Void Check Run



F9 - Manual Checks & Voids From Previous Pay Menu

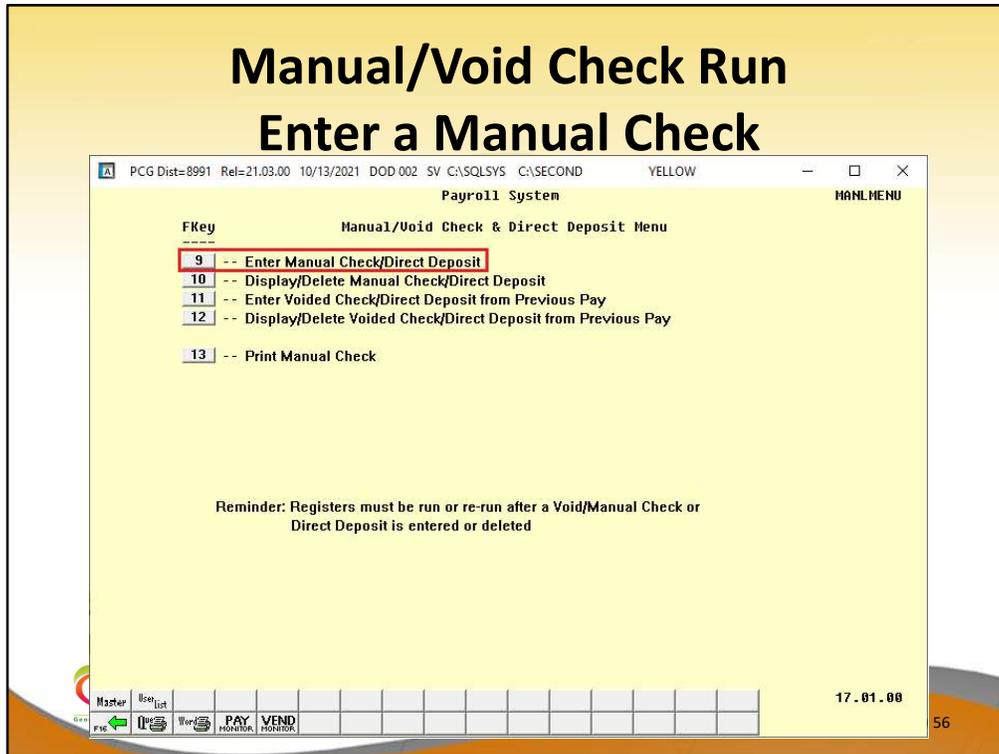
The **Manual Checks & Voids From Previous Pay Menu** is only accessed to enter changes that have occurred between the last payroll and this one. It is not used to make any corrections to the current payroll.

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

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



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Georgia Department of Education

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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

PCG Dist=8991 Rel=21.03.00 10/15/2021 DOD 005 SV CASQLSYS C\ASECOND YELLOW

Manual Check For: Employee 99118 NE7SON, D07IAN 999-08-9118 Loc 0108 PAYMANL
 Chk Dt Bank BK01 Chk No. DD Bank 01 DD acct 11 1111 111275
 Reg Hr Out-Hr Reg Amt Out Amt
 GHI ind Y FICA Y TRS Serv 1 Retire Y TRS DOE Paid ERCON ? N Pens code 2 TRS

Proc Type	Pay Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End										
01																			
02																			
03																			
04																			
05																			
Totals																			
ACCT	Yr	Fnd	F	Prgn	Fct	Objct	Fcty	B	Add'l	GHI Dist	Contract								
01	22	100		2041	1000	11000	108	1		1.0000									
02	22	100		2043	1000	11000	108	1											
03	22	100		9990	2100	14600	108	1											
04	22	100		9990	2100	14600	108	1											
05	00																		
Totals																			
OASDI Gr	Ded	OASDI Amt	HI Gr	Ded	HI Amt														
03	N	Ded 04	N	Ded 09	N	Ded 14	N	Ded 17	N	Ded 33	N	Ded 48	N	Ded 58	N	Ded 67	N	Ded 71	N
Ded		Ded		Ded		Ded		Ded		Ded		Ded		Ded		Ded		Ded	

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

21.03.00

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=21.03.00 10/15/2021 DOD 005 SV CASQLSYS C\SECOND YELLOW

Manual Check For: Employee 89118 NE7SOM, D07IAN 999-08-9118 Loc 0108 PAYMANL
 Chk Dt 9302021 Bank BK01 Chk No. 60000 DD Bank 01 DD acct 11 1111 111275
 Reg Hr Out-Hr Reg Ant Out Ant
 GHI ind N FICA N TRS Serv 1 Retire Y TRS DOE Paid ERCON ? N Pens code 2 TRS

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

Totals

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

Totals

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

Ded 20.00-

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

21.03.00

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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

The screenshot shows a payroll software window titled 'PCG Dist=8991 Rel=21.03.00 10/15/2021 DDD 005 SV C:\SQLSYS C:\SECOND YELLOW'. The main screen is for entering a manual check for Employee 89118 NEZSOM, D071AN. The check date is 9/30/2021, Bank is BK01, and Check No. is 60000. The DD Bank is 01 and DD acct is 11 1111 111275. The amount is 21.00. A dialog box titled 'Check or Direct Deposit?' is displayed, warning that manual payments will take the form of a direct deposit because the DD Bank and DD Acct are filled in. The dialog box has 'OK' and 'Cancel' buttons. The background screen shows a table of account types (Proc Type, Pay Type, Tot, Gross) and a summary of Gross Pay (21.00), Deductions (20.00), and Net Pay (21.00). The bottom of the screen shows the Georgia Department of Education logo and the date 11/9/2021.

F9 – Enter Manual Checks/Direct Deposit

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

Go back and erase the DD information.

Manual/Void Check Run

Enter a Manual Check

PCG Dist=8991 Ref=13.03.00 10/24/2013 DDD 002 SV C:\DEV\SVS C:\SECONDND GREEN
Payroll System

MANL MENU

Manual/Void Check & Direct Deposit Menu

FKey

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

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

13.01.00

Master Register Workbooks PAY MONTHLY VEND MONTHLY



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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

Void a Check

PCG Dist=8991 Ref=13.03.00 10/24/2013 DDD 002 SV C:\DEV\SVS C:\SECONDND GREEN
Payroll System

MANL MENU

Manual/Void Check & Direct Deposit Menu

FKey

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

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

13.01.00

Master Edit
F10 F11 F12 F13 F14 F15
PAY MONTHLY VEND MONTHLY

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=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSY5 C:\SECOND GREEN

VOID Check or Direct Deposit from Previous Pay PAYUD

Void Check/Dir Dep For: Employee 89647 BRZLEY, TIZANY Loc 0102

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

Chk/DD # [dropdown] Chk Date Chk Bank BK08 Chk or DD (C or D) SERU 0

Reg Hr [input] Out-Hr [input] Reg Amt [input] Out Amt [input] Contract [input]

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

*** Totals

ACCT	01	02	03	04	05	Totals	Employer paid: GHI					
Yr	Fnd	F	Prgm	Fct	Objct	Fcty	B	Addt'l	GHI	Dist		
0ASDI	Gr	Ded	0ASDI	Ant	Ded	HI	Gr	Ded	HI	Ant	ER: Pens	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



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F11 – Enter Voided Checks/Direct Deposit from Previous Pay

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

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

Manual/Void Check Run

Void a Check

PGC Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSY5 C:\SECOND GREEN

VOID Check or Direct Deposit from Previous Pay

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

Transaction Date: 11/30/2012 A/EIC IND ADU EIC PAYMT SSN 999-88-9647

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

Req Hr Out-Hr

PGC Select Check Code

Employee number: 89647
Name: BA2LEY, TIZANY

Check Number	Check Date	Check Bank	DD/Chk	Check Status	Total Net
0026062	01/31/2012	BK08	D	Issued	2,185.61
0026373	02/29/2012	BK08	D	Issued	2,185.61
0026691	03/30/2012	BK08	D	Issued	2,244.73
0127011	04/30/2012	BK08	D	Issued	2,207.07
0127329	05/31/2012	BK08	D	Issued	2,183.75
0127645	06/29/2012	BK08	D	Issued	2,183.75
0127918	07/31/2012	BK08	D	Issued	2,171.71
0128135	08/31/2012	BK08	D	Issued	2,171.71

*** Totals

ACCT 01 Yr Fnd F Prgm

ACCT 02

ACCT 03

ACCT 04

ACCT 05

ORASDI Gr Ded OR De

Ded Ded De

Employer Contribution

*** Gross Pay

Select payments for calendar year: 12

Re-filter Done Cancel

12.02.00



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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:\DEVSY5 C:\SECOND GREEN

VOID Check or Direct Deposit from Previous Pay PAYUD

Void Check/Dir Dep For: Employee 89647 BARLEY, TIZANY Loc 0102

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

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

Reg Hr Out-Hr Reg Amt Out Amt Contract

Proc	Pay	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay	Pay For
01									
02									
03									
04									
05									

*** Totals

ACCT	Yr	Fnd	F	Prgm	Fct	Objct	Fcty	B	Adtd	'1	GHI	Dist
ACCT 01												
ACCT 02												
ACCT 03												
ACCT 04												
ACCT 05												

OASDI Gr	Ded	OASDI Amt	Ded	HI Gr	Ded	HI Amt	Employer paid: GHI	ER: Pens	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



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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

PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSY5 C:\SECOND GREEN

VOID Check or Direct Deposit from Previous Pay

Void Check/Dir Dep For: Employee 89647 BRIDLEY, TIZANY Loc 0102 PAYUD

Transaction Date 11/30/2012 A/EIC IND ADU EIC PAYMT SSN 999-88-9647

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

Reg Hr Out-Hr Reg Amt 3183.52 Out Amt Contract 3183.52

Type	Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Reas	Period End
01	S 0010	2868.92	2772.18	156.63	2868.92	172.14	91	8/31/2012
02	S 0310	166.67	161.04	9.18	166.67	18.00	91	8/31/2012
03	S 0310	208.33	201.31	11.38	208.33	12.50	91	8/31/2012
04	B 0301	68.40-	58.36-	3.30-			91	8/31/2012
*** Totals		3183.52	3076.17	173.81	3243.92	194.64		

ACCT 01 13 402 1750 1000 11000 102 1 GHI Dist 1.0000

ACCT 02 13 100 9990 2100 14600 102 1

ACCT 03 13 100 9990 2100 14600 101 1

ACCT 04 13 402 1750 1000 11000 102 1

ACCT 05

Totals 1.0000 Employer paid: GHI 912.34

OASDI Gr 3076.17 OASDI Amt 129.20 HI Gr 3076.17 HI Amt 44.61 ER: Pens 378.13

Ded 01 N Ded 03 N Ded 04 N Ded 09 N Ded 11 N Ded 13 Y Ded 24 N Ded 28 N Ded 30 N Ded 33 Y

