



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

1/10/2020

Section E: Employee Report and Label
Processing, V2.8

Revision History

Date	Version	Description	Author
1/10/2020	2.8	19.04.00 – Update the <i>Employee Detail Master Listing</i> report with 2020 W-4 withholding information.	D. Ochala
01/14/2019	2.7	18.04.00 – Update instructions for printing reports.	D. Ochala
05/12/2016	2.6	16.01.00 – Update Logo and Footers.	S. Scrivens
8/21/2014	2.5	14.02.00 – Updated the <i>Print the Direct Deposit Employee Listing</i> section with new option for printing employees with NO direct deposit.	D. Ochala
03/27/2013	2.4	13.01.00 – Updated the <i>Print the Direct Deposit Employee Listing</i> section with instructions for creating an export file of the data.	D. Ochala
11/29/2010	2.3	10.03.01 – Updated the <i>Print the Employee Current Leave Edit Listing</i> section.	D. Ochala
04/01/2009	2.2	09.01.00 – Added CPI ethnicity code change information and screenshot examples.	C. W. Jones
05/29/2008	2.1	08.02.00 - Added <i>Procedure 1A. Print the Employee Master Summary Listing - Social Security Number Sequence</i> information and instructions, and renumbered subsequent <i>Pf key</i> selection options. Updated screenshot examples throughout.	C. W. Jones
3/25/2008	2.0	08.01.00 – Added <i>Employee Master Summary</i> and <i>Direct Deposit Listing</i> address and telephone number field information, instructions and screenshot example. Included <i>Employee Master Summary-FICA SW</i> field information, instructions, and screenshot example.	C. W. Jones

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Overview

Setting Employee Search Criteria

Refer to *Section B: Payroll Update Processing, Topic 1: Setting/Clearing Employee Search Criteria* for instructions on how to set the employee search criteria.

The PCGenesis *Employee Reports/Labels Menu* includes the following options:

Employee Master Summary Listings*: Six different sort options are offered for the *Employee Master Summary Listings*. When the report is sorted by Social Security Number, PCGenesis allows the user to produce the report for employees with duplicate Social Security Numbers only. When multiple **Employee ID** numbers are defined with the same SSN, PCGenesis identifies these employee records as '**D**' (*Duplicate*) Social Security Numbers.

Entering the appropriate response within the **FICA SW** (FICA Switch) field meets the State Health Benefit Plan's (SHBP's) request to school districts and systems for a listing of employees with a **FICA-SW** equal to '**N**'. This value indicates that the employee does not contribute to either Old Age Survivor's Disability Insurance (OASDI) or Medicare, and applies to employees hired prior to 1986 who selected that option.

Employee Hours-Per-Day Listing: This report lists employees' pay class, status, name, and the hours-per-day the employee works. PCGenesis users may produce the report by employee pay class, or by employee name.

Employee Labels*: Lists employees' address information.

Employee Current Leave Edit Listing: This report lists current and year-to-date leave balances for the *State* and *Local* leave categories, only for those employees who have taken current leave.

Employee Master Detail Listing*: This report lists the details of all employee information by employee name or employee number.

Employee Direct Deposit Listing*: This report lists direct deposit detail information, and optionally produces a comma separated data file (.csv file) with the data from the report. The user can select to print only employees with direct deposit accounts defined, or the user can select to print only employees who do not currently participate in direct deposit. Based on the user's selection, either the *Direct Deposit Employees* report will be generated or the *Non-Direct Deposit Employees* report will be generated.

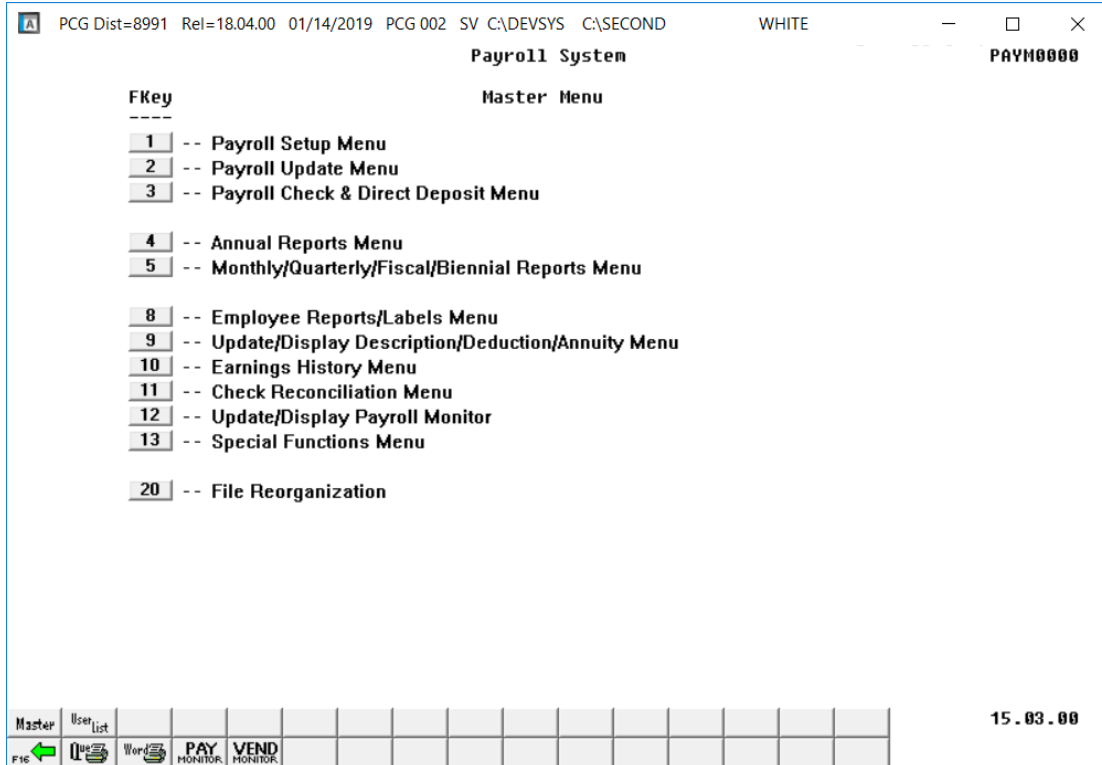
**PCGenesis provides employee address details on these reports.*

Topic 1: Print the Employee Master Summary Listings

1A. Employee Name and Number Sequence

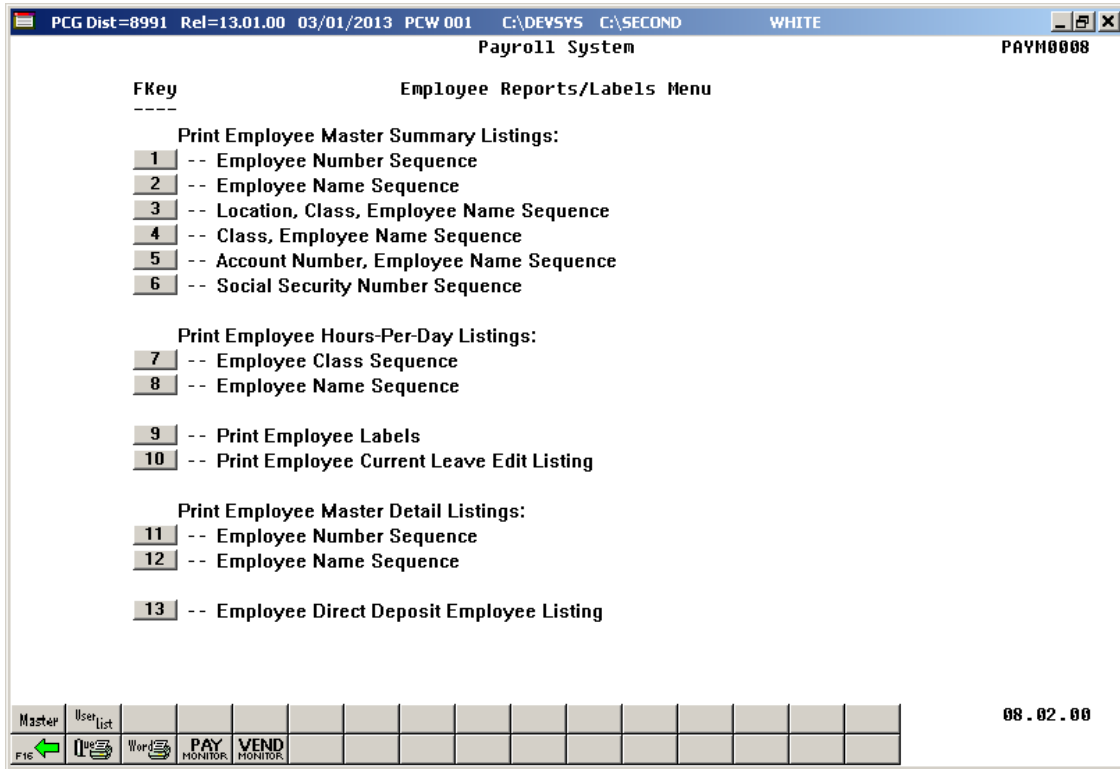
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



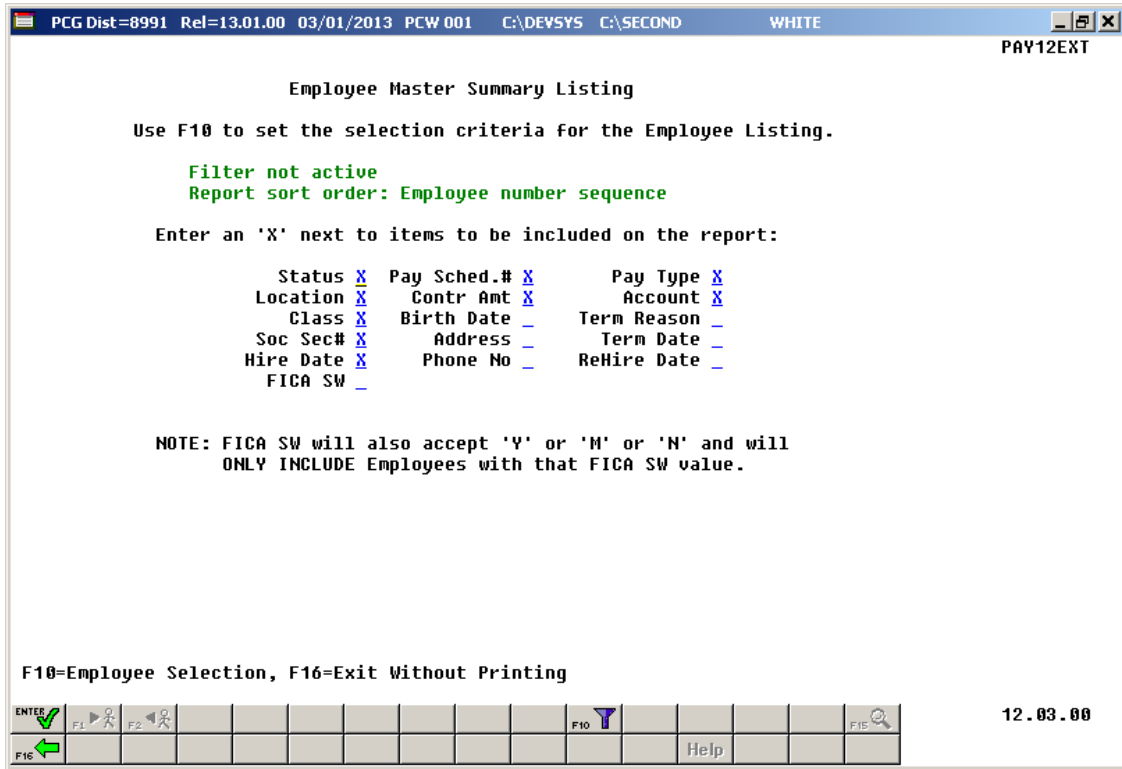
Step	Action
2	Select 8 (F8 -Employee Reports/Labels Menu).

The following screen displays:







Step	Action
3	<p>Select the appropriate option:</p> <ul style="list-style-type: none"> 1 (F1 - Print Employee Master Summary Listings: Employee Number Sequence) 2 (F2 - Print Employee Master Summary Listings: Employee Name Sequence) 3 (F3 - Print Employee Master Summary Listings: Location, Class, Employee Name Sequence) 4 (F4 - Print Employee Master Summary Listings: Class, Employee Name Sequence) 5 (F5 - Print Employee Master Summary Listings: Account Number, Employee Name Sequence) <p><i>Although the screenshot and report examples refer to the "F1 - Employee Number Sequence", these instructions apply to all of the Print Employee Master Summary Employee menu selections.</i></p>

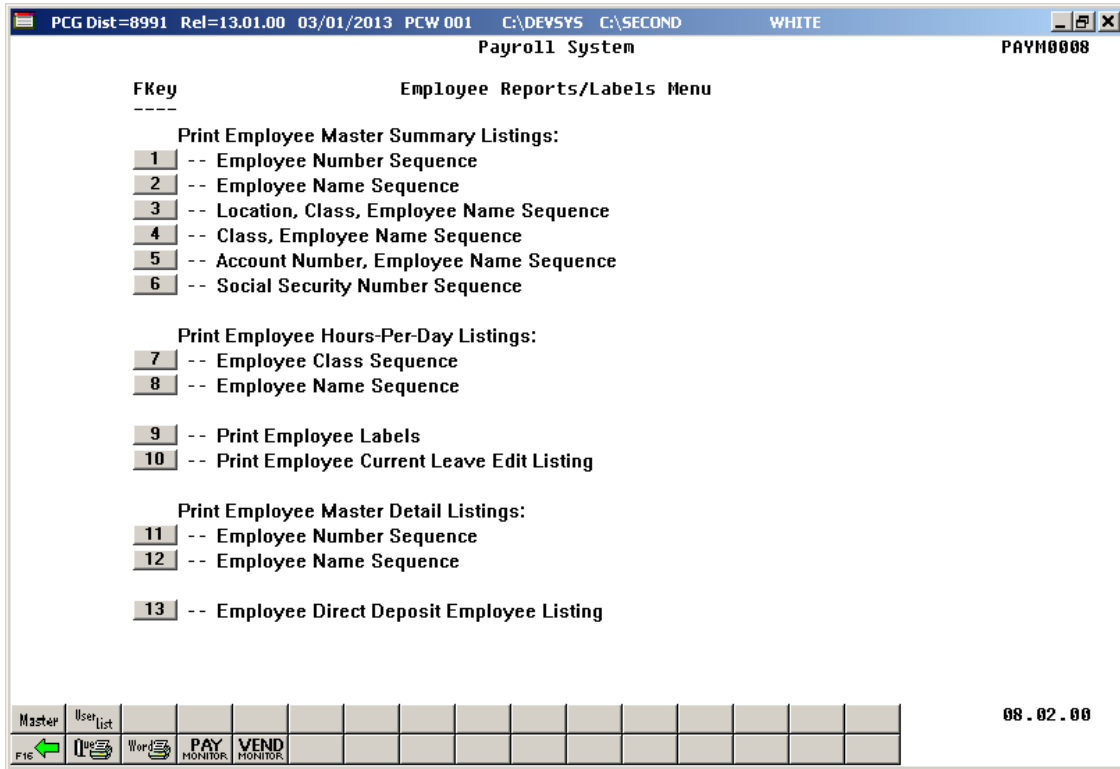
The following screen displays:







Step	Action
4	<p>Enter X in the selection field(s) to define the type of employee information to be included within the report's results.</p> <p>NOTE: The FICA SW field will also accept 'Y' or 'M' or 'N' and will <u>only include</u> employees with that FICA SW value.</p> <p>Valid values for FICA SW field:</p> <ul style="list-style-type: none"> X = Select ALL employees regardless of the FICA SW value Y = Select only employees with FICA SW value of 'Y' = Yes, FICA/OASDI/Medicare participant M = Select only employees with FICA SW value of 'M' = Medicare only participant N = Select only employees with FICA SW value of 'N' = No, does not participate in FICA/OASDI/Medicare <p><i>Entering the appropriate response within the FICA SW field meets the State Health Benefit Plan's (SHBP's) request to school districts and systems for a listing of employees with a FICA-SW = N. A value of 'N' indicates no contribution to either OASDI or Medicare and applies to employees hired prior to 1986 who selected that option.</i></p>

Step	Action
5	<p>To set specific search criteria: Select  (F10 – Set filter condition). On the <i>Print Employee Master Summary Listing Selection Filter</i> screen, make the appropriate selections and entries. Select  (ENTER) to set the filter. Verify “<i>Filter conditions set.</i>” displays. Select  (Exit) to return to the <i>Employee Master Summary Listing</i> main screen.</p> <p>Refer to the <i>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 1: Set/Clear Employee Search Criteria</i> for the instructions on limiting the report results to specific search criteria.</p>
6	Select  (Enter).

The following screen displays:



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

**1A1. Employee Master Summary List – Employee Number Sequence – FICA SW – (X)
– Example**

The entry of ‘X’ (Select ALL employees regardless of the FICA SW value) in the FICA SW field generated the following report results.

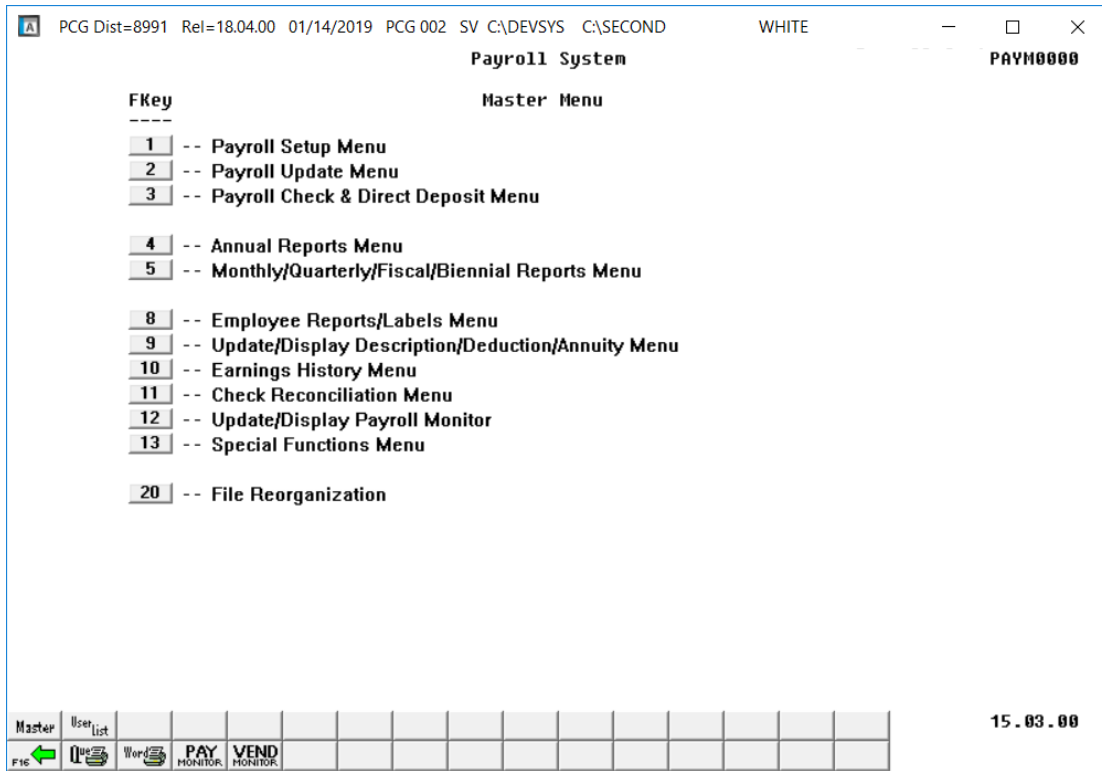
The display of the FICA SW (FICA Switch) field information meets the State Health Benefit Plan’s (SHBP’s) request for a listing of employees with a FICASW equal to ‘N’.

EMPNO	EMPLOYEE NAME/ADDRESS	STATUS	LOC	CLASS	PAY	FICA	SSN	BIRTH DT	HIRE DT	CONTRACT	TERM CODE	TERM DT ACCOUNT	REHIRE DT
REPORT DATE: 08/18/2014 EMPLOYEE MASTER LIST - SMITH CITY BOARD OF EDUCATION PAGE 3													
PROGRAM: PAY12PRT ** EMPLOYEE NUMBER SEQUENCE **													
	SMITH, GA 33333 (999) 555-2788												
87219	SQ6IRES, AL6EN 3806 MAIN STREET SMITH, GA 33333 (999) 555-2781	A	8014	03	10	Y	999-08-7219	10/01/87	08/01/05	5,000.00			12-01-10
87223	AL2NZO, EF2EN 3802 MAIN STREET SMITH, GA 33333 (999) 555-2777	A	0111	02	12	Y	999-08-7223	07/01/78	08/01/09	38,785.00	S	15100010511000110000111000000	
87225	LASTON, NISEL 3800 MAIN STREET SMITH, GA 33333 (999) 555-2775	A	3050	02	12	Y	999-08-7225	04/01/85	01/01/05	41,379.00	S	15402017501000110000111000000	07-01-11
87227	BEGER, AH6AD 3798 MAIN STREET SMITH, GA 33333 (999) 555-2773	A	8013	42	12	Y	999-08-7227		05/01/06		H	15100099902600186008013000000	
87230	SH3CKLEY, JA3KELYN 3795 MAIN STREET SMITH, GA 33333 (999) 555-2770	A	0111	02	12	Y	999-08-7230	09/01/79	08/01/07	49,478.00	S	15100010511000110000111000000	
87243	RO6ENTHAL, BA6TON 3782 MAIN STREET SMITH, GA 33333 (999) 555-2757	A	8010	46	12	Y	999-08-7243	07/01/73	07/01/01	63,345.00	S	15100010111000161003050000000	
87245	WA4T, HE4SHEL 3780 MAIN STREET SMITH, GA 33333 (999) 555-2755	A	2700	21	10	Y	999-08-7245	02/01/85	10/01/11			15100010411000161000201000000	

The final page of the report lists Active, Inactive, and Overall Employee totals.

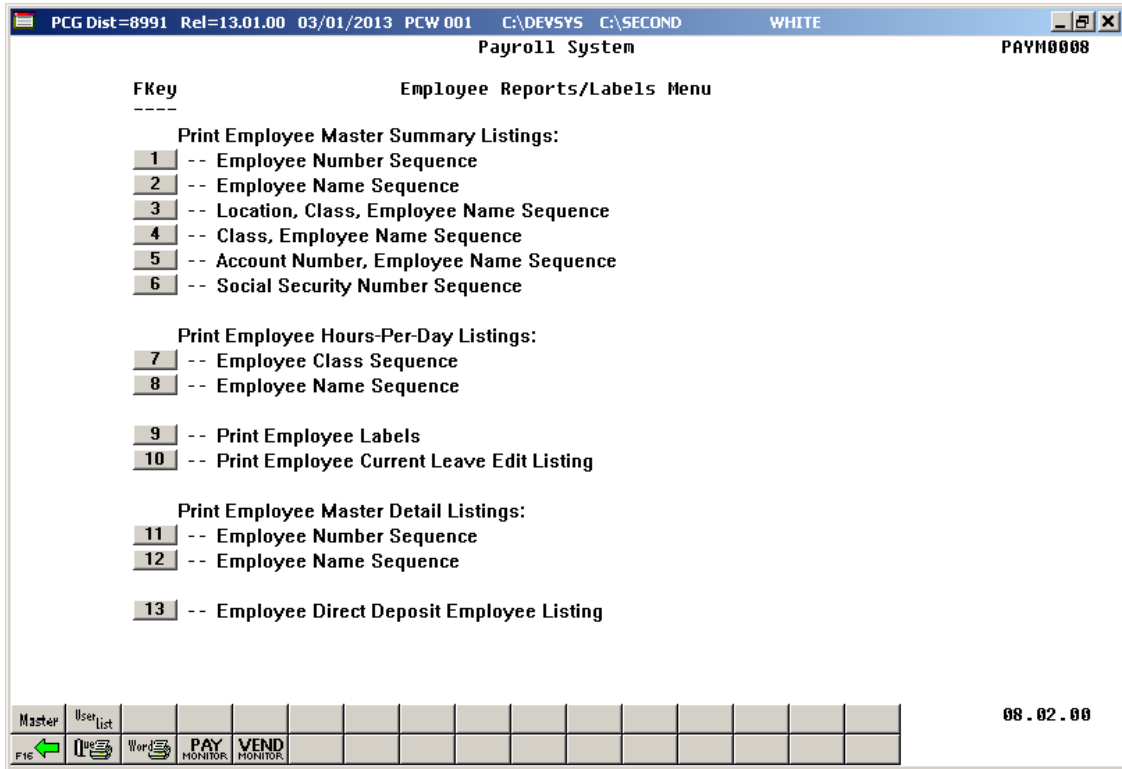
** TOTAL ACTIVE EMPLOYEES	382 **
** TOTAL INACTIVE EMPLOYEES	0 **
** TOTAL EMPLOYEES	382 **

1B. Social Security Number Sequence



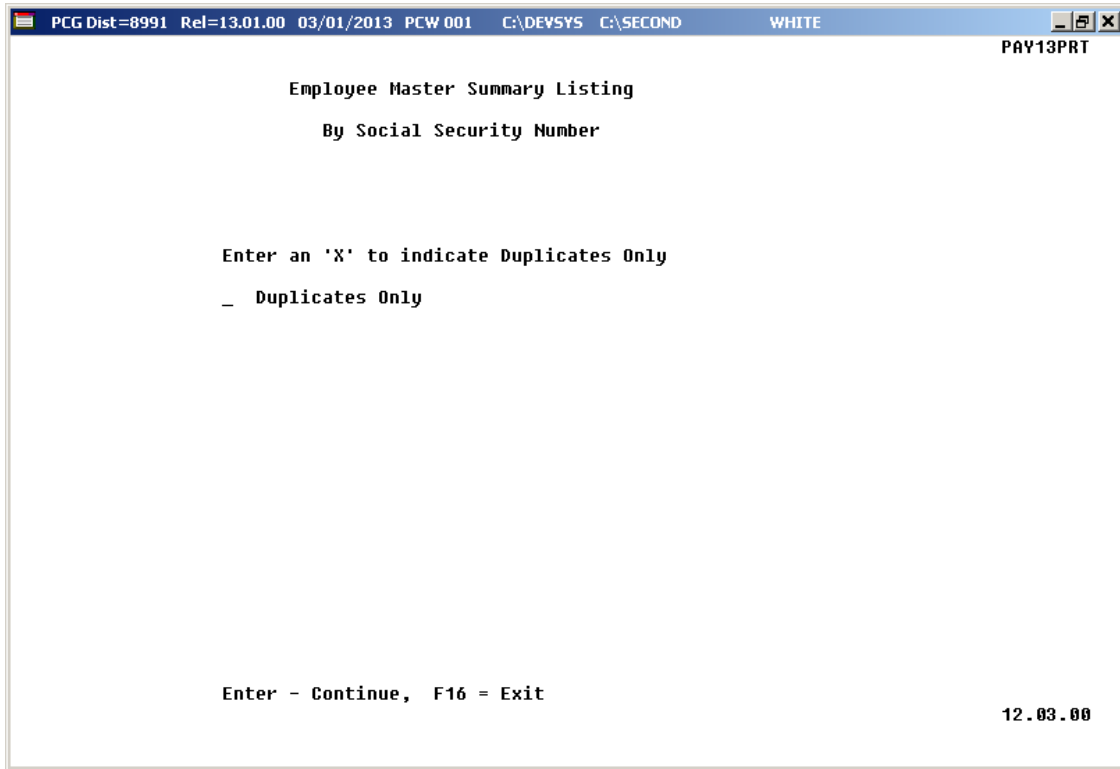
Step	Action
1	Select 8 (F8 -Employee Reports/Labels Menu).