20.00 318.63 130.86 80.58 38.35 3.00 10.08 11.00 1.58 16.69

Ded 17 N Ded Ded Ded Ded Ded Ded Ded

12.50

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

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

12.02.00



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

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

VOID Check or Direct Deposit from Previous Pay PAYUD

Void Check/Dir Dep For: Employee 89647 BR2LEY, TIZANN Loc 0102
 Transaction Date 11/30/2012 A/EIC IND ADU EIC PAYMT SSN 999-88-9647

Chk/DD # 128193 Chk Date 8/31/2012 Chk Bank BK08 Chk or DD (C or D) D SERU 0
 Reg Hr Out-Hr Reg Amt 3183.52 Out Amt Contract 3183.52

Proc	Pay	Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Reas	Period End
01	S	0010	2868.92	2772.18	156.63	2868.92	172.14	91	8/31/2012
02	S	0310	166.67	161.04	9.18	166.67	18.00	91	8/31/2012
03	S	0310	208.33	201.31	11.38	208.33	12.50	91	8/31/2012
04	B	0301	68.40	58				91	8/31/2012
05									

*** Totals 3183.52 3076.17

ACCT 01 13 402 1750 1000 11000
 ACCT 02 13 100 9990 2100 14600
 ACCT 03 13 100 9990 2100 14600
 ACCT 04 13 402 1750 1000 11000
 ACCT 05

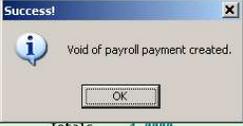
Totals 1.0000
 OASDI Gr 3076.17 OASDI Amt 129.20 HI Gr 3076.17 HI Amt 44.61 Employer paid: GHI 912.34
 Ded 01 N Ded 03 N Ded 04 N Ded 09 N Ded 11 N Ded 13 Y Ded 24 N Ded 28 N Ded 30 N Ded 33 Y
 20.00 318.63 130.86 80.58 38.35 3.00 10.08 11.00 1.58 16.69
 Ded 17 N Ded 12.50

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

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

Save to complete payment void.

12.02.00



F11 – Enter Voided Checks/Direct Deposit from Previous Pay

Select OK to finish voiding the check.

Manual/Void Check Run

```

PCG Dist=8991  Rel=12.03.00  10/05/2012  DOD 003  C:\DEVSY5  C:\SECOND  GREEN  Screen 1 of 2  PAYSTUPD
PAYROLL SEQUENCE MONITOR

Setup payroll for new pay period          Y
Run exceptions register with no exceptions Y
Post substitute pay and employee leave    Y
Calculate payroll and update YTD figures   Y
Print paychecks and Direct Deposits       Y

(This cycle can be repeated more than once)
Void/Add Run Completed                    N
Final Register                            N
Deduction Registers                       N
Final Distribution                         N

Update earnings history with current pay   N
Update budget files with current pay       N

Manual/Void Checks Run Only:              Y
Regular Gross Types                       : N
Special Gross Types                       : N

Deduct Pension:
Old PSERS:                                Old ERS:
TRs:                                       New ERS:

-----
PAYROLLS SELECTED DURING SETUP:
-----
PAY  NO. PAYS  DESCRIPTION  PERIOD  CHECK DATE  GHI
SCH  TAX CALC
MANUAL/VOID CHECK RUN                11 30 12

Selected classes:

F11=Go to screen 2, F16=exit.
12.03.00
  
```

Initial settings of the Payroll Monitor for a 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)



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	PAY10C	PAYROLL FINAL REGISTER FOR PAY	11/30/12	PAGE	2					
*** MANUAL CHECKS ***												
EMP #	CL CHECK NAME	REG HRS	OT HRS	GROSS	ANNUITY	FEDERAL	CASDI	HI	STATE	RETIRE	AMIC	NET PAY
89421	05 ADJUSTING, MAALIN			45973.68	1600.00	2208.72	1762.72	608.84	1975.17	2539.00		24481.23
CHECK#	50000	GHI W	YTD						20.00-			

REPORT DATE	10/05/2012	11:00	PAY10C	PAYROLL FINAL REGISTER FOR PAY	11/30/12	PAGE	3					
*** VOIDS FROM PREVIOUS PAYS ***												
EMP #	CL CHECK NAME	REG HRS	OT HRS	GROSS	ANNUITY	FEDERAL	CASDI	HI	STATE	RETIRE	AMIC	NET PAY
89417	05 BRILEY, TIZANY			3183.82	20.00	318.49	129.20	44.61	130.86	184.64		2171.71
CHECK#	1211932D	GHI Y	YTD	22284.64	140.00	2244.15	854.40	312.27	921.54	1270.98		15281.65
88.88 /09	38.08 /11	3.00 /13	10.08 /24	11.09 /28	1.88 /30	34.69 /33	12.50 /37					
844.06 /09	262.73 /11	21.00 /13	70.56 /24	78.91 /28	11.06 /30	116.83 /33	87.80 /37					

REPORT DATE	10/05/2012	11:00	PAY10C	PAYROLL FINAL REGISTER FOR PAY	11/30/12	PAGE	4
*** THE ABOVE DIRECT DEPOSIT (129193) DATED 08-31-12 HAS BEEN VOIDED ***							
	DIRECT DEPOSIT GROSS			3,183.82-			
	TOTAL PAYROLL GROSS			3,183.82-			
	FICA - CASDI			129.20-		3,076.17-	
	FICA - HEALTH INSURANCE			44.61-		3,076.17-	
01	ANNUITY # 1			20.00-			
03	FED INCOME TAX			318.63-			
04	VENDOR 000012			150.84-			
09	GHI-CERT			80.58-			
11	VENDOR 002203			38.35-			
13	VENDOR 002920			3.00-			
17	VENDOR 000019			12.50-			
24	VENDOR 002920			10.08-			
28	VENDOR 000869			11.09-			
30	VENDOR 001040			1.88-			
33	VENDOR 002920			16.69-			
	TRF			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-			



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

PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSY5 C:\SECOND GREEN Screen 1 of 2 PAYSTUPD

PAYROLL SEQUENCE MONITOR

```

Setup payroll for new pay period      Y
Run exceptions register with no exceptions  Y
Post substitute pay and employee leave  Y
Calculate payroll and update YTD figures  Y
Print paychecks and Direct Deposits     Y

(This cycle can be repeated more than once)
Void/Add Run Completed                N
Final Register                         Y
Deduction Registers                    Y
Final Distribution                      N

Update earnings history with current pay  N
Update budget files with current pay     N

Manual/Void Checks Run Only: Y
Regular Gross Types          : N
Special Gross Types          : N

Deduct Pension:
PSERS: Old ERS: New PSERS:
      :         :
-----
PAYROLLS SELECTED DUR UP: -----
PAY  HD. PAYS  DESCRIPTION  PERIOD  CHECK DATE  GHI
SCH  TAX CALC  MANUAL/VOID CHECK RUN  11 30 12

Selected classes:

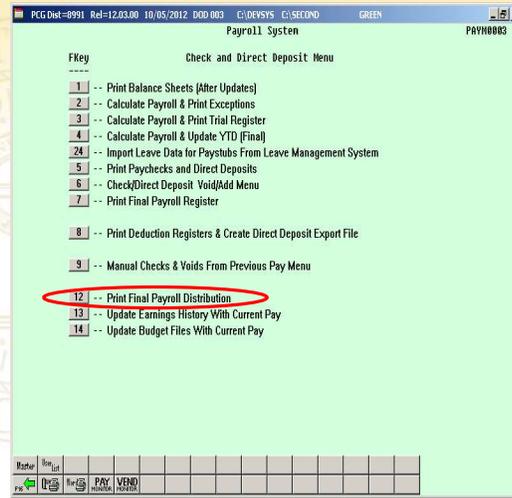
F11=Go to screen 2, F16=exit.
12.03.00
  
```

Manual/Void Check Run – Final & Deduction Registers are complete

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.

Manual/Void Check Run

REPORT DATE 10/05/2012 PAYROLL GROSS PAY DISTRIBUTION FOR 11/30/12 PAGE 1
PROGRAM PAY20

										***** TOTALS *****			
YR	FND	F	PRGM	FNCT	OBJCT	FCY	B	ADD'L	ACCOUNT DESCRIPTION	AMOUNT	OBJECT	FNCT	FUND
13	100	0	9990	2100	14600	0101	1	000000	ATHLETIC SUPPLEMENTS MHS	208.33-			
13	100	0	9990	2100	14600	0102	1	000000	ATHLETIC SUPPLEMENTS MMS	166.67-	375.00-	375.00-	375.00-
13	402	0	1750	1000	11000	0102	1	000000	T-1 TEACHER SAL. MMS	2,808.52-	2,808.52-	2,808.52-	2,808.52-
***** ALL ACCOUNTS *****										3,183.52-			

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

DEPARTMENT OF EDUCATION

REPORT DATE: 10/05/2012 PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/30/12 PAGE 1
PROGRAM: PAYER103

EMP. #	EMPLOYEE NAME	SALARY GROSS	OASDI GROSS OASDI AMT	HI GROSS HI AMT	PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPL SHR/EMPL
89647	BADLEY, TIZANY	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) TRS	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.

DEPARTMENT OF EDUCATION



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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

PCG Dist=8991 Rel=12.03.00 10/05/2012 DDD 003 C:\DEVSY5 C:\SECOND GREEN Screen 1 of 2 PAYSTUPD

PAYROLL SEQUENCE MONITOR

```

Setup payroll for new pay period      Y
Run exceptions register with no exceptions  Y
Post substitute pay and employee leave    Y
Calculate payroll and update YTD figures   Y
Print paychecks and Direct Deposits      Y
(This cycle can be repeated more than once)
      / Void/Add Run Completed N
      / Final Register          Y
      \ Deduction Registers     Y
      \ Final Distribution      Y

Update earnings history with current pay  N
Update budget files with current pay     N

Manual/Void Checks Run Only: Y
Regular Gross Types      : N   Old PSERS:   Old ERS:   New P
Special Gross Types      : N   TRS:       New ERS:

----- PAYROLLS SELECTED DURING SETUP: -----
PAY  NO. PAYS  DESCRIPTION  PERIOD  CHECK DATE  GHI
SCH  TAX CALC

MANUAL/VOID CHECK RUN                11 30 12

Selected classes:

F11=Go to screen 2, F16=exit.
12.03.00
  
```

Manual/Void Check Run – Final Distribution is complete

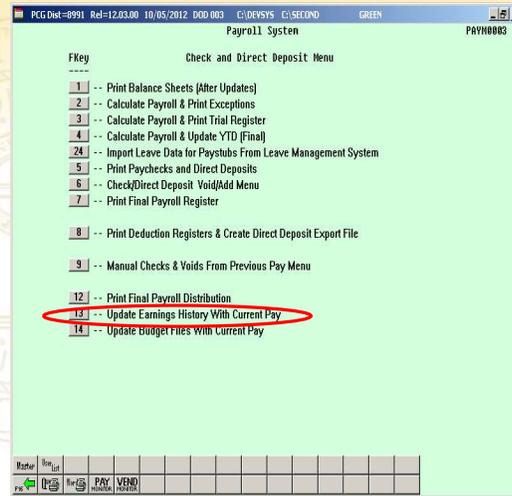
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The **Payroll Monitor** is used to track the progress of the special Manual/Void Check Run Only.