The following screen displays:



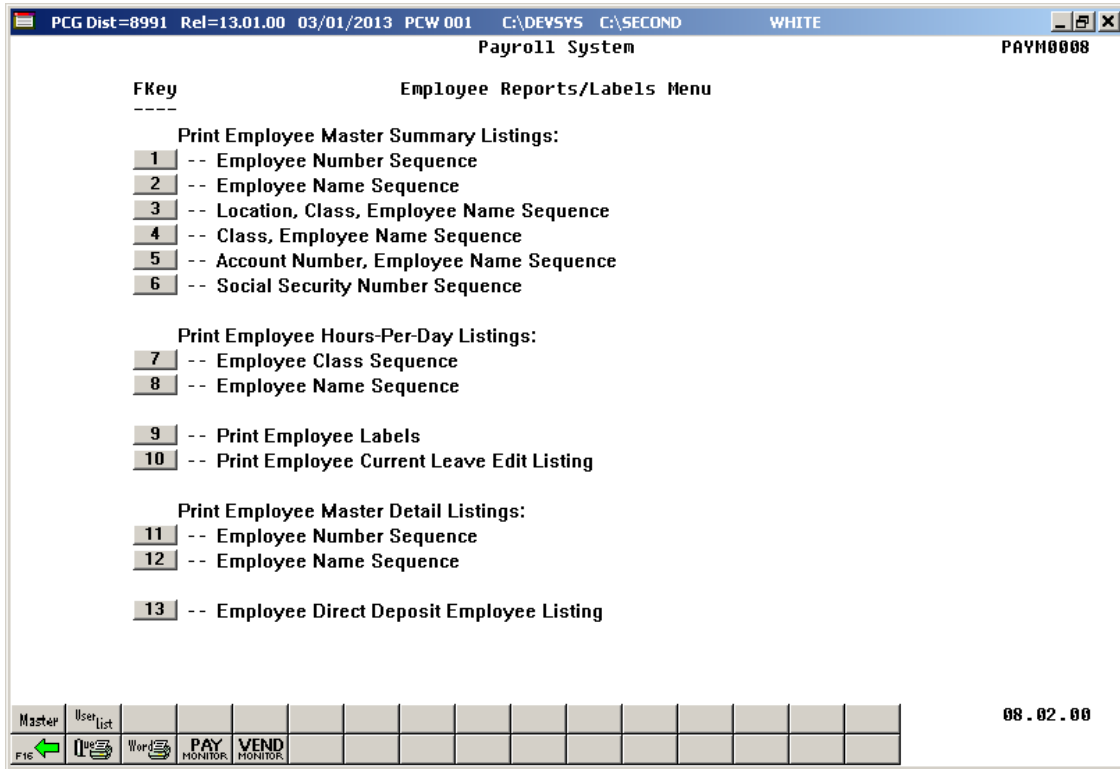
Step	Action
2	Select 6 (F6 - Print Employee Master Summary Listings: Social Security Number Sequence).





The following screen displays:



Step	Action
3	<p>For Duplicate SSN Results Only: Enter X in the Duplicates Only field.</p> <p>Entering an 'X' in the Duplicates Only field allows the user to identify employees who are entered into the system using multiple Employee ID numbers with the <u>same</u> Social Security number.</p>
4	<p>Select Enter (Continue).</p>

The following screen displays:



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

1B.1. Employee Master Summary List – Employee Social Security Number Sequence – Example

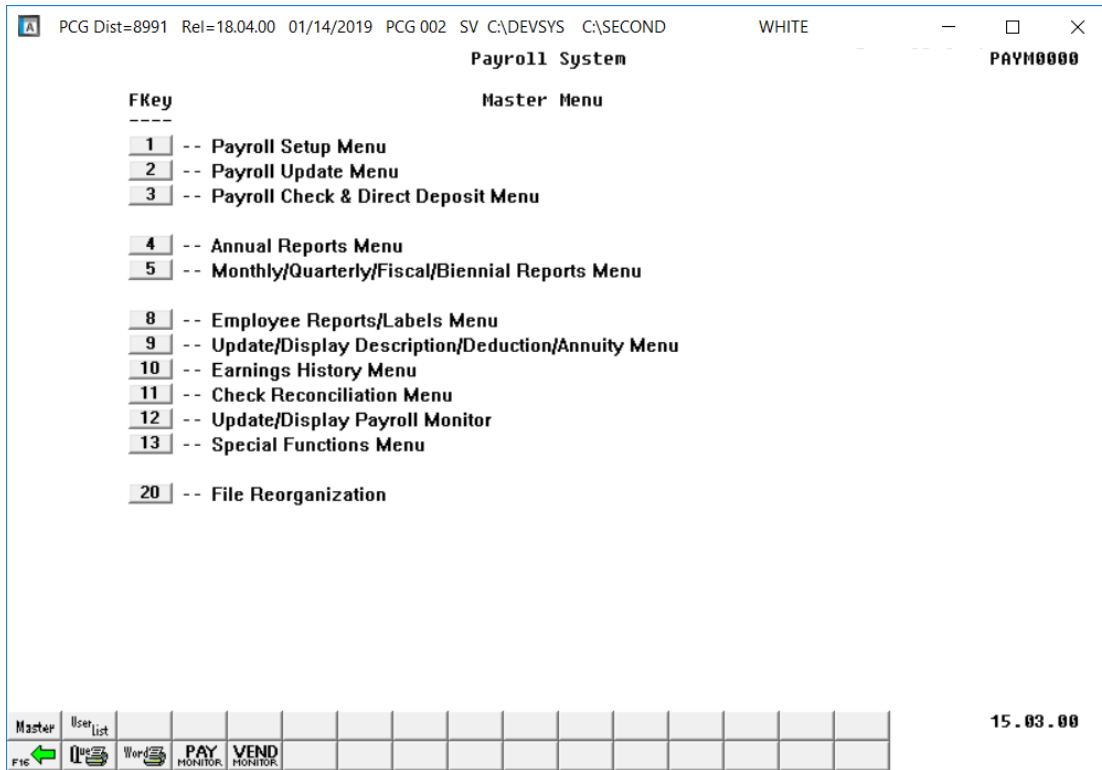
REPORT DATE: 03/05/2013		EMPLOYEE MASTER LIST - SMITH CITY BOARD OF EDUCATION											PAGE 1
PROGRAM: PAY13PRT		** EMPLOYEE SOCIAL SECURITY NBR SEQUENCE **											
DUP	SSN	EMPNO	EMPLOYEE NAME	STATUS	LOC	CLASS	PAY SCH	BIRTH DT	HIRE DT	TERM CODE	TERM DT	REHIRE DT	
	999-08-8354	88354	LA7DRUM, JA7EL	T	8010	18	24	07/01/74	02/01/02	9	05/01/02		
D	999-08-8355	88355	MA6RY, CO6ENE	T	0101	08	12	09/01/80	08/01/02	9	12/01/03		
D	999-08-8355	44444	MA6RY, CO6ENE	A	0101	08	12		01/02/12	9	12/01/03		
	999-08-8356	88356	MC5UGH, RI5H	T	6211	09	12	07/01/69	08/01/99	9	08/01/00		
	999-08-8357	88357	PR4ETT, CO4TESSA	T	6211	09	12	04/01/70	09/01/00	9	06/01/02		
	999-08-8358	88358	RE3TERIA, ZA3E	A	0302	16	12	01/01/92	08/01/12	9	06/01/02		
	999-08-8359	88359	SI2GLETARY, CO2DIA	T	6211	14	12	04/01/79	01/01/02	9	01/01/04		
	999-08-8360	88360	BA9NEY, ME9VIN	T	6211	09	12		08/01/98	9	01/01/00		
	999-08-8361	88361	BA5ON, MI5CHEL	A	0101	05	12	01/01/83	07/01/07	9	01/01/00		
D	999-08-8362	88362	BE7NIER, CO7RINNE	A	0102	14	12	08/01/83	09/01/07			07/01/08	
D	999-08-8362	55555	BE7NIER, CO7RINNE	A	0101	14	12		01/03/13			07/01/08	
	999-08-8363	88363	CA6ALES, DA6	A	0302	08	12	10/01/73	02/01/04			07/01/08	
	999-08-8364	88364	DI5S, FO5EST	I	0302	09	12	10/01/73	08/01/03	9	02/01/04		
	999-08-8365	88365	LI4TLEJOHN, DE4NDREA	T	6211	14	12	02/01/86	02/01/09	9	06/01/09		
	999-08-8366	88366	NE3BY, JO3AS	T	0302	08	12	05/01/74	09/01/07	9	05/01/08		
	999-08-8367	88367	NU2ENT, DE2ERA	T	0101	05	12	04/01/79	08/01/04	6	03/01/05		
	999-08-8368	88368	FU9LIAM, MO9TON	A	0101	10	12	10/01/67	09/01/00	6	03/01/05		
	999-08-8369	88369	TO5H, EL5ONOR	A	6211	09	12	09/01/67	08/01/12	6	03/01/05		

1B.2. Employee Master Summary List – Employee Social Security Number Sequence – Duplicates Only Example

REPORT DATE: 03/05/2013		EMPLOYEE MASTER LIST - SMITH CITY BOARD OF EDUCATION											PAGE 1
PROGRAM: PAY13PRT		** EMPLOYEE SOCIAL SECURITY NBR SEQUENCE **											
DUP	SSN	EMPNO	EMPLOYEE NAME	STATUS	LOC	CLASS	PAY SCH	BIRTH DT	HIRE DT	TERM CODE	TERM DT	REHIRE DT	
D	999-08-8355	88355	MA6RY, CO6ENE	T	0101	08	12	09/01/80	08/01/02	9	12/01/03		
D	999-08-8355	44444	MA6RY, CO6ENE	A	0101	08	12		01/02/12	9	12/01/03		
D	999-08-8362	88362	BE7NIER, CO7RINNE	A	0102	14	12	08/01/83	09/01/07			07/01/08	
D	999-08-8362	55555	BE7NIER, CO7RINNE	A	0101	14	12		01/03/13			07/01/08	
	** TOTAL ACTIVE EMPLOYEES			3		**							
	** TOTAL INACTIVE EMPLOYEES			1		**							
	** TOTAL EMPLOYEES			4		**							

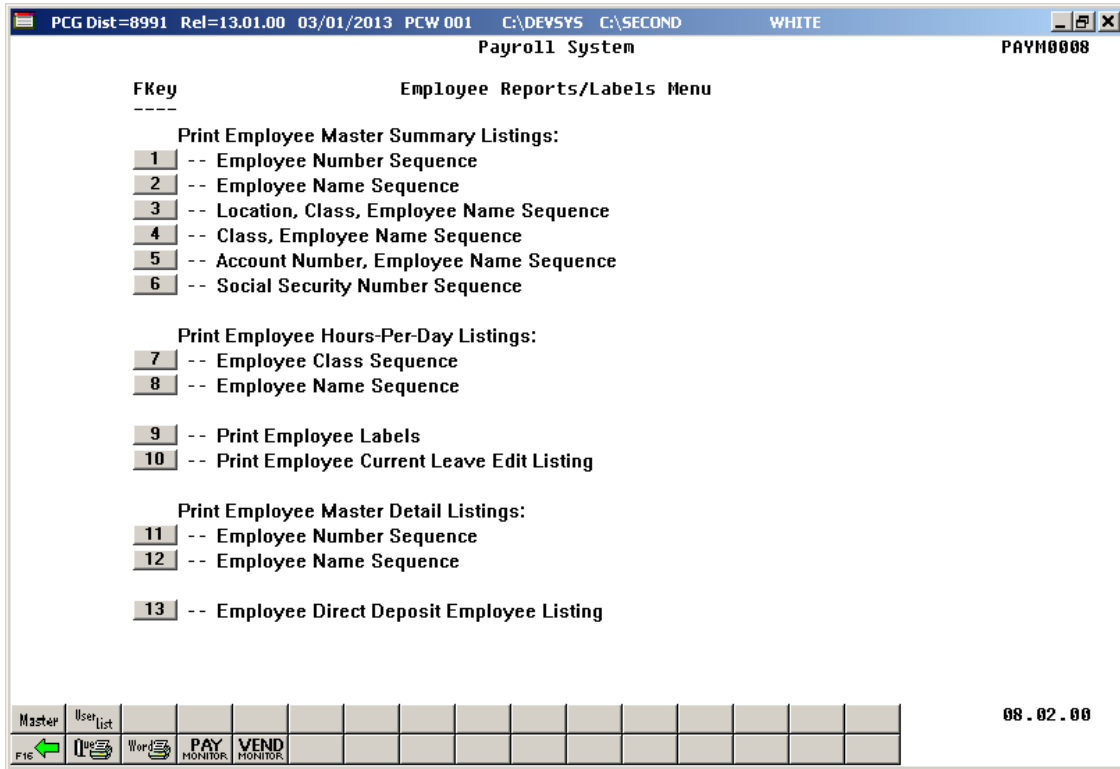
PCGenesis identifies as 'D' (Duplicate) Social Security Numbers for those employees with multiple employee numbers but with the same SSN.

Topic 2: Print the Employee Hours-Per-Day Listings



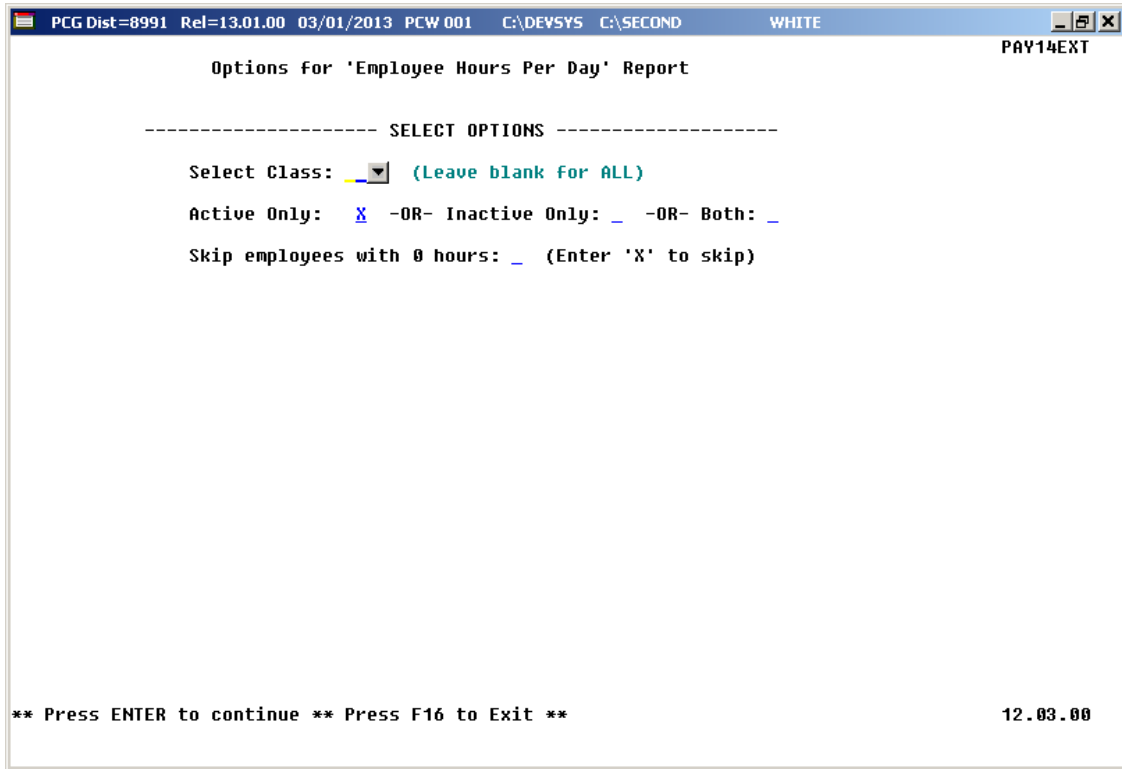
Step	Action
1	Select 8 (F8 -Employee Reports/Labels Menu).