Manual/Void Check Run

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



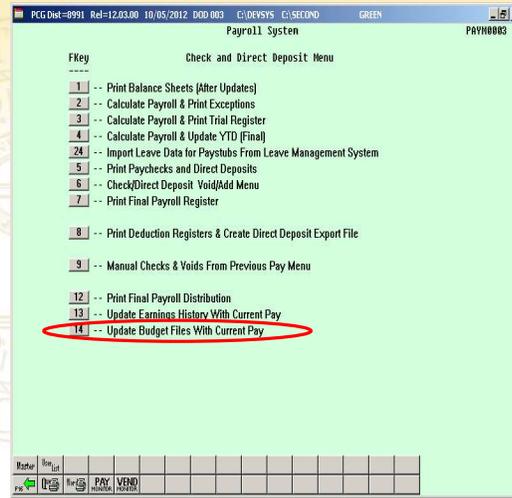
A backup of PAYDATA to PAYDATAQ and SECOND to SECONQ are made before posting to earnings history. At this point, the payroll is for all purposes ready to complete. The backup of SECOND is good only as long as no work is done on the financial side.

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



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

```

PCG Dist=8991  Rel=12.03.00  10/05/2012  DOD 003  C:\DEVSY5  C:\SECOND  GREEN  Screen 1 of 2  PAYSTUPD
PAYROLL SEQUENCE MONITOR

Setup payroll for new pay period          Y
Run exceptions register with no exceptions Y
Post substitute pay and employee leave    Y
Calculate payroll and update YTD figures  Y
Print paychecks and Direct Deposits       Y

(This cycle can be repeated more than once)
Update earnings history with current pay  Y
Update budget files with current pay      Y

Manual/Void Checks Run Only: Y           / Void/Add Run Completed N
Regular Gross Types          : N         / Final Register          Y
Special Gross Types          : N         / Deduction Registers     Y
                               : N         / Final Distribution      Y

Manual/Void Checks Run Only: Y           / Deduct Pension:
Regular Gross Types          : N         / Old PSERS:             Old ERS:   New P
Special Gross Types          : N         / TRS:                  New ERS:

-----
PAYROLLS SELECTED DURING SETUP:
-----
PAY  NO. PAYS  DESCRIPTION  PERIOD  CHECK DATE  GHI
SCH  TAX CALC
MANUAL/VOID CHECK RUN

Selected classes:

F11=Go to screen 2, F16=exit.
12.03.00
  
```

Manual/Void Check Run is complete!

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

The payroll is now complete!

Agenda

- Void/Add Menu
- Special / Bonus Payroll Run
- Manual/Void Check Run
- **Getting FICA Right on a Manual Check**
- Refunding Deductions
- Payroll Tools
- Overpayments
- Garnishments
- W2s



FICA Adjustments

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



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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.

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

FICA Adjustment Screen

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



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FICA Adjustment Screen

PG Dist=8991 Rel=21.03.00 10/22/2021 DOD 002 SV CASQSYS CASECOND YELLOW

Status **Active** Update/Display FICA/Medicare Adjustments PAVADJ2

Employee 87832 - AS9TON, VU9NE

SSN 999-08-7836 Work-Loc 0100

FICA/Medicare flag is currently set to: Y

FICA/Medicare Adjustment:
 OASDI GROSS 00 Amt. _____ in Fund/Fisc ___
 HI GROSS _____ Amt. _____

Pension Adjustment:
 Pension adjustments are now accomplished with a Gross Type 'Z'
 on the Gross Data screen (PAV07).

Mode changed to update

22.01.00

ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15
Per	Ded	Grs	W/H	Lv	Ytd	Help	Adj	FICA	Gar						

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

FICA Adjustment Screen

PG Dist=8991 Rel=21.03.00 10/22/2021 DOD 002 SV CASQSYS CASECOND YELLOW

Status Active Update/Display FICA/Medicare Adjustments PAYADJ2

Employee 87832 - AS9TON, YU9NE

SSN 999-08-7836 Work-Loc 0100

FICA/Medicare flag is currently set to: Y

FICA/Medicare Adjustment:
 OASDI GROSS 00 Amt. _____ in Fund/Fisc ____
 HI GROSS _____ Amt. _____

Pension Adjustment:
 Pension adjustments are now added with a Gross Type 'Z'
 on the Gross Data screen (PAY07)

Mode changed to update

22.01.00

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

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

FICA Adjustment Screen

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

Getting FICA Right on a Manual Check

- Understand the FICA / OASDI / HI fields on the manual check.
- If the FICA fields are not entered correctly, W-2's will not be correct.
- Example
 - Pay an employee \$1100.00 **salary**
 - One **pre-tax** deduction of \$100.00.
 - **FICA Switch** is 'Y' = full FICA



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Getting FICA Right on a Manual Check

- Use **Calculate and Display** (F2, F2, F14) to calculate the correct amount of tax to withhold.
- Check the following FICA fields:
 - FICA / Med switch
 - Total FICA gross and FICA amount on the gross data lines
 - OASDI gross and amount
 - HI gross and amount

Getting FICA Right on a Manual Check Calculate and Display – Full FICA

PCG Dist=8991 Rel=14.03.00 10/30/2014 PCW 002 5V C:\DEVSY5 C:\SECOND WHITE

Calculate and Display Pay Screen 1 of 2 PAYCOMP

Emp#: 12121 SMITH, DEBRA L. 212-12-1212 Sec 125 Y Loc 0101 Class 02

Tax Marital Status - Federal: S State: B AEIC Ind: AEIC Payment: .00

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

State: Mar Stat B Allow M[0] D[00] W/Holding Code 0 State Amount/%

Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type NONE

Reg-hr Out-hr Reg-ant 1100.00 Out-ant

Proc	Pay	Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Reas	Pay	Pay for
01	S		1100.00	1000.00	76.50					10/30/2014
02										
03										
04										
05										

*** Totals 1100.00 1000.00 76.50

Vr Fnd F Prgm Fnct Object Fcty B Addt'l GHI Dist Contract Annuities

ACCT 01 15 100 1013 1000 17200 3050 1.0000 Ann #1 Ded 1 Co

ACCT 02 Ann #2 Ded 2 Co

ACCT 03

ACCT 04

ACCT 05

Totals 1.0000

OASDI Gr	OASDI Amt	HI Gr	HI Amt
1000.00	62.00	1000.00	14.50

Ded 03 N Ded 04 N Ded 09 N

84.03 34.17 100.00

Ded Ded Ded Ded Ded Ded Ded Ded Ded Ded

*** Gross Pay 1100.00 *** Deductions 294.70 *** Net Pay 805.30 *** Non Tax 100.00

14.03.00

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If the total FICA gross on the gross data lines is \$1000.00 and that \$1000.00 is subject to both the OASDI tax and the Medicare (HI) tax, then \$1000.00 must be entered for OASDI and Medicare gross.

If the FICA switch is 'Y', the total FICA tax should be 7.65% of the total FICA gross.

The OASDI amount must be .062 times the OASDI gross.

The HI amount must be .0145 times the HI gross.

Getting FICA Right on a Manual Check

The Manual Check – Full FICA

Manual Check For: Employee 12121 SMITH, DEBRA L. 212-12-1212 Loc 0101
 Chk Dt 10/31/2014 Bank BR02 Chk No. 111112 DD Bank DD acct
 Reg Hr Out-Hr Reg Amt 1100.00 Out Amt
 GHI ind Y FICA Y TRS Serv 0 Retire Y TRS DOE Paid ERCUN ? Pens code 0 NO PENSION

Proc Type	Pay Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01	S	1100.00	1000.00	76.50				10/31/2014
02								
03								
04								
05								

Totals

ACCT	Yr	Fnd	F	Prgm	Fact	Objct	Fcty	B	Add'l	GHI Dist	Contract
01	15	100		1013	1000	17200	3050			1.0000	
02	00										
03	00										
04	00										
05	00										

Totals

OASDI Gr	OASDI Amt	HI Gr	HI Amt
1000.00	62.00	1000.00	14.50

Ded 03 N Ded 04 N Ded 09 N Ded Ded Ded Ded Ded Ded Ded Ded
 84.03 34.17 100.00

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

14.03.00

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If the total FICA gross on the gross data lines is \$1000.00 and that \$1000.00 is subject to both the OASDI tax and the Medicare (HI) tax, then \$1000.00 must be entered for OASDI and Medicare gross.

If the FICA switch is 'Y', the total FICA tax should be 7.65% of the total FICA gross.

The OASDI amount must be .062 times the OASDI gross.

The HI amount must be .0145 times the HI gross.

Getting FICA Right on a Manual Check

- Understand the FICA / OASDI / HI fields on the manual check.
- If the FICA fields are not entered correctly, W-2's will not be correct.
- Example
 - Pay an employee \$1100.00 **salary**
 - One **pre-tax** deduction of \$100.00.
 - **FICA Switch** is 'M' = Medicare (HI) only



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Getting FICA Right on a Manual Check Calculate and Display – HI Only

PCG Dist=8991 Rel=14.03.00 10/30/2014 PCW002 SV C:\DEVSY5 C:\SECOND WHITE Screen 1 of 2 PAYCOMP

Calculate and Display Pay

Emp#: 12121 SMITH, DEBRA L. 212-12-1212 Sec 125 Y Loc 0101 Class 02

Tax Marital Status - Federal: S State: B AEIC Ind: AEIC Payment: .00

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

State: Mar Stat B Allow M[0] D[00] W/Holding Code 0 State Amount/%

Switches: Fed Y State Y FICA/Med M Pension Y GHI Y Pension type NONE

Reg-hr Out-hr Reg-ant 1100.00 Out-ant

Proc	Pay									
Type	Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay	Pay for	Pay for
01	S		1100.00	1000.00	14.50					10/30/2014
02										
03										
04										
05										
*** Totals			1100.00	1000.00	14.50					

ACCT 01 15 100 1013 1000 17200 3050 GHI Dist 1.0000 Contract Ann #1 Ded 1 Co

ACCT 02 Ann #2 Ded 2 Co

ACCT 03

ACCT 04

ACCT 05

DASDI Gr		DASDI Amt		Totals		HI Gr		HI Amt	
Ded 03 N	Ded 04 N	Ded 09 N	Ded	Ded	Ded	Ded	Ded	Ded	Ded
84.03	34.17	100.00				1000.00		14.50	
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded

*** Gross Pay 1100.00 *** Deductions 232.70 *** Net Pay 867.30 *** Non Tax 100.00

14.03.00

If the total FICA gross on the gross data lines is \$1000.00 and that \$1000.00 is subject only to the Medicare (HI) tax, then \$1000.00 must be entered for Medicare gross.

If the FICA switch is 'M', the total FICA tax should be 1.45% of the total FICA gross.

The HI amount must be .0145 times the HI gross.

Getting FICA Right on a Manual Check

The Manual Check – HI Only

Manual Check For: Employee 12121 SMITH, DEBRA L. 212-12-1212 Loc 0101
 Chk Dt 10/31/2014 Bank BK02 Chk No. 111112 DD Bank DD acct
 Reg Hr Out-Hr Reg Amt 1100.00 Out Amt
 GHI ind Y FICA HI TRS Serv 0 Retire Y TRS DOE Paid ERCON ? Pens code 0 NO PENSION

Proc	Pay	Type	Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay	Pay for
01	S			1100.00	1000.00	14.50					10/31/2014
02											
03											
04											
05											
Totals				1100.00	1000.00	14.50					

Yr Fnd F Prgm Fnct Object Fcty B Addt'l GHI Dist Contract
 ACCT 01 15 100 1013 1000 17200 3050 1.0000
 ACCT 02 00
 ACCT 03 00
 ACCT 04 00
 ACCT 05 00

OASDI Gr	OASDI Amt	HI Gr	HI Amt
		1000.00	14.50

Ded 03 N Ded 04 N Ded 09 N Ded HI Gr HI Amt HI Amt HI Amt HI Amt HI Amt
 84.03 34.17 100.00
 Ded Ded Ded Ded Ded Ded Ded Ded Ded Ded

*** Gross Pay 1100.00 *** Deductions 232.70 *** Net Pay 867.30 *** NON TAX 100.00
 Validations passed. Save your changes.

14.03.00

If the total FICA gross on the gross data lines is \$1000.00 and that \$1000.00 is subject only to the Medicare (HI) tax, then \$1000.00 must be entered for Medicare gross.

If the FICA switch is 'M', the total FICA tax should be 1.45% of the total FICA gross.

The HI amount must be .0145 times the HI gross.

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=0991 Rel=12.03.00 10/19/2012 DOD 001 C:\DEVSY5 C:\SECOND GREEN

Manual Check For: Employee 88650 EA71, U17CE 999-08-8650 Loc 0302 PAYMANL
 Chk Dt 11012012 Bank BK08 Chk No. 500093 DD Bank DD acct
 Reg Hr Out-Hr Reg Ant 4678.42 Out Ant
 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	Pay For	Reas	Period End																		
01	S		4678.42	4223.35	238.62	4678.42	280.71				11/01/2012																		
02																													
03																													
04																													
05																													
Totals								4678.42																					
ACCT	01	13	100	1021	1000	11000	302	1																					
	02	00																											
	03	00																											
	04	00																											
	05	00																											
Totals								4678.42																					
OASDI	Gr		4223.35	OASDI	Amt		177.38	HI	Gr		4223.35	HI	Amt		61.24														
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	43	N	Ded	24	N
	417.65		219.73		2.96		90.35		102.86		14.58		42.00		234.48		2.00												
Ded			Ded			Ded			Ded		Ded		Ded		Ded		Ded		Ded		Ded		Ded		Ded		Ded		

*** Gross Pay *** Deductions *** Net Pay *** NON 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=0991 Rel=12.03.00 10/19/2012 DOD 001 C:\DEVSY5 C:\SECOND GREEN

Manual Check For: Employee 88650 E67L, U17CE 999-08-8650 Loc 0302 PAYMANL
 Chk Dt 11/01/2012 Bank BK08 Chk No. 500003 DD Bank DD acct
 Reg Hr Out-Hr Reg Ant 4678.42 Out Ant
 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	Pay For																				
01	S	4678.42		4223.35	238.62	4678.42	280.71		11/01/2012																				
02																													
03																													
04																													
05																													
Totals		4678.42		4223.35	238.62	4678.42	280.71																						
ACCT	01 13 100	F	1021 1000 11000	302 1																									
ACCT	02 00																												
ACCT	03 00																												
ACCT	04 00																												
ACCT	05 00																												
Totals				1.0000	4678.42																								
OASDI	Gr	4223.35	OASDI	Amt	177.38	HI	Gr	4223.35	HI	Amt	61.24																		
Ded	03 N	417.65	Ded	04 N	210.73	Ded	13 V	2.96	Ded	25 N	90.35	Ded	33 V	102.86	Ded	17 N	14.58	Ded	10 N	42.00	Ded	09 N	234.48	Ded	43 N	2.00	Ded	24 N	27.38
Ded			Ded			Ded			Ded			Ded			Ded			Ded			Ded			Ded			Ded		

*** Gross Pay 4678.42 *** Deductions 1664.32 *** Net Pay 3014.10 *** NON TAX 455.07
 Validations passed. Save your changes.

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

REPORT DATE: 10/19/2012 PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/30/12 PAGE 1
PROGRAM: PAYFR103

EMP. #	EMPLOYEE NAME	SALARY GROSS	22000 ***** 22000 *****		PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT		C GHI AMT	N GHI AMT	(OBJECT) PEN EMPL SHR/EMPL
			QASDI QASDI AMT	HI HI AMT		TR	TR			
EA7L, VI7CE 88650		4,678.42	4,223.35 261.85	4,223.35 61.24	TR	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) TR	4,678.42 533.81	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.

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 a 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

EMP. #	NAME	EMPLOYER CONTRIBUTION AMOUNT	SOC. SEC. NO.
88650	EA7L, VI7CE	5.75	999-08-8650
DEDUCTION TOTAL CONTRIBUTION AMOUNT		5.75	

EMP. #	NAME	EMPLOYER CONTRIBUTION AMOUNT	SOC. SEC. NO.
88650	EA7L, 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 a 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=0991 Rel=12.03.00 10/24/2012 DOD 002 C:\DEVSYS C:\SECOND GREEN

Manual Check For: Employee 88650 E671, U17CE 999-08-8650 Loc 0302 PAYMANL
 Chk Dt 11012012 Bank BK08 Chk No. 500093 DD Bank DD acct
 Reg Hr Out-Hr Reg Ant 4678.42 Out Ant
 GHI ind Y FICA Y TRS Serv 1 Pension type TRS

Proc Type	Pay	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		

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

OASDI Gr	N	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 43	N	Ded 24	N	
4223.35		177.38		90.35		182.86		14.50		42.00		234.48		2.00		27.38						

*** Gross Pay 4678.42 *** Deductions 1664.24 *** Net Pay 3014.18 *** NON TAX 455.07
 Participating employee needs 100% GHI distribution

12.02.00

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

REPORT DATE: 10/24/2012 PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/30/12 PAGE 1
PROGRAM: PAYPR103

EMP. #	EMPLOYEE NAME	SALARY GROSS	OASDI GROSS		HI GROSS		PENSION (OBJECT)			(OBJECT) PEN EMPL SHR/EMPL
			OASDI AMT	AMT	HI AMT	AMT	PENSION GROSS AMOUNT	C GHI AMT	N GHI AMT	
EA7L, VI7CE 88650		4,678.42	4,223.35	261.85	4,223.35	61.24	TR5			
EMPLOYER SHARE GRAND TOTAL		4,678.42	4,223.35	261.85	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

- Void/Add Menu
- Special / Bonus Payroll Run
- Manual/Void Check Run
- Getting FICA Right on a Manual Check
- **Refunding Deductions**
- Payroll Tools
- Overpayments
- Garnishments
- W2s



Refunds

- Whenever possible, process refunds through payroll.
 - Earnings history will be correct
 - FICA and taxes will be correct
- Two methods for payroll refunds:
 - Deduction Adjustment (F2, F2, F8) – easiest method
 - Manual payroll check to refund the deduction amount



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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.

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

Refunds

- It is possible to make refunds through A/P vendor checks.
 - This method is NOT recommended
 - Payroll administrator must make sure that taxes are handled correctly.
- An A/P vendor check is NOT processed through payroll.
 - Earnings History Adjustments must be entered to reflect an A/P check on the employee's W-2.



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Refunding deductions withheld in error is a fairly common occurrence.

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.

Refunds

- Consider the taxable status of the deduction.
 - If the deduction was **pre-tax** and you refund it, **you must withhold taxes.**
 - Consider the date of the original deduction and the date of the refund – in the same period?
 - Pay attention to the FICA switch
 - Medicare only?
 - Full FICA with both Medicare and OASDI?

Refunding deductions withheld in error is a fairly common occurrence.

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.

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

- The SSA requires separate W-2's for employees with Medicare only withholding.
- PCG creates two W-2's for employees who switch from full FICA to Medicare-only, or visa versa.
- Therefore, the FICA switch is recorded into the earnings history record.

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.

Refunds

- If voiding a check, 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 . It's easy!
- When writing a manual refund check, you **MUST** make sure that the FICA switch is set the same as when it 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 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

- Taxable Status
 - Date used
 - Refund must be in calendar year deducted
 - If calendar year is closed, you will need to correct with earnings history adjustments
 - FICA switch
 - Refund must be given with the same **FICA switch** as deducted (including OASDI refunds)
 - Mistakes can be corrected with earnings history adjustments



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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.