The following screen displays:



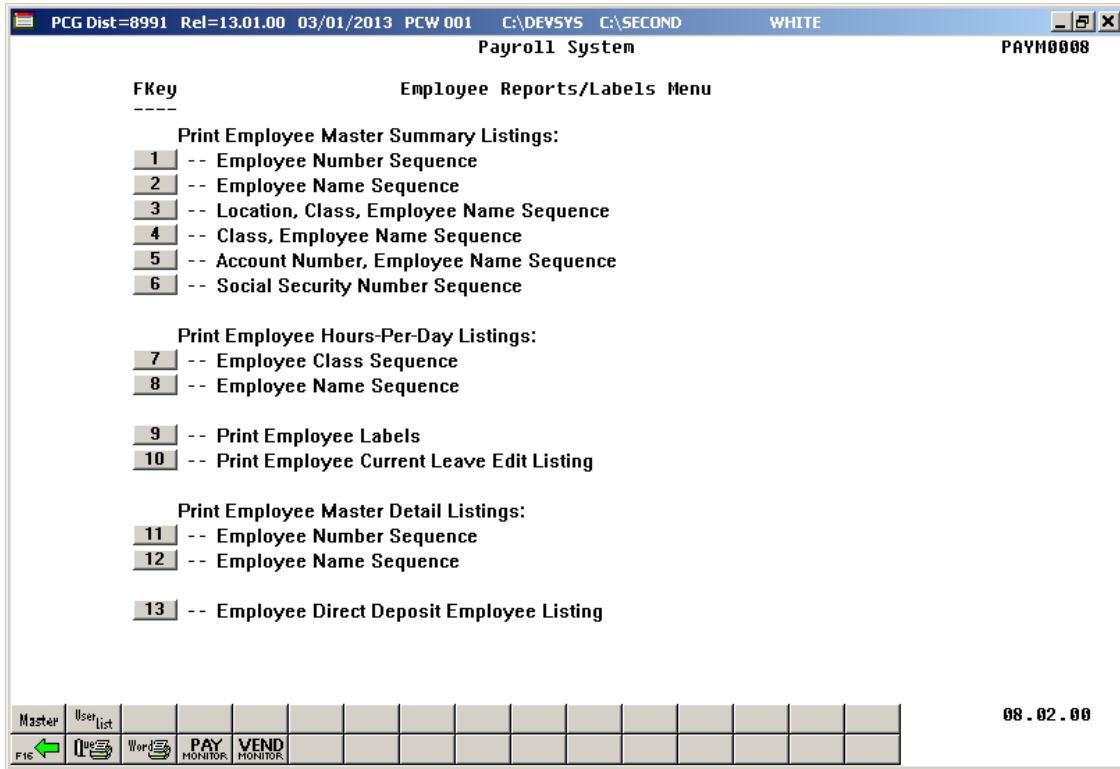
Step	Action
2	Select the appropriate option: <input type="button" value="7"/> (F7 - Print Employee Hours-Per-Day Listings: Employee Class Sequence) <input type="button" value="8"/> (F8 - Print Employee Hours-Per-Day Listings: Employee Name Sequence).





The following screen displays:



Step	Action
3	<p>For all employees: Leave the Select Class field blank.</p> <p>For a specific pay class: Enter the payroll class code or select the drop-down selection icon  within the Select Class field to select a specific payroll class code for the report.</p>
4	<p>For Active (A) employees only: Enter X in the Active Only field.</p> <p>For Inactive (I) employees only: Enter X in the Inactive Only field.</p> <p>For ALL employees: Enter X in the Both field.</p>
5	<p>To omit employees with zero hours from the results: Enter X in the Skip employees with 0 hours field.</p>
6	<p>Verify the screen's entries are correct, and select Enter <u>twice</u>.</p> <p><i>If the information is incorrect, select F16, make the appropriate modifications, and select Enter.</i></p> <p><i>*** Processing Request ***</i> briefly displays.</p>

The following screen displays:

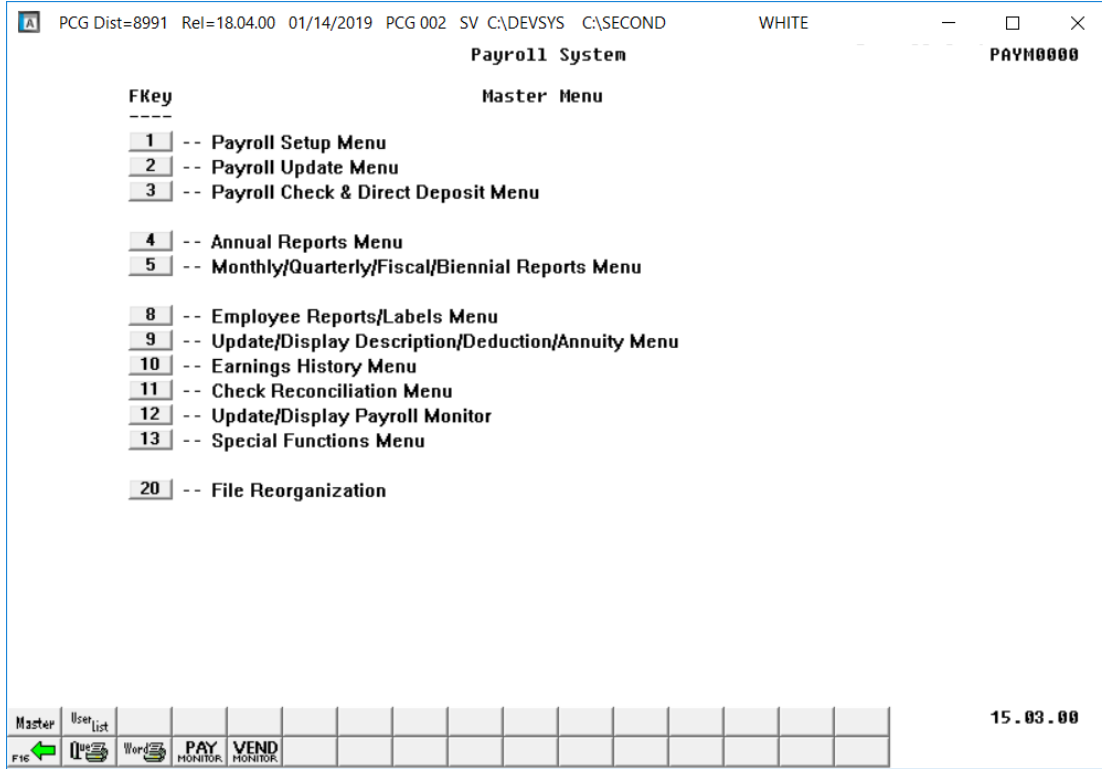


Step	Action
7	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD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

2A. Employee Hours per Day – Name Sequence Report – Example

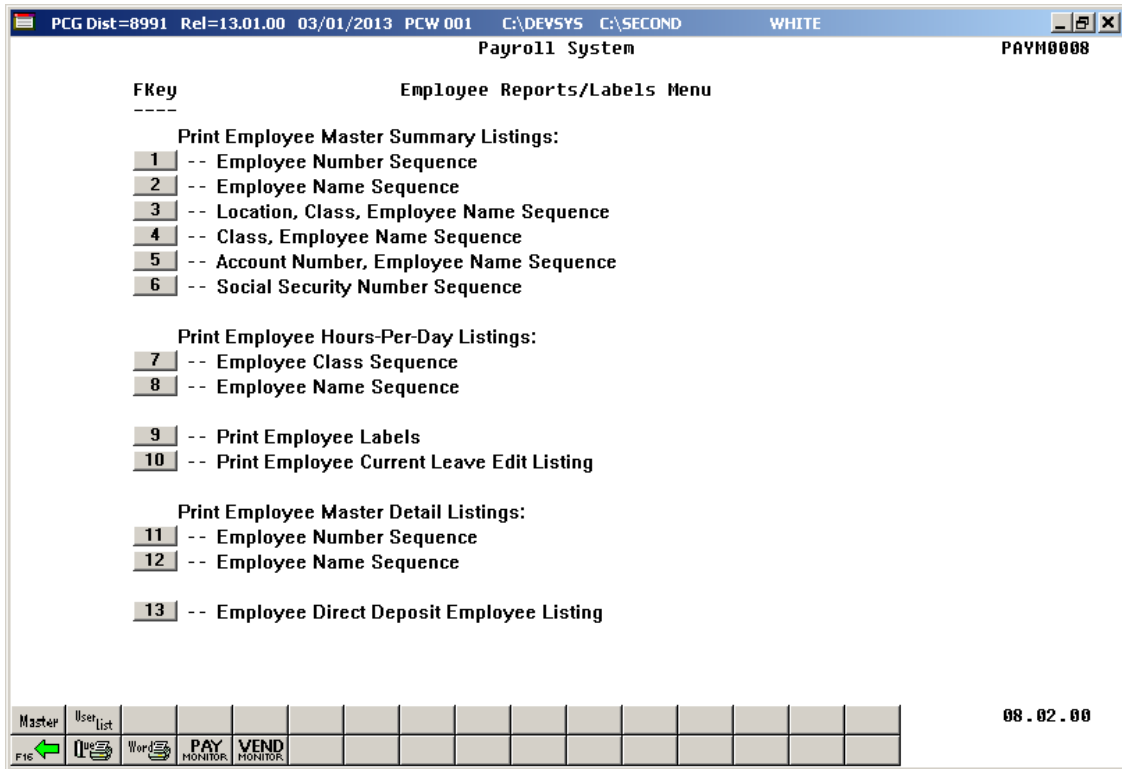
REPORT DATE	03/05/13	EMPLOYEE HOURS-PER-DAY BY NAME		PAGE	1
CLASS	STATUS	NAME	HOURS-PER-DAY		
05	A	AB3EU, ET3AN D	8.000		
08	A	AB4EY, LI4LIAM	8.000		
09	A	AD4IR, CE4ESTA			
17	A	AG9ILERA, JO9UE	3.830		
13	A	AL6EY, SA6E			
11	A	AL9ARD, RI9ARDA	8.000		
10	A	AM2ROSE, BE2HANIE	8.000		
14	A	AN2LIN, DE2ETRIUS	5.000		
05	A	AP8LEGATE, EL8IOT	8.000		
11	A	AR3E, JA3KELYN	8.000		
13	A	AR3ETT, SY3NEY			

Topic 3: Print the Employee Labels



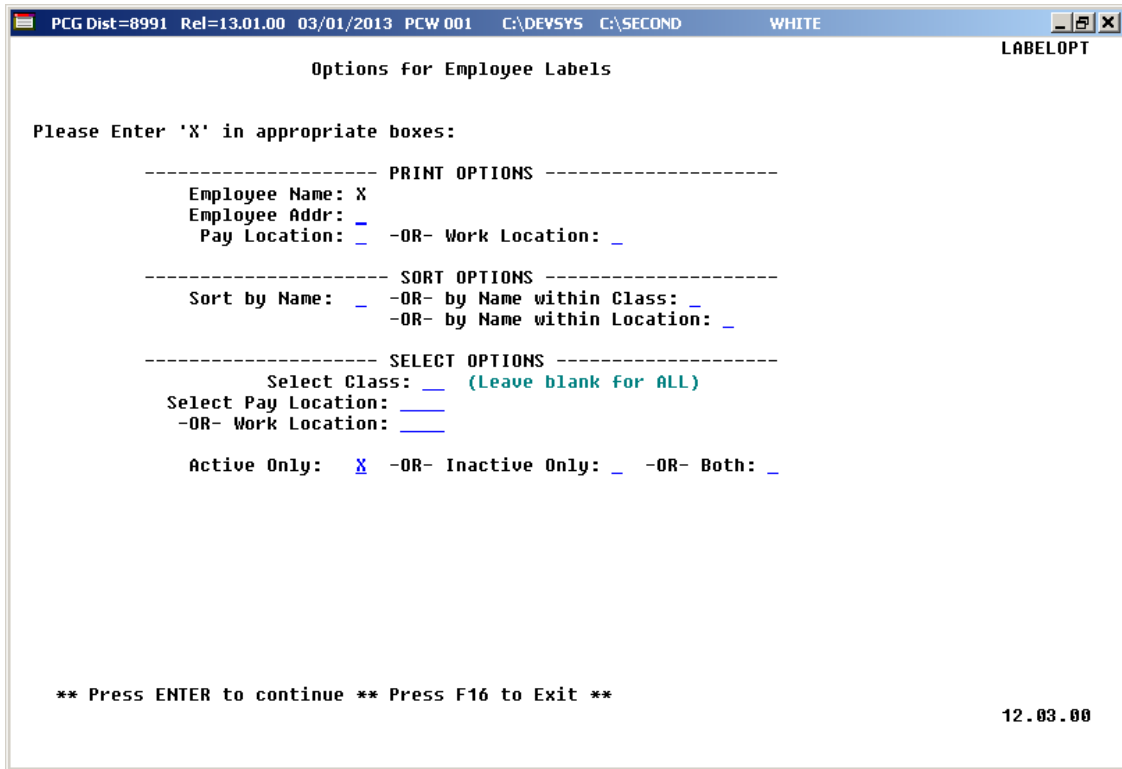
Step	Action
1	Select 8 (F8 -Employee Reports/Labels Menu).