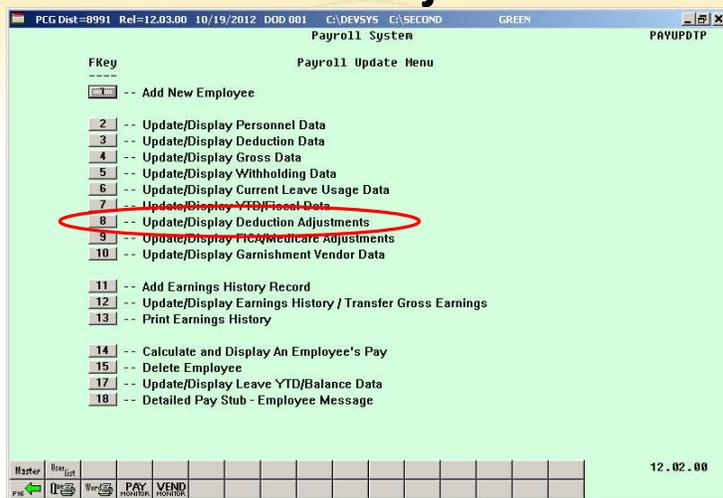
Refunds

- 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)

Refunds

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

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

PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 005 C:\DEV\SYS C:\SECOND GREEN
 Status Active Update/Display Deduction Adjustments PAYADJ1

Employee 88942 AB3EU, ET3AN Class 05 Loc 0101
 SSN 999-08-8942 Work-Loc 0101 Emplr (Y/H)

01 ANNUITY # 1	-00	02 ANNUITY # 2		
03 FED INCOME TAX		N 04 VENDOR 000012		N
08 UHC WELL HMO FAM-CLAS		09 UHC WELL HMO FAM-CERT		N
10 VENDOR 000014		11 VENDOR 002203		N
12 VENDOR 004850		13 VENDOR 002920		Y
15 VENDOR 000018		16 VENDOR 000023		
17 VENDOR 000019		N 18 VENDOR 000008		N
19 VENDOR 000541		20 COURT W/H		
21 VENDOR 000021		22 COURT W/H		
23 VENDOR 004805		24 VENDOR 002920		N
25 VENDOR 000014	71.14-	26 VENDOR 002208		
27 VENDOR 002500		28 VENDOR 000869		N
29 VENDOR 000869		30 VENDOR 001040		N
31 VENDOR 002920		33 VENDOR 002920		Y
34 COURT W/H		35 VENDOR 001383		
36 VENDOR 002920		37 VENDOR 004764		
38 VENDOR 003218		39 VENDOR 000814		
40 VENDOR 002775		41 VENDOR 004043		

Credit Union 000000000000 Section 125 Y
 Ded Desc Ded Annuity Company Ann Type Employee Contribution
 ANNUITY # 1 / 01
 ANNUITY # 2 / 02

Validations passed. Check screen 2.

12.03.00



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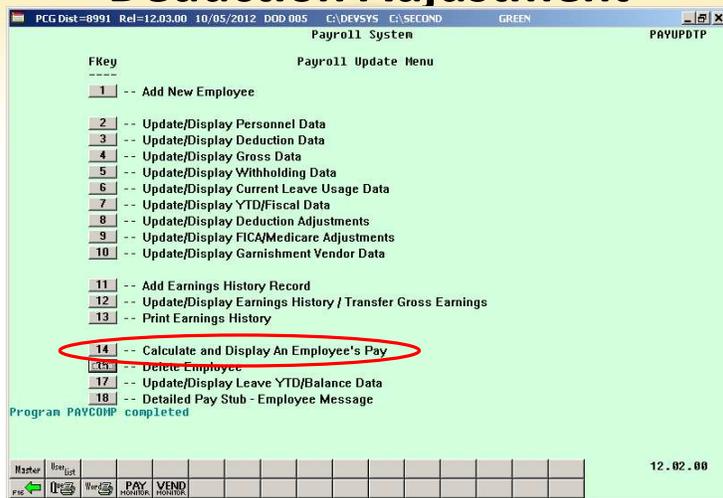
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Here is the adjustment screen where you would refund the deduction 25 in the amount of 71.14

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

The screenshot displays two instances of a payroll calculation screen. The left window shows the following data:

Proc	Pay	Out-hr	Reg-ant	Out-ant	Pay	Pay For
Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Reas
01	3614.67	3158.71	178.47	3614.67	216.88	10/05/2012
*** Totals 3614.67 3158.71 178.47 3614.67 216.88						
ACCT 01	13	100	1001	1000	101	1
Totals 1.0000 3614.67						
0ASDI Gr	3158.71	0ASDI Amt	132.67	HI Gr	3158.71	HI Amt
Ded 03 N	180.02	Ded 09 N	135.68	Ded 11 N	2.96	Ded 13 Y
Ded 17 N	14.58	Ded 18 N	458.41	Ded 24 N	27.38	Ded 25 N
Ded 28 N	71.14	Ded 33 Y	10.00	Ded 43 N		Ded 48 N
Ded 58 N		Ded 63 N		Ded 68 N		Ded 73 N
Ded 78 N		Ded 83 N		Ded 88 N		Ded 93 N
Ded 98 N		Ded 103 N		Ded 108 N		Ded 113 N
Ded 118 N		Ded 123 N		Ded 128 N		Ded 133 N
Ded 138 N		Ded 143 N		Ded 148 N		Ded 153 N
Ded 158 N		Ded 163 N		Ded 168 N		Ded 173 N
Ded 178 N		Ded 183 N		Ded 188 N		Ded 193 N
Ded 198 N		Ded 203 N		Ded 208 N		Ded 213 N
Ded 218 N		Ded 223 N		Ded 228 N		Ded 233 N
Ded 238 N		Ded 243 N		Ded 248 N		Ded 253 N
Ded 258 N		Ded 263 N		Ded 268 N		Ded 273 N
Ded 278 N		Ded 283 N		Ded 288 N		Ded 293 N
Ded 298 N		Ded 303 N		Ded 308 N		Ded 313 N
Ded 318 N		Ded 323 N		Ded 328 N		Ded 333 N
Ded 338 N		Ded 343 N		Ded 348 N		Ded 353 N
Ded 358 N		Ded 363 N		Ded 368 N		Ded 373 N
Ded 378 N		Ded 383 N		Ded 388 N		Ded 393 N
Ded 398 N		Ded 403 N		Ded 408 N		Ded 413 N
Ded 418 N		Ded 423 N		Ded 428 N		Ded 433 N
Ded 438 N		Ded 443 N		Ded 448 N		Ded 453 N
Ded 458 N		Ded 463 N		Ded 468 N		Ded 473 N
Ded 478 N		Ded 483 N		Ded 488 N		Ded 493 N
Ded 498 N		Ded 503 N		Ded 508 N		Ded 513 N
Ded 518 N		Ded 523 N		Ded 528 N		Ded 533 N
Ded 538 N		Ded 543 N		Ded 548 N		Ded 553 N
Ded 558 N		Ded 563 N		Ded 568 N		Ded 573 N
Ded 578 N		Ded 583 N		Ded 588 N		Ded 593 N
Ded 598 N		Ded 603 N		Ded 608 N		Ded 613 N
Ded 618 N		Ded 623 N		Ded 628 N		Ded 633 N
Ded 638 N		Ded 643 N		Ded 648 N		Ded 653 N
Ded 658 N		Ded 663 N		Ded 668 N		Ded 673 N
Ded 678 N		Ded 683 N		Ded 688 N		Ded 693 N
Ded 698 N		Ded 703 N		Ded 708 N		Ded 713 N
Ded 718 N		Ded 723 N		Ded 728 N		Ded 733 N
Ded 738 N		Ded 743 N		Ded 748 N		Ded 753 N
Ded 758 N		Ded 763 N		Ded 768 N		Ded 773 N
Ded 778 N		Ded 783 N		Ded 788 N		Ded 793 N
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Ded 978 N		Ded 983 N		Ded 988 N		Ded 993 N
Ded 998 N		Ded 1003 N		Ded 1008 N		Ded 1013 N
Ded 1018 N		Ded 1023 N		Ded 1028 N		Ded 1033 N
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Ded 1318 N		Ded 1323 N		Ded 1328 N		Ded 1333 N
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Ded 1898 N		Ded 1903 N		Ded 1908 N		Ded 1913 N
Ded 1918 N		Ded 1923 N		Ded 1928 N		Ded 1933 N
Ded 1938 N		Ded 1943 N		Ded 1948 N		Ded 1953 N
Ded 1958 N		Ded 1963 N		Ded 1968 N		Ded 1973 N
Ded 1978 N		Ded 1983 N		Ded 1988 N		Ded 1993 N
Ded 1998 N		Ded 2003 N		Ded 2008 N		Ded 2013 N
Ded 2018 N		Ded 2023 N		Ded 2028 N		Ded 2033 N
Ded 2038 N		Ded 2043 N		Ded 2048 N		Ded 2053 N
Ded 2058 N		Ded 2063 N		Ded 2068 N		Ded 2073 N
Ded 2078 N		Ded 2083 N		Ded 2088 N		Ded 2093 N
Ded 2098 N		Ded 2103 N		Ded 2108 N		Ded 2113 N
Ded 2118 N		Ded 2123 N		Ded 2128 N		Ded 2133 N
Ded 2138 N		Ded 2143 N		Ded 2148 N		Ded 2153 N
Ded 2158 N		Ded 2163 N		Ded 2168 N		Ded 2173 N
Ded 2178 N		Ded 2183 N		Ded 2188 N		Ded 2193 N
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Ded 2218 N		Ded 2223 N		Ded 2228 N		Ded 2233 N
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Ded 2278 N		Ded 2283 N		Ded 2288 N		Ded 2293 N
Ded 2298 N		Ded 2303 N		Ded 2308 N		Ded 2313 N
Ded 2318 N		Ded 2323 N		Ded 2328 N		Ded 2333 N
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Ded 2358 N		Ded 2363 N		Ded 2368 N		Ded 2373 N
Ded 2378 N		Ded 2383 N		Ded 2388 N		Ded 2393 N
Ded 2398 N		Ded 2403 N		Ded 2408 N		Ded 2413 N
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Ded 2438 N		Ded 2443 N		Ded 2448 N		Ded 2453 N
Ded 2458 N		Ded 2463 N		Ded 2468 N		Ded 2473 N
Ded 2478 N		Ded 2483 N		Ded 2488 N		Ded 2493 N
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Ded 2638 N		Ded 2643 N		Ded 2648 N		Ded 2653 N
Ded 2658 N		Ded 2663 N		Ded 2668 N		Ded 2673 N
Ded 2678 N		Ded 2683 N		Ded 2688 N		Ded 2693 N
Ded 2698 N		Ded 2703 N		Ded 2708 N		Ded 2713 N
Ded 2718 N		Ded 2723 N		Ded 2728 N		Ded 2733 N
Ded 2738 N		Ded 2743 N		Ded 2748 N		Ded 2753 N
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Ded 2818 N		Ded 2823 N		Ded 2828 N		Ded 2833 N
Ded 2838 N		Ded 2843 N		Ded 2848 N		Ded 2853 N
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Ded 3138 N		Ded 3143 N		Ded 3148 N		Ded 3153 N
Ded 3158 N		Ded 3163 N		Ded 3168 N		Ded 3173 N
Ded 3178 N		Ded 3183 N		Ded 3188 N		Ded 3193 N
D						

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
 - Reinstatement (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

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.

Agenda

- Void/Add Menu
- Special / Bonus Payroll Run
- Manual/Void Check Run
- Getting FICA Right on a Manual Check
- Refunding Deductions
- **Payroll Tools**
- Overpayments
- Garnishments
- W2s



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Tools

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



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Payroll Export and Import

- How Does This Help ME???
 - Fulfill request for employee demographic information
 - Superintendent
 - School Board
 - Respond to benefit provider request for information
 - Provide meaningful data for 'What If' analysis
 - Streamline data entry for new requirements for employee

Payroll Export and Import

PCG Dist=8991 Rel=21.03.00 10/14/2021 DOD 007 SV CASQSYS CASECOND YELLOW PAYM0013

Payroll System

FKey Special Functions Menu

- 1 -- Display/Update Pay Schedules
- 2 -- Print Invalid Budget Accounts in Payroll
- 3 -- Tax/Withholding/Control Menu
- 4 -- Maintain/Print State File Menu
- 5 -- Reset Payroll Amounts Menu
- 6 -- Payroll Mass Update Menu
- 7 -- Delete Employee Menu
- 8 -- Payroll Export/Import Menu**

08.03.00

Master Use List PAY MONITOR VEND MONITOR

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Payroll Gross Data Export / Import

PCG Dist=8991 Rel=21.03.00 10/14/2021 DOD 007 SV CASQLSYS CASECOND YELLOW PAYH0016

Payroll System

Payroll Export/Import Menu

FKey

- 1 -- Payroll Gross Data Export
- 2 -- Payroll Gross Data Import
- 3 -- Payroll Deduction Export
- 4 -- Payroll Deduction Import
- 5 -- Export Selected Payroll / Deduction / CPI Information
- 6 -- Import Selected Payroll Information or CPI Assignment Data
- 7 -- Earnings History Export
- 8 -- Earnings History Gross Pay Distribution Export
- 9 -- Import New Employees - Batch Mode
- 10 -- Export New Hire File for Georgia Directory of New Hires

17.02.00

Master Use of
FIS PAY MONITOR VENDOR MONITOR

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Payroll Gross Data Export / Import

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

Payroll Gross Data Export / Import

PCG Dist=8991 Rel=21.03.00 10/14/2021 DOD 007 SV CASQLSYS CASECOND YELLOW
Payroll Gross Data Export PAYPE250

Create Gross Data Export File to Load in Excel

F10 to set selection criteria Filter set: TRS,Status

Export only employees with NO current gross data lines in order to import template? No Yes

Select at Least One Pay Type to Export:

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

Enter = continue or F16 = exit

21.03.00

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Employee filter is set

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

Which salary types to export?

Payroll Gross Data Export / Import

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	TYPE	EMPNO	LNAME	FNAME	SEQ	GRTYPE	PAYTYPE	PAYREAS	PERENDD	PAYRATE	REGHRS	OVTHRS	REG GR	OVT GR
2	G	86779	BE8BE	MA8IMIN	1	S	20	0	0	0	0	0	984.49	0
3	G	86784	CA3DWELI	AR3N	1	S	10	0	0	0	0	0	2853.23	0
4	G	86784	CA3DWELI	AR3N	2	S	11	0	0	0	0	0	159.15	0
5	G	86801	GI3	RE3DA	1	S	10	0	0	0	0	0	2710.57	0
6	G	86801	GI3	RE3DA	2	S	10	0	0	0	0	0	142.66	0
7	G	86801	GI3	RE3DA	3	S	11	0	0	0	0	0	151.2	0
8	G	86801	GI3	RE3DA	4	S	11	0	0	0	0	0	7.96	0
9	G	86813	LY7	RU7IN	1	S	10	0	0	0	0	0	3246.69	0
10	G	86813	LY7	RU7IN	2	S	11	0	0	0	0	0	169.15	0
11	G	86821	ST8ANGE	TI8DA	1	S	10	0	0	0	0	0	2853.23	0
12	G	86821	ST8ANGE	TI8DA	2	S	11	0	0	0	0	0	159.15	0

Payroll Gross Data Export / Import

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

Payroll Gross Data Export / Import

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

Payroll Gross Data Export / Import

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

Payroll/Deduction/CPI Export/Import

PGG Dist=8991 Rel=21.03.00 10/14/2021 DOD 007 SV CASQSYS CASECOND YELLOW PAYH0016

Payroll System

Payroll Export/Import Menu

FKey

- 1 -- Payroll Gross Data Export
- 2 -- Payroll Gross Data Import
- 3 -- Payroll Deduction Export
- 4 -- Payroll Deduction Import
- 5 -- Export Selected Payroll / Deduction / CPI Information
- 6 -- Import Selected Payroll Information or CPI Assignment Data
- 7 -- Earnings History Export
- 8 -- Earnings History Gross Pay Distribution Export
- 9 -- Import New Employees - Batch Mode
- 10 -- Export New Hire File for Georgia Directory of New Hires

Master Base List PAY VEND 17.02.00

Payroll/Deduction/CPI Export/Import

Respond to Benefit Provider Request for Information

F2, F13, F8, F5

The screenshot shows a software window titled "PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 004 SV C:\SQLSYS C:\SECOND YELLOW". The main content area is titled "Print Selected Payroll / Deduction / CPI Information" and "PAY17EXT". A callout box on the left contains the text: "Set 'Export File Type' to 'I' to import data back into PCG". The "Export File Type:" field is highlighted with a red box and contains the letter "I". Below this, there are radio button options for "Export File for Report" (E) and "Create File to Modify & Import" (I). The "I" option is selected. Other options include "Employee Number", "Employee SSN", "Employee Name (Lname Fname)", "Include Decimal (\$10.00 = 10.00)", "No Decimal (\$10.00 = 1000)", "Alpha - 999-88-7777", "Numeric - 999887777", "MM/DD/CCYY", and "CCYYMMDD". At the bottom, there are fields for "PAY Item(s) Selected: 0", "CPI Item(s) Selected: 0", and "Deduction(s) Selected: 0", with instructions: "F4 to select PAY Items", "F5 to select CPI Items", and "F6 to select Deductions". A status bar at the bottom left says "No Items Selected" and "Enter=Create File, F4=Select PAY Items, F5=Select CPI Items, F6=Select Deductions, F16=Exit". A keyboard shortcut menu is visible at the bottom with keys F4, F5, F6, F7, F10, F11, F12. The number "130" is displayed in the bottom right corner of the window.

List of Name Address For Principal

How Many Minorities?

Payroll/Deduction/CPI Export/Import

Set the Filter

PCG Dist=8991 Rel=Z1.03.00 10/13/2021 DOD 002 SV CASQLSYS C:\SECOND YELLOW

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

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

Class Code: _ _ _ _ _

Work Location: _ _ _ _ _

Job Code: _ _ _ _ _

CS1 Job: _ _ _ _ _

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

Filter conditions set

ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	Help	F12
Georgia D	SETUP	F12	F10	F10M								

22.01.00

Payroll/Deduction/CPI Export/Import

Select Payroll/Personnel Fields

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

Export Selected Payroll / Deduction / CPI Information

Select Payroll/Personnel Fields

Enter 'X' for the item to be reported Select only one item

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

Only 1 item allowed
F7-Return, F16-Exit

ENTER F4 F5 F6 F7 F10 F11 F12 21.03.00

Georgia DE F16

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

Payroll/Deduction/CPI Export/Import

Select CPI Fields

PCG Dist=8991 Rel=21.03.00 10/13/2021 DOD 004 SV CASQLSYS C:\SECOND YELLOW PAV17EXT

Export Selected Payroll / Deduction / CPI Information

Select CPI Fields

Enter 'X' for the item to be reported Select only one item

CERT PAY STEP	ASSIGNMENT 1 DATA	X
EMPL BASIS CERT	ASSIGNMENT 2 DATA	X
ANNUAL CONTR DAYS	ASSIGNMENT 3 DATA	X
ADVANCE INHIBIT	ASSIGNMENT 4 DATA	X
CERT YEARS EXP	ASSIGNMENT 5 DATA	X
NATIONAL CERT	ASSIGNMENT 6 DATA	X
HIGHEST CERT LEVEL	ASSIGNMENT 7 DATA	X
LEVEL EFF DATE	ASSIGNMENT 8 DATA	X
EMPL BASIS CLASS	ASSIGNMENT 9 DATA	X
ANNUAL WORK DAYS	ASSIGNMENT 10 DATA	X
LOCAL YEARS EXP	ASSIGNMENT 11 DATA	X
ANNUAL CLASS SAL	ASSIGNMENT 12 DATA	X
CERT ID	ASSIGNMENT 13 DATA	X
CASE OPEN SW	ASSIGNMENT 14 DATA	X
LONG TERM SUB	ASSIGNMENT 15 DATA	X
STRIDE ID		

CPI Employees Only? All Selected
 Only employees with 'Include on CPI' = 'Y'
 Only employees with 'Include on CPI' = 'Y' with or without existing CPI data

All 15 assignments must be selected for Export File Type = 'I'.
F7-Return, F16-Exit

21.03.00

Georgia D...
ENTER
F4 F5 F6 F7 F10 F11 F12

However, select all 15 assignments when importing data back into PCGenesis

Payroll/Deduction/CPI Export/Import

A	B	C	D	E	F	G	H	I	J	K	L	M
Empno	SSN	Name	Background Chk Dt	LOC	LOC Desc	Work LOC	Work LOC Desc	Class	Class Desc	JobClass	JobClass Desc	ContMo
86753	999086753	ROGENTHAL BA6TON		201	Location 000201	201	Location 000201	15	LUNCHROOM WORKERS	35	LUNCHROOM WORKERS	10
86757	999086757	BA2LEY KI2STIE		6793	Location 006793	6793	Location 006793	3	SUBSTITUTE TEACHERS	16	SUBSTITUTE TEACHERS	0
86759	999086759	CH8TER JEROD		6793	Location 006793	6793	Location 006793	35	STUDENT INTERN	59	STUDENT INTERN	0
86760	999086760	CO7RELL LA7L		6793	Location 006793	6793	Location 006793	35	STUDENT INTERN	59	STUDENT INTERN	0
86770	999086770	DO9BS LA9NE		6793	Location 006793	6793	Location 006793	21	SUBSTITUTE CUSTODIAN	54	SUBSTITUTE CUSTODIAN	0
86773	999086773	AL6EY LY6NA		6793	Location 006793	6793	Location 006793	3	SUBSTITUTE TEACHERS	16	SUBSTITUTE TEACHERS	0
86776	999086776	PA3NELL MA3SIE		6790	Location 006790	8010	Location 008010	32	TECHNOLOGY INTERN	59	STUDENT INTERN	0
86778	999086778	AG9ILERA MA9G		1	Location 000001	8012	Location 008012	34	Transportation Inter	59	STUDENT INTERN	0
86779	999086779	BE8BE MA8IMINA		195	Location 000195	195	Location 000195	2	TEACHER AIDES	13	TEACHER AIDE 1-3	10
86784	999086784	CA3DWELL AR3N		195	Location 000195	195	Location 000195	1	CLASSROOM TEACHERS	2	TEACHER 1-3	10
86792	999086792	CO3TS NO3UKO		6793	Location 006793	6793	Location 006793	3	SUBSTITUTE TEACHERS	16	SUBSTITUTE TEACHERS	0
86801	999086801	GI3 RE3DA		201	Location 000201	201	Location 000201	1	CLASSROOM TEACHERS	3	TEACHER 4-8	10
86806	999086806	ES6OBEDO SE6AIDA		6793	Location 006793	6793	Location 006793	3	SUBSTITUTE TEACHERS	16	SUBSTITUTE TEACHERS	0
86813	999086814	LV7 RU7IN		100	Location 000100	100	Location 000100	1	CLASSROOM TEACHERS	3	TEACHER 4-8	10

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

Earnings History Exports

PCG Dist=8991 Rel=21.03.00 10/14/2021 DOD 007 SV CASQSYS C:\SECOND YELLOW PAYH0016

Payroll System

FKey Payroll Export/Import Menu

- 1 -- Payroll Gross Data Export
- 2 -- Payroll Gross Data Import
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- 4 -- Payroll Deduction Import
- 5 -- Export Selected Payroll / Deduction / CPI Information
- 6 -- Import Selected Payroll Information or CPI Assignment Data
- 7 -- Earnings History Export
- 8 -- Earnings History Gross Pay Distribution Export
- 9 -- Import New Employees - Batch Mode
- 10 -- Export New Hire File for Georgia Directory of New Hires

17.02.00

Master Use List PAY VENDOR MONITOR MONITOR

Georgia Department of Education

11/9/2021 136

Earnings History Exports

- These exports can provide a wealth of information
 - Who had manual checks during the year?
 - Who was paid out of a certain salary account?
 - Who had pension 'Z' type adjustments
- You can query for any data that appears on an Earnings History employee screen!