The following screen displays:



Step	Action
2	Based on the manufacturer’s specifications, insert the labels into the printer’s feeder tray, and format the layout for the labels.
3	Select 9 (F9 - Print Employee Labels).

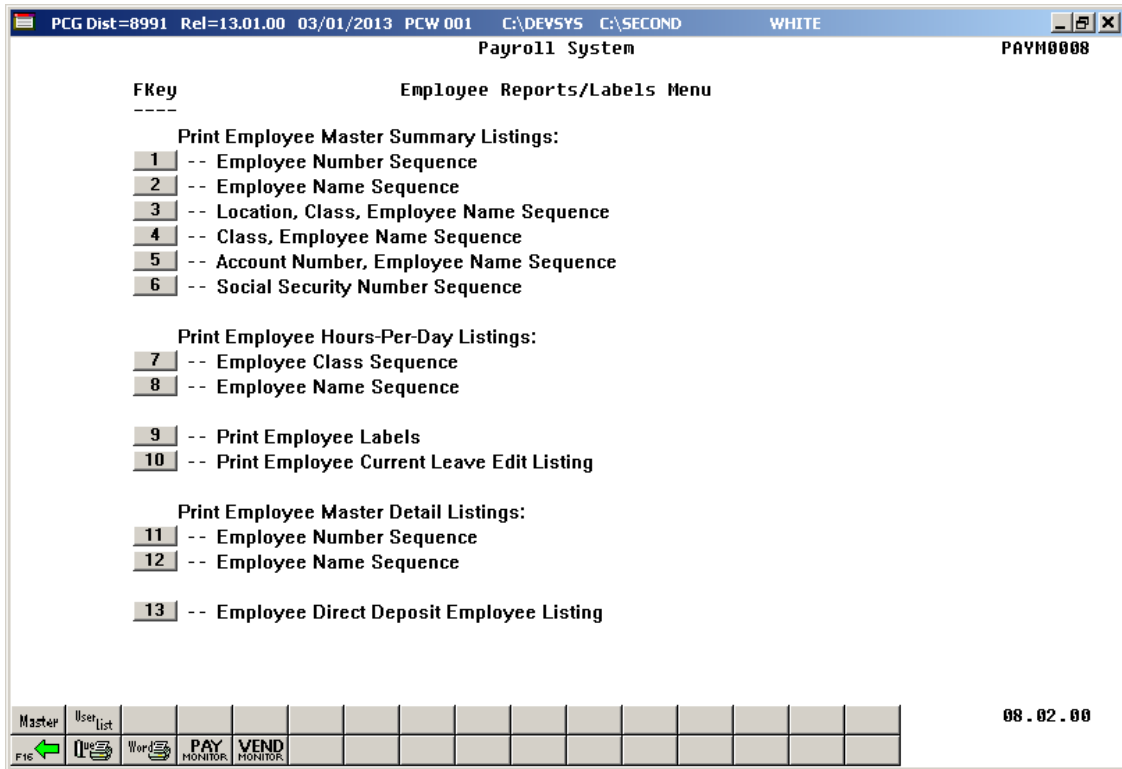
The following screen displays:







Step	Action
4	<p>Enter X in the Print Options fields to define the type of information to be included in the results.</p> <p>To include the employee address on the labels, enter X in the Employee Addr field.</p> <p>To include the employees' Pay Location or Work Location, enter X in the appropriate field.</p>
5	<p>Enter X in the appropriate Sort Options field to define the sort order of the labels.</p> <p>To sort by employee name, enter X in the Sort by Name field.</p> <p>To sort by employee name within payroll class code, enter X in the Sort by Name within Class field.</p> <p>To sort by employee name within payroll location code, enter X in the Sort by Name within Location field.</p>

Step	Action
6	<p>Select the appropriate Select Options:</p> <p>Enter the payroll class code in the Select Class field to select a specific payroll class code for the report or leave the field blank to select all payroll class codes.</p> <p>Enter the payroll work location code in the Work Location field to select a specific payroll work location code for the report or leave the field blank to select all payroll work location codes.</p> <p>To print for Active (A) employees only: Enter X in the Active Only field.</p> <p>To print for Inactive (I) employees only: Enter X in the Inactive Only field.</p> <p>To print for ALL employees: Enter X in the Both field.</p>
7	<p>Verify the screen's entries are correct, and select Enter <u>twice</u>.</p> <p><i>If the information is incorrect, select F16, make the appropriate modifications, and select Enter.</i></p> <p><i>*** Processing Request ***</i> briefly displays.</p>

The following screen displays:



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

3A. Employee Address Labels – Example

101
AB3EU, ET3AN D
2072 MAIN STREET
SMITH, GA 33333

302
AB4EY, LI4LIAM
1920 MAIN STREET
SMITH, GA 33333

6211
AD4IR, CE4ESTA
1043 MAIN STREET
SMITH, GA 33333

101
AG9ILERA, JO9UE
2559 MAIN STREET
SMITH, GA 33333

102
AL6EY, SA6E
2564 MAIN STREET
SMITH, GA 33333

302
AL9ARD, RI9ARDA
1885 MAIN STREET
SMITH, GA 33333

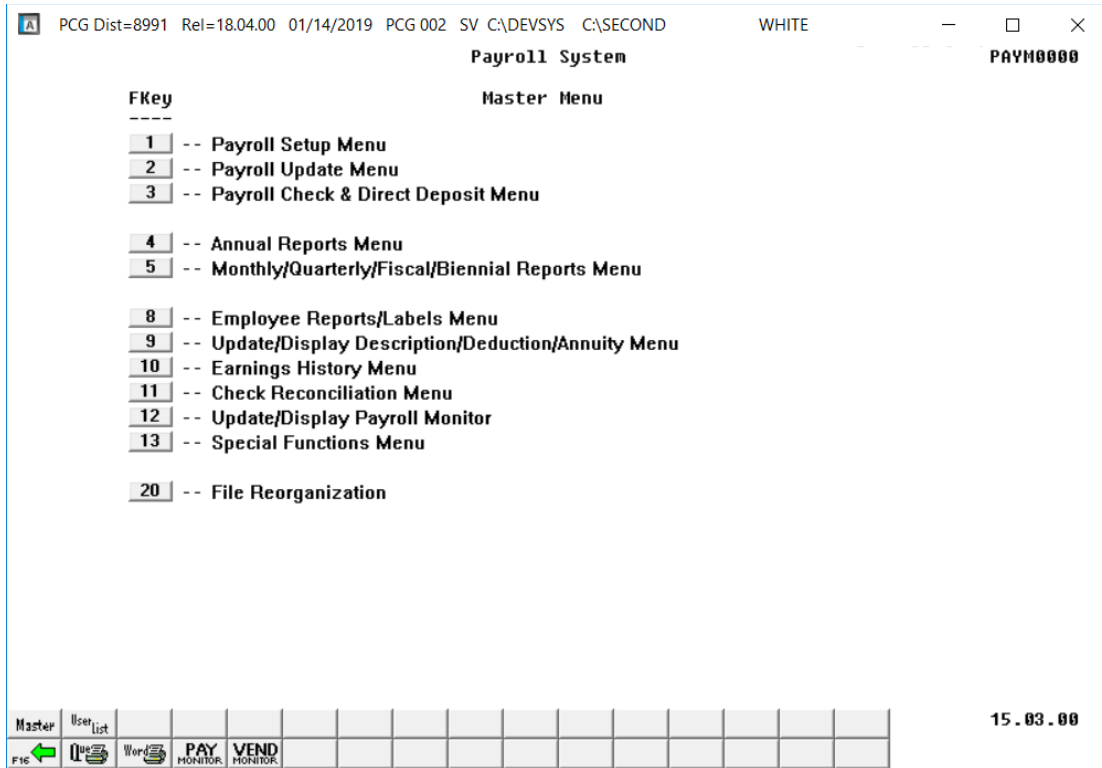
101
AM2ROSE, BE2HANIE
1174 MAIN STREET
SMITH, GA 33333

302
AN2LIN, DE2ETRIUS
2071 MAIN STREET
SMITH, GA 33333

302
AP8LEGATE, EL8IOT
2183 MAIN STREET
SMITH, GA 33333

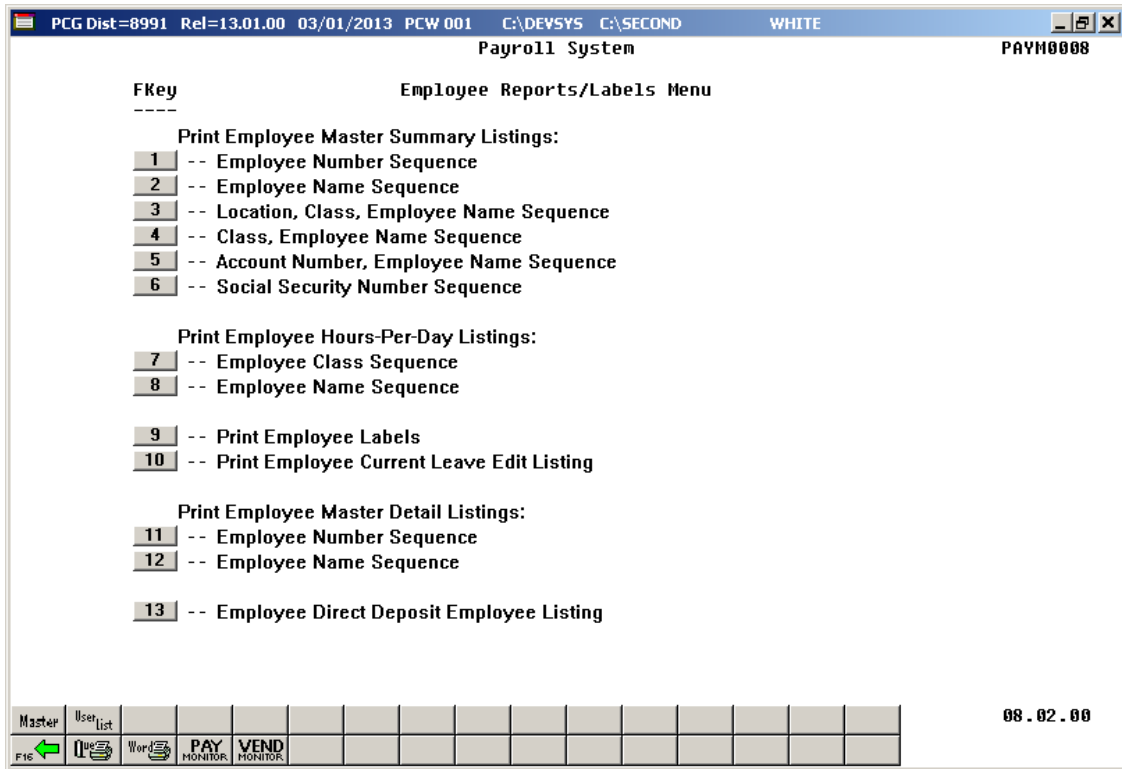
102
AR3E, JA3KELYN
1782 MAIN STREET
SMITH, GA 33333

Topic 4: Print the Employee Current Leave Edit Listing



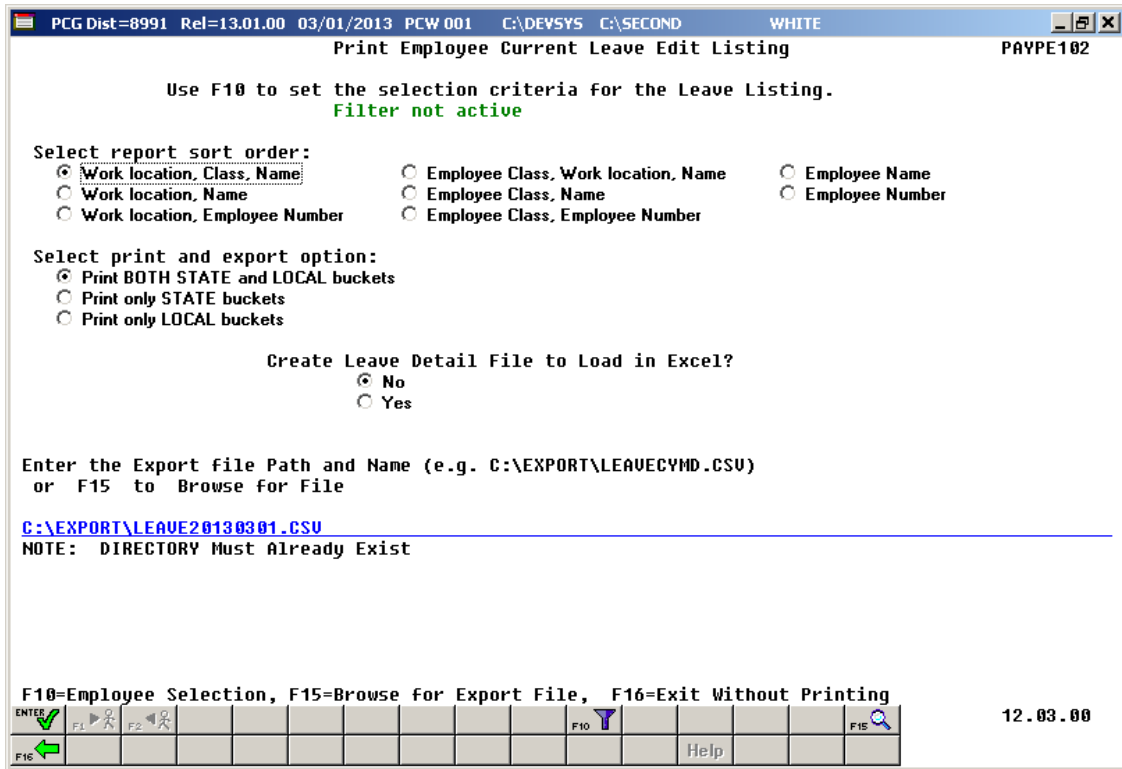
Step	Action
1	Select 8 (F8 -Employee Reports/Labels Menu).







The following screen displays:






Step	Action
2	Select 10 (F10 -Print Employee Current Leave Edit Listing).