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

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Earnings History Exports

PGG Dist=8991 Rel=21.03.00 10/14/2021 DOD 007 SV CASQSYS CASECOND YELLOW

Earnings Record For: 87781 - AD2ER, TA2 Qtr 21-3 Pay Prd 07 EARNINGS

** Issued Check ** 999-08-7781 Loc 0100 Class 01 Cert C Instruc 1 Type F Pen 2 TRS

Federal: Mar Stat H Exemptions 2 W/H Code 0 Fed Amount/% FICA Y Fed Y
 State: Mar Stat B Allow M[1] 0[04] W/H Code 0 State Amount/% Cont No 10 State Y

Chk Dt 07/30/2021 Chk Bank BK01 Chk No 273070 Pay Sched 12 Chk Type C GHI Y
 Trans Dt 00/00/0000 AEIC Ind AEIC Paymt Retr suc credit 0 SEC 125 Y
 Reg Hr Out Hr HI Gr 4303.45 OASDI Gr 4303.45 GHI OPT/TIER B6/94
 Reg Amt 4694.67 Out Amt HI Amt 62.40 OASDI Amt 266.82 Contract

LTyp	PTyp	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Gr	GHI Dist	Reas	Period	End
001	S 0010	4047.58	3710.27	283.84	4047.58	242.85		1.0000	91	7/30/2021	
002	S 0011	230.42	211.21	16.16	230.42	13.83			91	7/30/2021	
003	S 0312	416.67	381.97	29.22	416.67	25.00			91	7/30/2021	
Totals											
		4694.67	4303.45	329.22	4694.67	281.68					

ACCT 001 22 100 1051 1000 11000 100 1 #1 43 11 1111 11

ACCT 002 22 100 1053 1000 11000 100 1

ACCT 003 22 100 1638 2100 19100 100 1

ACCT 004 00

ACCT 005 00

Ded 03 N Ded 04 N Ded 09 N Ded 14 N Ded 17 N Ded 48 N Ded 49 N Ded 67 N Ded 69 N Ded 71 N
 241.44 99.75 264.61 107.24 14.58 18.87 12.50 12.91 14.88 .50

Ded Ded Ded Ded Ded Ded Ded Ded Ded Ded

Employer paid deductions: GHI 945.00 Pension 930.02 Medicare 62.40 OASDI 266.81
 Ded Ded Ded Ded

*** Gross Pay 4694.67 *** Deductions 1398.10 *** Net Pay 3296.57 *** NON TAX 391.22

21.03.00

Earnings History Gross Pay Distribution Export

Earnings History Exports

PCG Dist=8991 Rel=21.03.00 10/14/2021 DOD 007 SV CASQSYS CASECOND YELLOW

Earnings Record For: 87781 - AD2ER, TA2 Qtr 21-3 Pay Prd 07 EARNINGS

** Issued Check ** 999-08-7781 Loc 0100 Class 01 Cert C Instruc 1 Type F Pen 2 TRS

Federal: Mar Stat H Exemptions 2 W/H Code 0 Fed Amount/% FICA Y Fed Y
 State: Mar Stat B Allow M[1] D[04] W/H Code 0 State Amount/% Cont No 10 State Y

Chk Dt 07/30/2021 Chk Bank BK01 Chk No 273070 Pay Sched 12 Chk Type C GHI Y
 Trans Dt 00/00/0000 AEIC Ind AEIC Paymt Retr suc credit 0 SEC 125 Y
 Reg Hr 0 HI Gr 4303.45 OASDI Gr 4303.45 GHI OPT/TIER B6/94
 Reg Amt 4694.67 HI Amt 62.40 OASDI Amt 266.82 Contract

FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Gr	GHI Dist	Reas	Period End
8710.27	283.84	4047.58	242.85	1.0000	91	7/30/2021	
211.21	16.16	230.42	13.83		91	7/30/2021	
381.97	29.22	416.67	25.00		91	7/30/2021	

Totals 4694.67 4303.45 329.22 4694.67 281.68 1.0000

Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Bank	DD Account	Net Pay	Annuities
ACCT 001	22	100	1051	1000	11000	100	1		#1 43	11 1111 111518	3296.57	Ded 1 Co
ACCT 002	22	100	1053	1000	11000	100	1					Ded 2 Co
ACCT 003	22	100	1638	2100	19100	100	1					
ACCT 004	00											
ACCT 005	00											

Ded 03 N Ded 04 N Ded 09 N Ded 14 N Ded 17 N Ded 48 N Ded 49 N Ded 67 N Ded 69 N Ded 71 N
 241.44 99.75 264.61 107.24 14.58 18.87 12.50 12.91 14.88 .50

Employer paid deductions: GHI 945.00 Pension 930.02 Medicare 62.40 OASDI 266.81
 Ded Ded Ded Ded Ded Ded Ded Ded

*** Gross Pay 4694.67 *** Deductions 1398.10 *** Net Pay 3296.57 *** NON TAX 391.22

21.03.00

Earnings History Export is everything else

Earnings History Exports

- Experiment!!!!
 - You aren't updating any data; you are only creating export files

Earnings History Exports

Set the Filter

PCG Dist=8991 Rel=21.03.00 10/14/2021 DOD 007 SV CASQSYS CASECOND YELLOW PAYFIND

Export Earnings History Data
Set Employee Selection Filter

Filter set: TRS,Status
Status: A _ _ Pension: 2 Contract no: _ _ Certified (C or N): _ 13 month (Y or N): _

Class Code: _ _ _ _ _

Work Location: _ _ _ _ _

Job Code: _ _ _ _ _

CS1 Job: _ _ _ _ _

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

22.01.00

ENTER	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
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Earnings History Exports

PCG Dist=8991 Rel=21.03.00 10/14/2021 DOD 007 SV CASQLSYS CASECOND YELLOW PAVPE500

Earnings History Export
Select History Deductions

Include deductions with zero dollar amounts? **N** (Y or N)

Enter 'X' for the deduction to be reported.

00=FRINGE	01=EMP ANNUITY	02=EMP ANNUITY	03=FED W/H TAX
04=GA INCOME TAX	08=NONCERT MERIT	09=CERT MERIT	10=VENDOR 002488
11=VENDOR 000999	12=I-UNDR 000005 X	13=I-UNDR 000006 X	14=I-UNDR 006485
15=VENDOR 004373	16=VENDOR 000012	17=VENDOR 000016	18=COURT W/H
19=COURT W/H	20=COURT W/H	21=COURT W/H	22=VENDOR 000005
23=CUINON 001001	24=COURT W/H	25=VENDOR 003702	26=COURT W/H
27=I-UNDR 003702	28=COURT W/H	29=COURT W/H	30=COURT W/H
31=VENDOR 000110	32=COURT W/H	33=VENDOR 006486	34=VENDOR 006486
35=VENDOR 004894	36=VENDOR 006312	37=COURT W/H	38=COURT W/H
39=COURT W/H	40=VENDOR 003909	41=COURT W/H	42=BOARD MEMBER
43=COURT W/H	44=I-UNDR 005945	45=I-UNDR 005945	46=I-UNDR 005945
47=I-UNDR 005946	48=I-UNDR 005947	49=VENDOR 005948	50=VENDOR 005949
51=VENDOR 005949	52=VENDOR 005949	53=VENDOR 005949	54=I-UNDR 000110
55=I-UNDR 000110	56=I-UNDR 005950	57=VENDOR 005951	58=VENDOR 005856
59=COURT W/H	60=VENDOR 005955	61=VENDOR 004726	62=VENDOR 006076
63=I-UNDR 006077	64=VENDOR 006119	65=COURT W/H	66=VENDOR 004373
67=VENDOR 004373	68=VENDOR 004373	69=VENDOR 004373	70=COURT W/H
71=I-UNDR 006487			

Select up to 20 deduction codes to report.

F7=Return to Select Fields, F12=Deselect All, F16=Exit No Deductions Selected

ENTER	F4	FG	F7	F10	F11	F12	21.03.00
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Georgia Department of Education

New Hire Import / Export

PCG Dist=8991 Rel=21.03.00 10/15/2021 DOD 005 SV CASQSYS C\SECON2 YELLOW PAYM0016

Payroll System

Payroll Export/Import Menu

FKey

- 1 -- Payroll Gross Data Export
- 2 -- Payroll Gross Data Import
- 3 -- Payroll Deduction Export
- 4 -- Payroll Deduction Import
- 5 -- Export Selected Payroll / Deduction / CPI Information
- 6 -- Import Selected Payroll Information or CPI Assignment Data
- 7 -- Earnings History Export
- 8 -- Earnings History Gross Pay Distribution Export
- 9 -- Import New Employees - Batch Mode
- 10 -- Export New Hire File for Georgia Directory of New Hires

17.02.00

Master User List PAY MONITOR VEND MONITOR

Georgia Department of Education

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New Hire Import / Export

One employee per file

PCGenesis New Employee Form v. 7.00

*NOTE: Commas may not be entered into any input field.
All dates must be in MM/DD/CCYY format.*