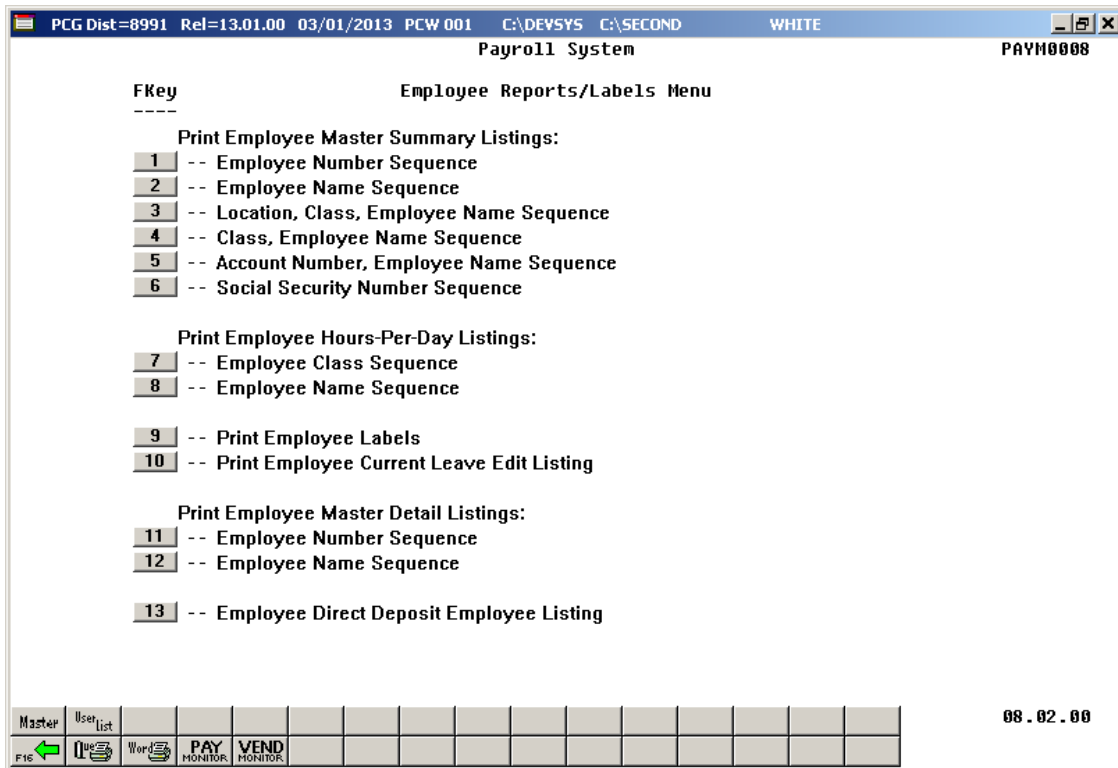
The following screen displays:







Step	Action
3	<p>To set specific search criteria: Select  (F10 – Set filter condition). On the <i>Print Employees’ Leave – Set Employee Selection Filter</i> screen, make the appropriate selections and entries. Select  (ENTER) to set the filter. Verify “Filter conditions set.” displays. Select  (Exit) to return to the <i>Print Employee Current Leave Edit Listing</i> main screen.</p> <p>Refer to the <i>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 1: Set/Clear Employee Search Criteria</i> for the instructions on limiting the report results to specific search criteria.</p>
4	<p>Select the radio button  to the left of the desired Select sort order option to identify the report’s sort order.</p>
5	<p>Select the radio button  to the left of the desired Select print and export options to identify the leave buckets (State and/or Local) to print and/or export.</p>
6	<p>Select the radio button  to left of the appropriate response in the Create Leave Detail File to Load in Excel? field.</p> <p>In order to produce a comma separated data file with the data from the report, select ‘Yes’. Otherwise, select ‘No’.</p>

Step	Action
7	If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate.
8	If creating an export file: Enter C:\EXPORT\LEAVEccymmdd.csv in the Enter File Name and Path for Export File field, or select  (F15 - Browse for file) to locate the file manually.
9	Select  (Enter) to continue. If creating an export file: <i>If the filename from Step 8 is invalid, the “UNABLE TO OPEN LEAVE CSV FILE 35 = File Not Found” error message displays. In this instance, return to Step 7 to enter the correct information.</i>
10	Select  (Enter). <i>“Processing Request” briefly displays where appropriate.</i>

The following screen displays:

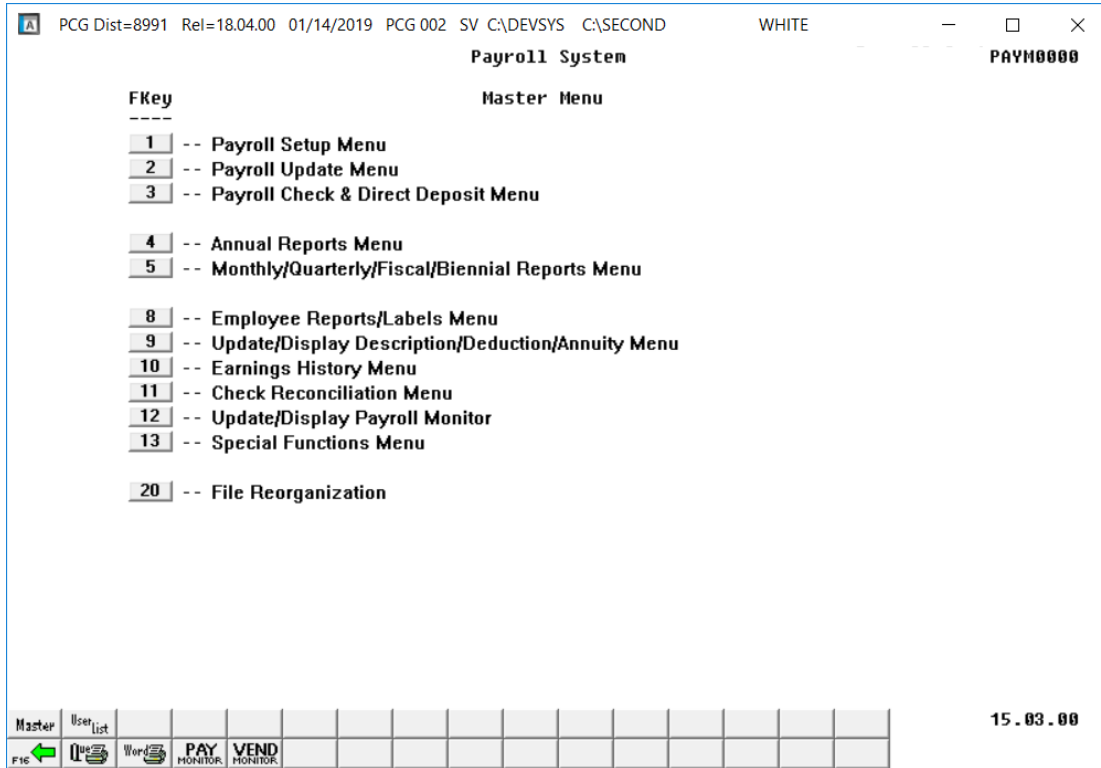


Step	Action
11	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD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

4A. Employee Current Leave Edit Report – Example

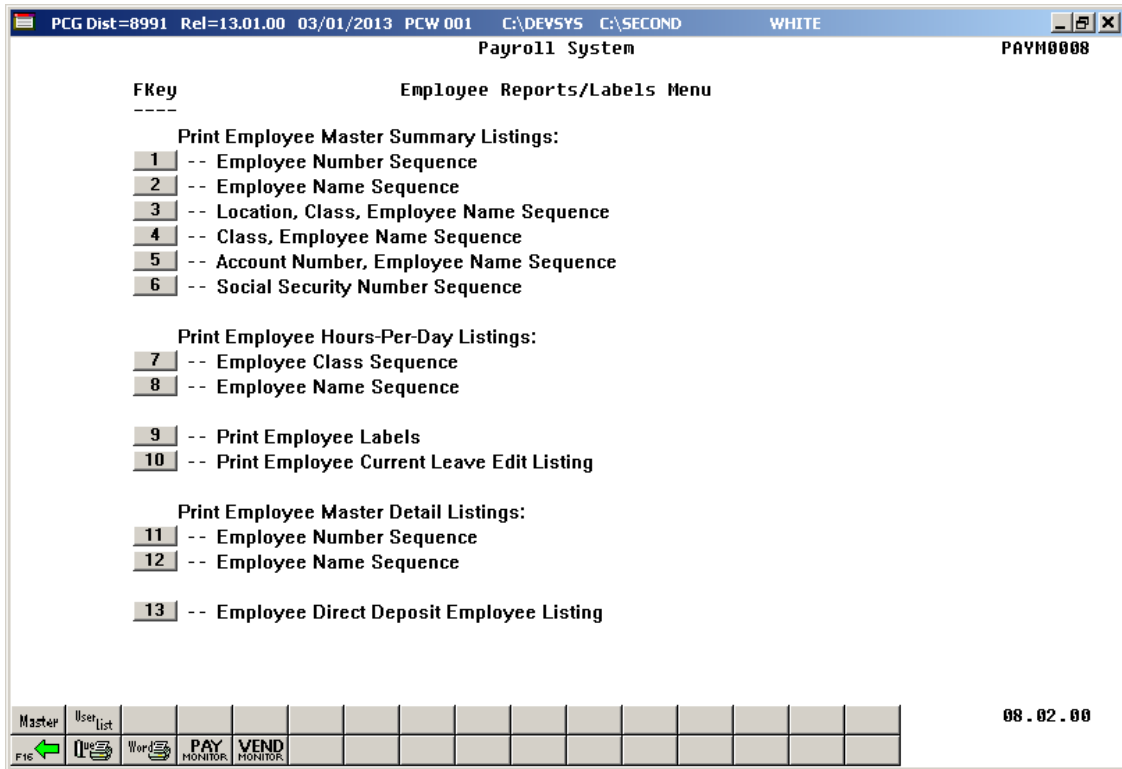
EMPNO	EMPLOYEE NAME	CLASS	WK	LOC	JOB	STAT	SICK	PERSONAL	VACATION	OTHER	W/O PAY	STAFF	SCK	BNK
87677	AB4EY, LE4NARD	07	0189	104	A	35.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE BAL
						1.00	0.00	0.00	0.00	0.00	1.00	2.00	0.00	STATE CUR
						1.00	0.00	0.00	0.00	0.00	1.00	2.00	0.00	STATE YTD
88105	AC9ER, NU9IA	07	0111	100	A	0.00	0.00	3.00	2.00	2.00	0.00	0.00	0.00	STATE BAL
						0.00	0.00	2.00	1.00	0.00	0.00	0.00	0.00	STATE CUR
						0.00	0.00	2.00	1.00	0.00	0.00	0.00	0.00	STATE YTD
87511	AD9ISON, HU9TER	07	0199	103	A	19.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE BAL
						2.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	STATE CUR
						2.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	STATE YTD
87750	AL3CEA, PA3THENIA	07	0109	108	A	48.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE BAL
						3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE CUR
						3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE YTD
89587	AL4RECHT, CA4MELO	07	0103	103	A	73.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE BAL
						2.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	STATE CUR
						2.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	STATE YTD
88447	AL6EY, SA6E	07	0106	130	A	27.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE BAL
						2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE CUR
						2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE YTD

Topic 5: Print the Employee Master Detail Listings



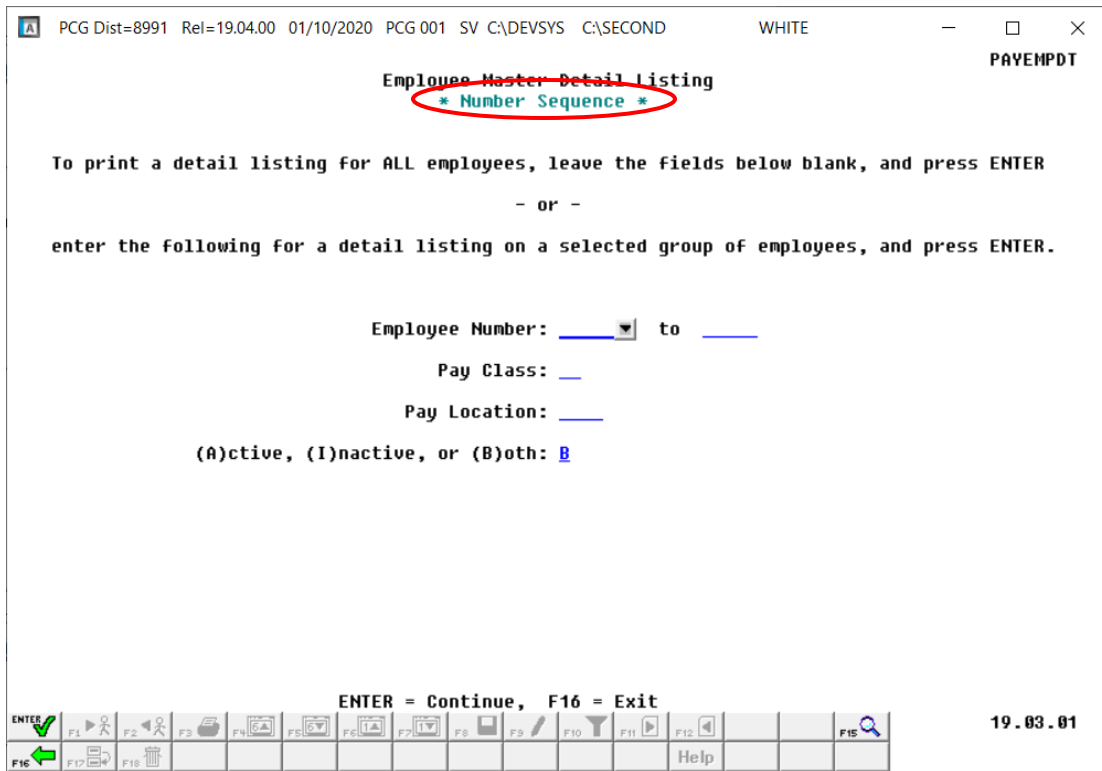
Step	Action
1	Select 8 (F8 -Employee Reports/Labels Menu).

The following screen displays:

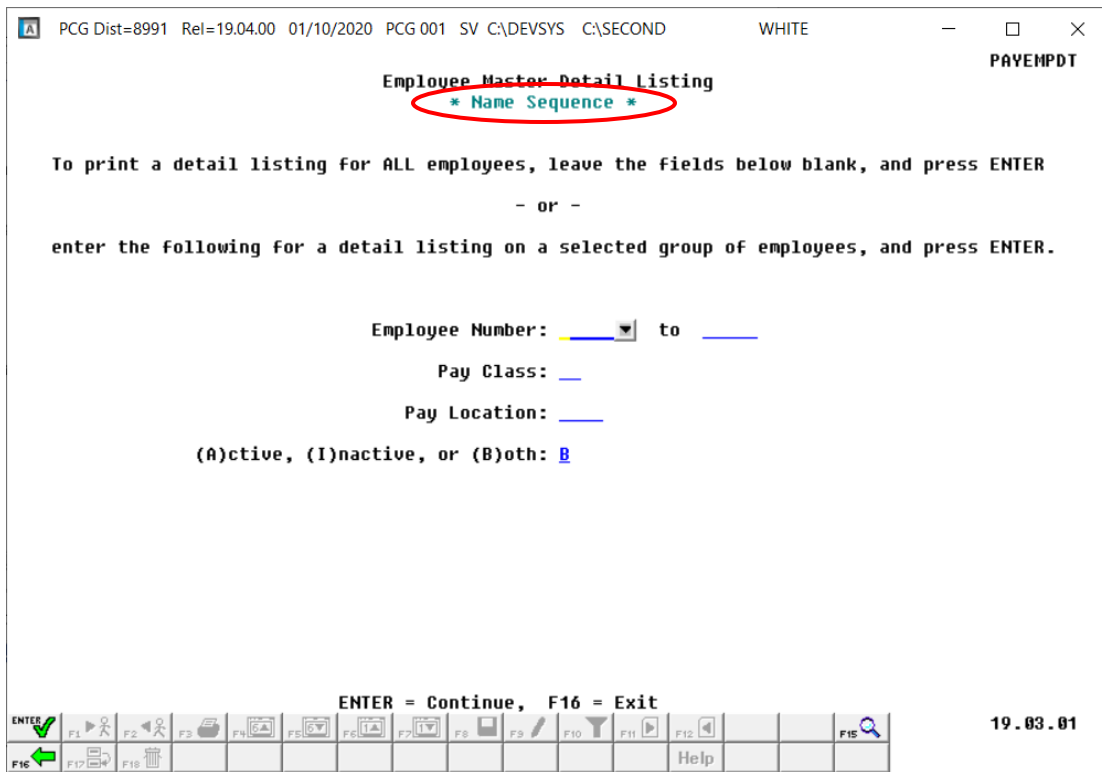







Step	Action
2	Select the appropriate option: 11 (F11 - Print Employee Master Detail Listing: Employee Number Sequence) 12 (F12 - Print Employee Master Detail Listing: Employee Name Sequence)

For **Step 2 - F11** selections, the following screen displays:

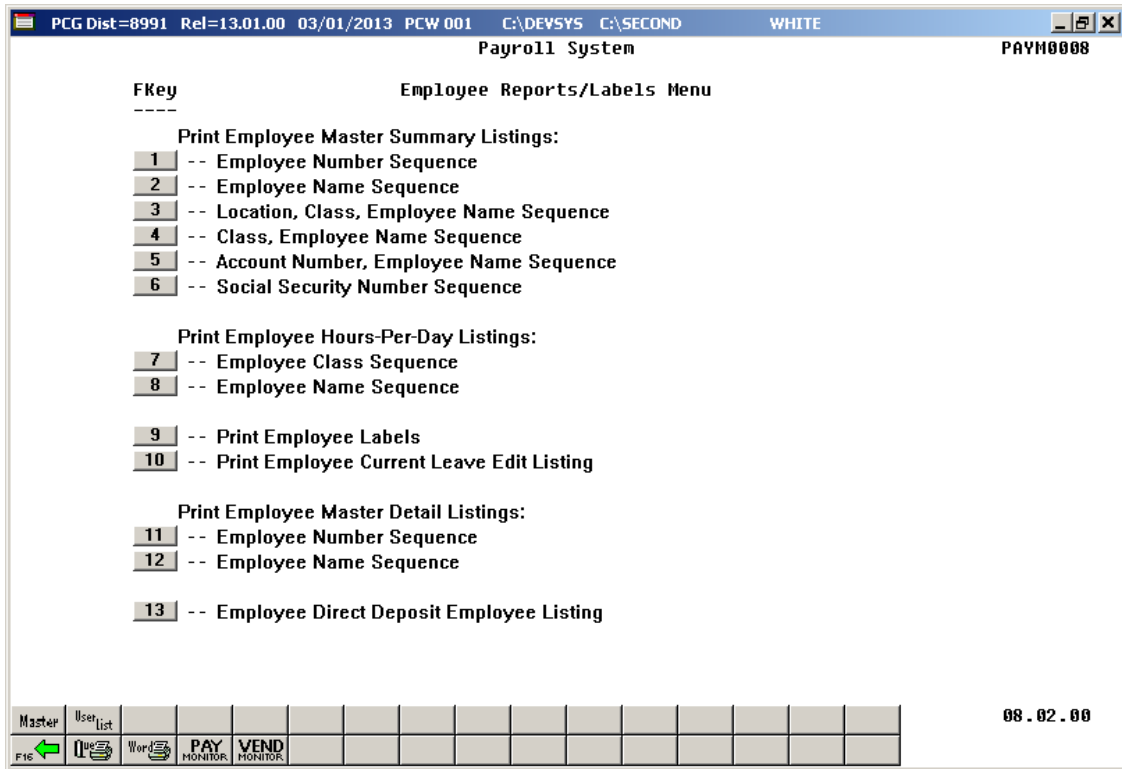






For **Step 2 - F12** selections, the following screen displays:



Step	Action
3	<p>For all employees: Select Enter (Continue) and proceed to <i>Step 7</i>.</p> <p>For one employee: Enter the employee number or select the drop-down selection icon  within the Employee Number field to choose the employee's information.</p> <p>For a group of employees:</p> <ul style="list-style-type: none"> • Enter the range of employee numbers in the Employee Number fields. • Enter the employee number or select the drop-down selection icon  within the Employee Number field to choose the employee's information, and enter the ending employee number in to field.
4	Enter the payroll class code or select the drop-down selection icon  within the Pay Class field to select a specific payroll class code for the report, or leave the field blank to select all payroll class codes.
5	Enter the payroll location code or select the drop-down selection icon  within the Pay Location field to select a specific payroll location code for the report, or leave the field blank to select all payroll location codes.
6	<p>Enter the status code in the Active (A) or (I)nactive, or (B)oth field to select those employees with a Status Code of active, inactive, or both active and inactive employees.</p> <p>Valid codes include:</p> <p style="padding-left: 40px;">A - Active I - Inactive B - Both</p> <p><i>PCGenesis defaults to B (Both).</i></p>
7	<p>Select  (Enter) <u>twice</u>.</p> <p><i>*** Processing Request ***</i> briefly displays.</p>

The following screen displays:

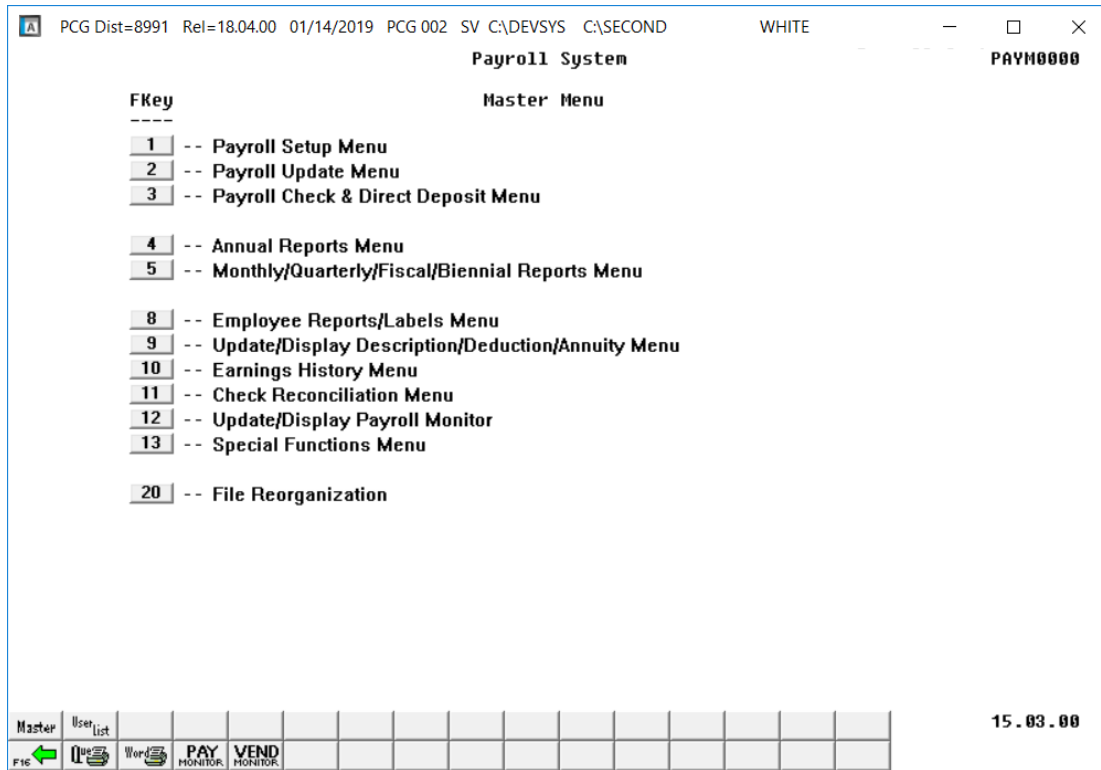


Step	Action
8	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD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

5A. Employee Master Detail Listing – Example

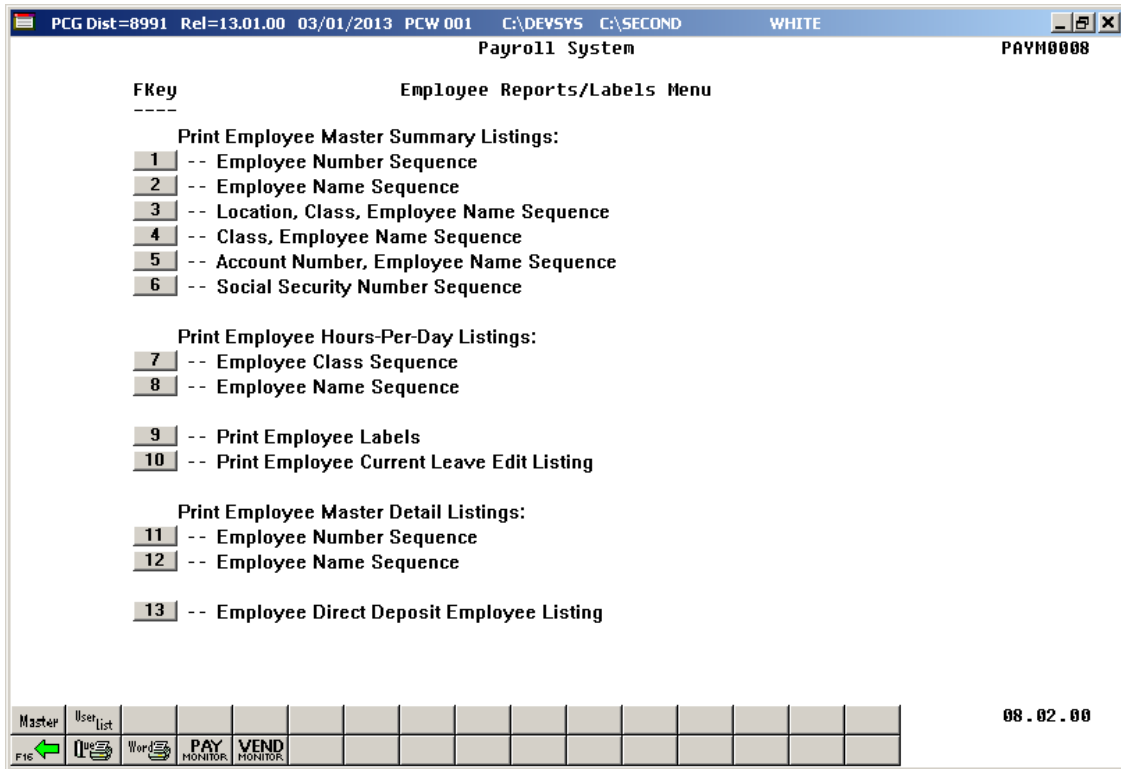
REPORT ID: PAYEMPD	EMPLOYEE MASTER LISTING DETAIL	PAGE: 1																								
RUN DATE: 01/10/2020	EMPLOYEE NAME SEQUENCE																									
EMPLOYEE NO: 88498	SOC SEC: 999-08-8498	PAY CLASS: 01																								
	PAY LOCATION: 0201	WORK LOCATION: 0201																								
	JOB: 003	STATUS: A																								
CERTIFICATE LEVEL: T4 YEARS OF STATE EXPERIENCE: 23 YEARS OF LOCAL EXPERIENCE: 1																										
EMPLOYEE NAME: AD9ISON, IS9IAH	BIRTH DATE: 3/01/1958	MARITAL STATUS: M																								
STREET: 2526 MAIN STREET	HIRE DATE: 8/03/2017	SEX: F																								
CITY/STATE: SMITH, GA	REHIRE DATE:	ETHNIC: 02																								
ZIP: 33333	TERMINATION DATE:	EE05 JOB: A06																								
TELEPHONE: 999-555-1552	INCLUDE ON CPI? Y	HISpanic: N																								
	RACE CODES: WHITE	HOURS PER DAY: 8.000																								
		TERM REASON:																								
		ELIG FOR REHIRE: Y																								
FED: MAR: M 2020 W-4: Y	EXEMPT: 00	W/H CD: 1																								
STATE: MAR: B	AMT: 50.00	2 JOBS: Y																								
	DEPEND: 98765.43	OTHER: 54321.12																								
	DEDUCT: 65432.10																									
PAY SCHEDULE #: 12	PAY CYCLE: 1	FEDERAL SWITCH: Y																								
	STATE SWITCH: Y	FICA SWITCH: Y																								
	RETIRE SWITCH: Y																									
TRS GR ADJ AMT/PCT: 0.0000	SALARY: 4533.58	CONTRACT: 54403.00																								
	STATE: 51291.00	LOCAL: 3112.00																								
	OTHER: 0.00																									
PENSION CODE: 2	PENSION AMT/PCT: 0.0600	CONTRACT MONTH: 10																								
	SERVICE: 1	'NO PENS' CODE: 00																								
DD BANK CODE: 64	DD BANK ACCT: 10011 1111 111408	DD BANK TYPE: C																								
	DD METHOD: P	DD AMT/%: 1.0000																								
YR	F	PRGM	FNCT	OBJCT	FCTY	B	ADDT'L	TYPE	PAY	REG	OT	REG	OT	CONTRACT	FICA	RETIRE	GHI									
									RATE	HOURS	HOURS	GROSS	GROSS	GROSS	GROSS	GROSS	DIST%									
20	100	0	1081	1000	11000	0201	1	000000	S	0.000	0.00	0.00	1966.16	0.00	0.00	0.00	0.000									
20	100	0	2111	1000	11000	0201	1	000000	S	0.000	0.00	0.00	598.40	0.00	0.00	0.00	0.000									
20	100	0	2211	1000	11000	0201	1	000000	S	0.000	0.00	0.00	1709.70	0.00	0.00	0.00	0.000									
20	100	0	1083	1000	11000	0201	1	000000	S	0.000	0.00	0.00	119.29	0.00	0.00	0.00	0.000									
20	100	0	2113	1000	11000	0201	1	000000	S	0.000	0.00	0.00	36.31	0.00	0.00	0.00	0.000									
20	100	0	2213	1000	11000	0201	1	000000	S	0.000	0.00	0.00	103.73	0.00	0.00	0.00	0.000									
ANNUITY #1: DED 01/CO 01									#2: DED 02/CO 00									#3: DED 00/CO 00								
ANNUITY #4: DED 00/CO 00									#5: DED 00/CO 00									CREDIT UNION: 00000000000000 SECTION 125: Y								
DEDUCTION CODE	DEDUCTION DESCRIPTION	DEDUCTION AMOUNT	DEDUCTION ADJUSTMENT	DEDUCTION FLAG	EMPLOYER FLAG																					
03	FED W/H TAX	411.06	0.00		N																					
04	GA INCOME TAX	206.50	0.00		N																					
17	VENDOR 000016	14.58	0.00		N																					
50	VENDOR 005949	11.75	0.00		N																					