6 E1	Employee number	<input type="text"/>	Active/Inactive	<input type="text"/>	(#=#)	SSN	<input type="text"/>	Class code	<input type="text"/>	
7 E2	Pay location	<input type="text"/>	Work location	<input type="text"/>		Job code	<input type="text"/>	CSI Job (from CPI)	<input type="text"/>	
8 H2			Sick bank	<input type="text"/>		Hours per day	<input type="text"/>	Substitute Rank	<input type="text"/>	
9 E3										
10	Name and Address Fields									
11 N1	Name:	First - Middle - Last	<input type="text"/>							
12 N2	Name:	Prefix - Suffix	<input type="text"/>							
13										
14 A1	Addr:	Line 1	<input type="text"/>						County Code	<input type="text"/>
15 A2	Addr:	Line 2	<input type="text"/>							
16 A3	Addr:	City - St - Zip	<input type="text"/>						Phone	<input type="text"/>
17 A4	Addr:	Email	<input type="text"/>						Cell Phone	<input type="text"/>
18										
19										
20	Personnel Fields									
21 I1	Hire date	<input type="text"/>	Birth date	<input type="text"/>	Gender	<input type="text"/>	Marital status	<input type="text"/>		
22		(#MMDDCCYY)		(#MMDDCCYY)	(#M#)	(#M#)	(#M#)	(#M#)		
23										
24 I2	Ethnic code	<input type="text"/>	Hispanic	<input type="text"/>	Am Indian	<input type="text"/>	Black	<input type="text"/>	White	
25		(#M#)								
26										
27										
28	Pension Fields									
29 P1	Pension switch	<input type="text"/>	Pens eligible date	<input type="text"/>	Pension code	<input type="text"/>	Service indicator	<input type="text"/>		
30		(#M#)		(#MMDDCCYY)						
31										
32 P2										
33	Tax Fields									
34	Switch	<input type="text"/>	Marital	<input type="text"/>	Additional	<input type="text"/>				
35 T1	FICA:	Status	W/H code	Withholding	Amount	Percent				
36 T2	Federal:						Exemptions:	<input type="text"/>	2020 W-4?	
37 T3	State:						Marital allow	<input type="text"/>	Dependent allow	
38		(#M#)								
39										
40										
41 T4	Federal 2020 W-4 jobs?	<input type="text"/>	Depend amount	<input type="text"/>	Other income	<input type="text"/>	Deduct amount	<input type="text"/>		
42										
43	Salary Fields									
44 S1	State salary	<input type="text"/>	Cycle gross	<input type="text"/>	Cycle code	<input type="text"/>	1 - Calendar Year			
45 S2	Contract amount	<input type="text"/>	Contract months	<input type="text"/>	(#M, N, W, H)		2 - School Year			
46							3 - Fiscal Year			
47	State Health Fields									
48 H1	GHI eligible?	<input type="text"/>	GHI 1st day worked	<input type="text"/>	Deduction code	<input type="text"/>	Option	<input type="text"/>	Ter	
49 H2	Participate?	<input type="text"/>	coverage Start Date	<input type="text"/>						
50 H3	Hours per week	<input type="text"/>								
51										
52										



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New Hire Import / Export

Multiple employees per file

1	2	3	4	5	6	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	
PCG New Hire Multiple Import																						
NOTE: Commas may not be entered into any input field.																						
All Dates must be in MM/DD/CCYY format																						
Must Select at least one						Pension Fields																
						Y/N	Y/N	Y/N	Y/N	Y/N	Y/N		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Line	Empno	Status	SSN	First Name	Middle Name	Last Name	Am Indian	Black	White	Asian	Pacific	Pension SV	Eligible Date	Code	Service	No Pension Code	FICA	Swro N	Max Stat	V/H	Add Amt/2	Exem p

Export New Hire File for Georgia Directory of New Hires

- Federal and State law requires employers to report newly hired and re-hired employees in Georgia to the Georgia New Hire Reporting Program
- PCGenesis exports new hire information from payroll into a file that meets Georgia New Hire layout specifications
- Employers and/or labor organizations doing business in the State of Georgia must report the following employees:
 - New Employees
 - Re-Hires or Re-Called Employees
 - Temporary Employees



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Agenda

- Void/Add Menu
- Special / Bonus Payroll Run
- Manual/Void Check Run
- Getting FICA Right on a Manual Check
- Refunding Deductions
- Payroll Tools
- **Overpayments**
- Garnishments
- W2s



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 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.

Agenda

- Void/Add Menu
- Special / Bonus Payroll Run
- Manual/Void Check Run
- Getting FICA Right on a Manual Check
- Refunding Deductions
- Payroll Tools
- Overpayments
- **Garnishments**
- W2s



Now we will discuss garnishments.

Garnishments

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

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

```

PCG Dist=8991  Rel=12.03.00  10/16/2012  DDD 001  C:\DEVSY5  C:\SECOND  GREEN
PAYROLL DEDUCTION DATA ENTRY

Deduction code: 28          Sort: 28
Description:  COURT W/H          Percent:  .00000
Short desc:  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: 9990  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  Y  Q  P
                                       H  H  H  H  H  H  H  H  H

Contribution amount or %:  _____  Object:  _____  Balance:  _____

** Modify Mode **
(ENTER)-Modify Record  F1-Display Mode  F28-Help Screen  12.03.00
    
```

Garnishment deduction – do not enter vendor number here

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=0991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEV\SYS C:\SECOND GREEN Screen 1 of 2 PAY06

Status Active Update/Display Deduction Data

'B' = Ded Not Taken, '*' = Ded Taken, '0' = Ded Not Taken, Insufficient Gross

Employee 88464 AGUILERA, JOYUE Class 17 Loc 0101 GHI deduction code 00
SSN 999-08-8464 Work-Loc 0101

Cd	Description	Amount	Emplr	Cd	Description	Amount	Emplr (Y/N)
01	ANNUITY # 1			02	ANNUITY # 2		
03	FED INCOME TAX	228.50	# N	04	VENDOR 000012	121.58	# H
08	NOT ELIGIBLE			09	NOT ELIGIBLE		
10	VENDOR 000014			11	VENDOR 002203		
12	VENDOR 004850			13	VENDOR 002920		
15	VENDOR 000018			16	VENDOR 000023		
17	VENDOR 000019	14.58	# N	18	VENDOR 000008		
19	VENDOR 000541			20	COURT W/H	200.00	
21	VENDOR 000021			22	COURT W/H		
23	VENDOR 004805			24	VENDOR 002920		
25	VENDOR 000014			26	VENDOR 002208		
27	VENDOR 002599			28	VENDOR 000869		
29	VENDOR 000869			30	VENDOR 001040		
31	VENDOR 002920			33	VENDOR 002920		
34	COURT W/H	100.00	#	35	VENDOR 001383		
36	VENDOR 002920			37	VENDOR 004764		
38	VENDOR 003218			39	VENDOR 000814		
40	VENDOR 002775			41	VENDOR 004043		

Ded Desc Ded Annuity Company Credit Union Section 125 N
 ANNUITY # 1 / 01 00000000000000 Ann Type Employee Contribution
 ANNUITY # 2 / 02

12.03.00

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

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

Employee: 88464 AC91LERA, JOYUE

Ded Code	Description	Vendor Number	Vendor Name
20	COURT W/H	207	
34	COURT W/H	VENDOR 000207	

NOTE: * = Available for deletion - Garnishment(s) not in payroll.

12.03.00

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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

- Void/Add Menu
- Special / Bonus Payroll Run
- Manual/Void Check Run
- Getting FICA Right on a Manual Check
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- Garnishments
- **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

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.**

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.”

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.

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

W2s

Earnings Record for: 89093 - ABAEV, LILIAM Qtr 12-3 Pay Prd 09
 ** W2 Adjustment ** 999-08-9093 Class 08 Cert N Instruc I Type F FICA Y
 Transaction date 09/01/2012

Box	Item	Adj Amt	Label	Description
12	P	5000.00	P	Excludable Moving Expense Reimbursement Pd to Empl

Use Earnings History W2 Adjustments to get miscellaneous items to print on the W-2

Box	Item	Description	Label
12	4	Coverage Cost for Employer-Sponsored Health Plan	DD
12	5	Designated Roth Contributions to a Section 457(b)	EE
12	A	Uncollected Social Security or RRTA Tax on Tips	A
12	B	Uncollected Medicare Tax on Tips	B
12	C	Taxable Cost of Group-Term Life Ins Over \$50,000	C
12	D	Elective Deferrals to a Section 401(k) cash	D
12	E	Elective Deferrals Under a Sect 403(b) Salary Red	E
12	F	Elective Deferrals Under a Section 408(k)(6) Sal R	F
12	G	Elective Deferrals & Emplr Contributions 457(b)	G
12	H	Elective Deferrals to a Section 501(c)(18)(D)	H
12	J	Nontaxable Sick Pay	J
12	K	20% Excise Tax on Excess Golden Parachute Payments	K
12	L	Substantiated Employee Business Expense Reimburse	L
12	M	Uncollected Soc Security on Tax Cost of Grp Life	M
12	N	Uncollected Medicare Tax on Tax Cost of Group Life	N
12	P	Excludable Moving Expense Reimbursement Pd to Empl	P
12	Q	Nontaxable Combat Pay	Q
12	R	Employer Contributions to an Archer MSA	R
12	S	Empl Salary Reduction Contributions Sect 408(p)	S
12	T	Adoption Benefits	T

Validations passed. Sa

Done Cancel

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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

PCG Dist=B991 Rel=13.03.00 10/30/2013 DDD.001 SV C:\DEVSY5 C:\SECOND GREEN W2EXT

Print W-2's and Create File

Enter W-2 year to be selected: 2013

If applicable, enter deduction code(s) for the following categories:

Dependent Care Assistance: ___ (Box 10)

Roth IRAs to a 401(k): ___ ___ ___ (Box 12, Label 'AA')

Roth IRAs to a 403(b): ___ ___ ___ (Box 12, Label 'BB')

Roth IRAs to a 457(b): ___ ___ ___ (Box 12, Label 'EE')

Other health deductions: ___ ___ ___ ___ ___ (Box 12, Label 'DD')

= Continue, F16 = Exit Program 13.03.01

Roth IRAs are normal post-tax deductions which can be printed on the W-2.

Enter other health deductions for Box 12, Label 'DD', not including SHBP deduction codes



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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

```
PCG Dist=8991 Rel=13.03.00 10/23/2013 DDD 001 5V C:\DEVSYS C:\SECOND GREEN W2SSA
*** W2 Electronic Media ***
----- Successful Completion -----
The data file that was created must now be sent to the Federal government.
Transmit the file created per instructions.

----- Files Created -----
C:\SECOND\PAYSSA\W2REPORT
C:\SECOND\PAYSSA\1003.CSU

----- W2REPORT File Totals -----
Total Number OF W2's For Medicare Only (HI Only) Employees = 354
Total Number OF W2's For FICA (HI and OASDI) Employees = 308

----- G-1003 STATE INFORMATION -----
Grand total GA state wages: 13,138,296.56
Grand total GA state tax: 597,117.02

ENTER or F16 to Exit, F17 to print the screen 12.04.00
```

PCGenesis now produces the **G-1003 file** required by the Georgia Department of Revenue

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
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

Questions?



PCGenesis Documentation



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

Thank you for attending!