Topic 6: Print the Direct Deposit Employee Listing






Step	Action
1	Select 8 (F8 -Employee Reports/Labels Menu).

The following screen displays:

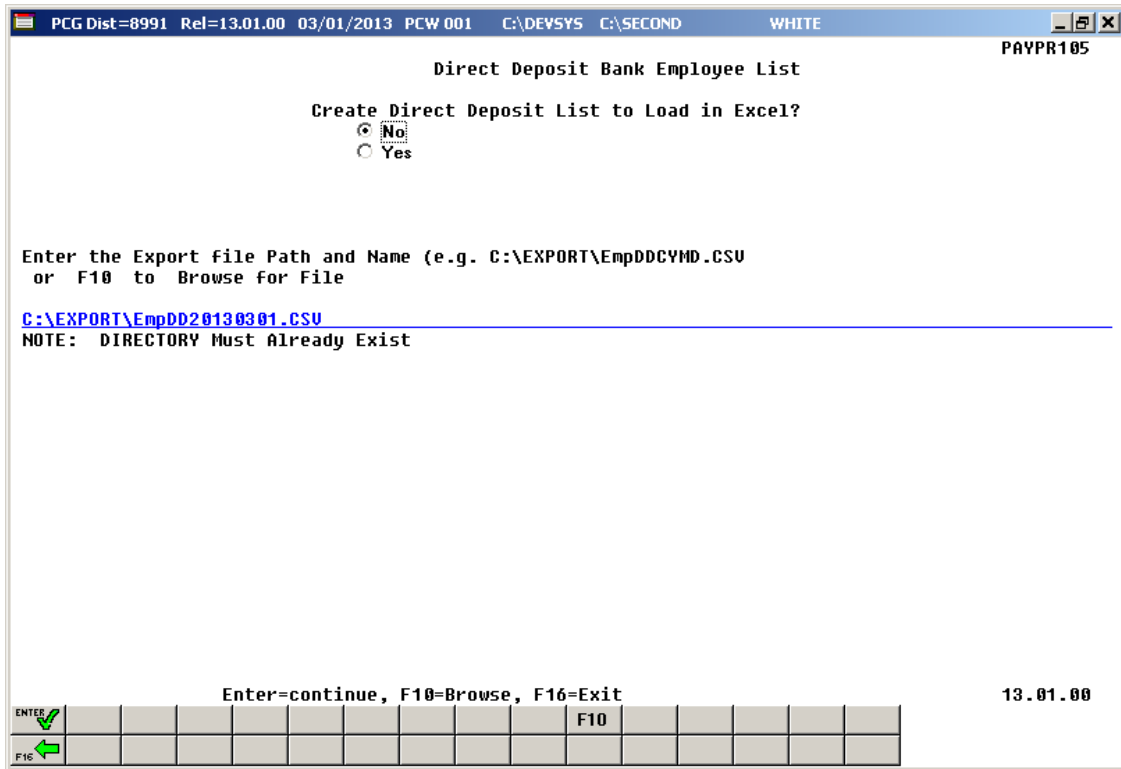




Step	Action
2	Select 13 (F13 – Employee Direct Deposit Employee Listing).

The following screen displays:

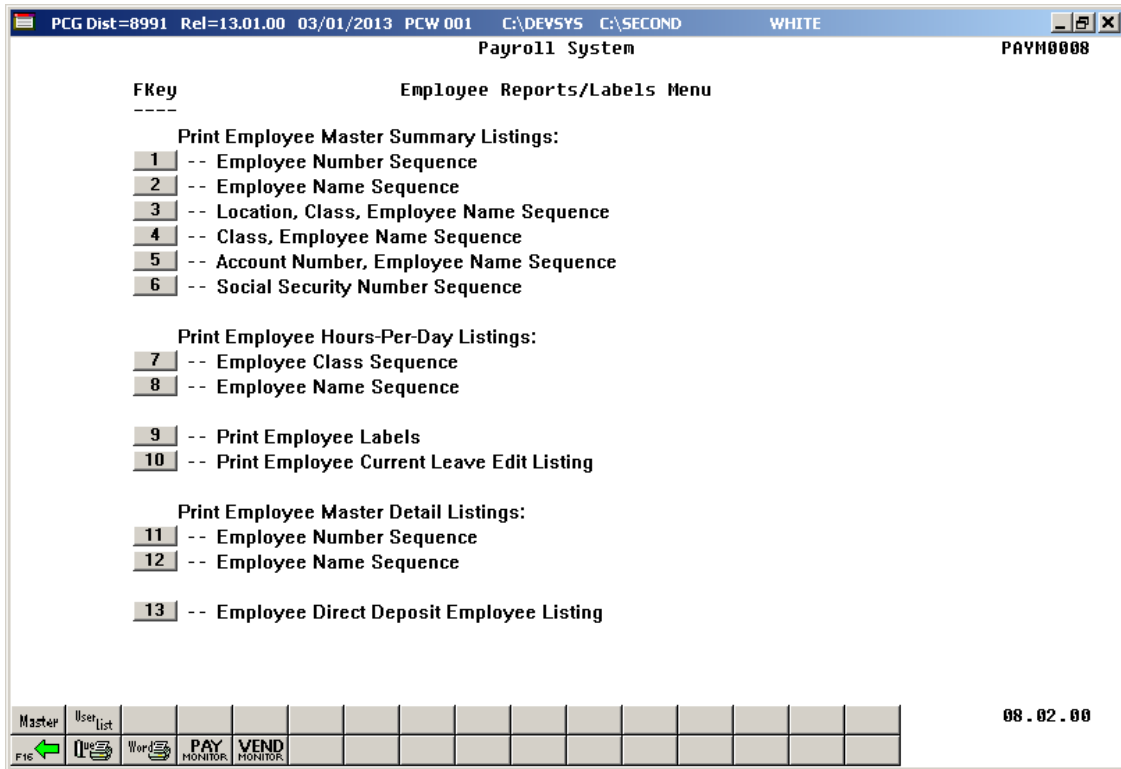
Step	Action
3	<p>To print employees with direct deposit: Enter D in the Select report option: field.</p> <p>To print employees with NO direct deposit: Enter N in the Select report option: field.</p>
4	<p><u>If printing employees with direct deposit:</u></p> <p>For all banks: Leave the Select Bank Code: field blank.</p> <p>For an individual bank: Enter the bank code in the Select Bank Code: field.</p>
5	Enter B (Bank) or L (Location) in the Select Sort Sequence field to define the sort order of the report.
6	Enter Y (Yes) or N (No) in the Include Employee Address? field to include, or to exclude the employee address information from the report's results.
7	<p>Verify the screen's entries are correct, and select  (Enter) <u>twice</u>.</p> <p><i>If the information is incorrect, select  (F16 – Reenter), make the appropriate modifications, and select  (Enter) <u>twice</u>.</i></p>





The following screen displays:



Step	Action
8	Select the radio button <input checked="" type="radio"/> to left of the appropriate response in the Create Direct Deposit List to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select ‘Yes’. Otherwise, select ‘No’.
9	If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate.
10	If creating an export file: Enter C:\EXPORT\EmpDDccyymmdd.csv in the Enter File Name and Path for Export File field, or select F10 (F10 - Browse for file) to locate the file manually.
11	Select  (Enter) to continue. If creating an export file: <i>If the filename from Step 9 is invalid, the “UNABLE TO OPEN DirDep CSV FILE 35 = File Not Found” error message displays. In this instance, return to Step 8 to enter the correct information.</i>
12	Select  (Enter). <i>“Processing Request” briefly displays where appropriate.</i>

The following screen displays:



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

6A. Direct Deposit Employee Listing by Bank— Example

The *Direct Deposit Employees* report is generated when a 'D' is entered in the **Select report option** field when running the report. Note that if the employee has direct deposit accounts defined, but direct deposit is not currently enabled for the employee, the account information will be flagged with the label '**DISABLE**'.

EMPLOYEE		SOC SEC	DDP	ACCT	ACCT	BANK		
LOC	NUMBER	NUMBER	ENABLE?	TYPE	NUMBER	CODE	BANK NAME	
0111	088127	AD2ER, IA2 2889 MAIN STREET 2890 MAIN STREET SMITH, GA 33333	999-08-8127	C	11 1111 111327	01	FARMERS & MERCHANTS BANK	
0111	089094	AD3M, SA3 1917 MAIN STREET SMITH, GA 33333	999-08-9094	C	11 1111 111225	01	FARMERS & MERCHANTS BANK	
0111	089253	AR4IS, RE4NALDO 1757 MAIN STREET SMITH, GA 33333	999-08-9253	C	11 1111 111204	01	FARMERS & MERCHANTS BANK	
8010	089068	AS5CRAFT, JASIKA 1943 MAIN STREET SMITH, GA 33333	999-08-9068	C	11 1111 111229	01	FARMERS & MERCHANTS BANK	
0111	089058	AS7ER, GE7EVIVE 1953 MAIN STREET SMITH, GA 33333	999-08-9058	C	11 1111 111231	01	FARMERS & MERCHANTS BANK	
0111	088168	AS9TON, YV9NE 2848 MAIN STREET SMITH, GA 33333	999-08-8168	C	11 1111 111322	01	FARMERS & MERCHANTS BANK	
0101	087839	BA2DA, JO2QUIN 3178 MAIN STREET SMITH, GA 33333	999-08-7839	C	11 1111 111356	01	FARMERS & MERCHANTS BANK	
8014	088222	BA3R, FL3RRIE 2794 MAIN STREET SMITH, GA 33333	999-08-8222	DISABLE	C 12345678901234567	01	FARMERS & MERCHANTS BANK	
3050	088798	BA3ROW, QU3NTON 2216 MAIN STREET SMITH, GA 33333	999-08-8798	DISABLE	C 11 1111 111256	01	FARMERS & MERCHANTS BANK	
8010	088946	BE7KETT, TO7RIE 2067 MAIN STREET 2068 MAIN STREET SMITH, GA 33333	999-08-8946	C	11 1111 111245	01	FARMERS & MERCHANTS BANK	

6B. Non-Direct Deposit Employee Listing by Location– Example

The *Non-Direct Deposit Employees* report is generated when an ‘N’ is entered in the **Select report option** field when running the report. Note that all employees on the *Non-Direct Deposit Employees* report are flagged with the label ‘**DISABLE**’ indicating that they are not currently participating in direct deposit.

REPORT ID: PAYPE105/PAYPR105
 REPORT DATE: 08/18/2014

PAGE: 3
 REPORT TIME: 09:48

NON-DIRECT DEPOSIT EMPLOYEES BY LOCATION

LOC	EMPLOYEE NUMBER	EMPLOYEE NAME	SOC SEC NUMBER	DDP ENABLE?	ACCT TYPE	ACCT NUMBER	BANK CODE	BANK NAME
0201	089930	BE7GMAN, SH7RAN 1075 MAIN STREET SMITH, GA 33333	999-08-9930	DISABLE				
0201	088733	BO4DS, KO4TNEY 2281 MAIN STREET SMITH, GA 33333	999-08-8733	DISABLE				
0201	089668	BUSNHAM, AZ5IE 1337 MAIN STREET SMITH, GA 33333	999-08-9668	DISABLE				
0201	089806	EA3LY, WE3DOLYN 1199 MAIN STREET SMITH, GA 33333	999-08-9806	DISABLE				
0201	089780	GR5ER, MA5LIN 1225 MAIN STREET SMITH, GA 33333	999-08-9780	DISABLE				
0201	088115	HA6, LEGARD 2902 MAIN STREET SMITH, GA 33333	999-08-8115	DISABLE				
0201	089331	HO6CK, AL6ISHA 1678 MAIN STREET SMITH, GA 33333	999-08-9331	DISABLE				
0201	089426	KE7SEY, MI7LY 1581 MAIN STREET SMITH, GA 33333	999-08-9426	DISABLE				
0201	087852	KNSIT, WISFREDO 3165 MAIN STREET SMITH, GA 33333	999-08-7852	DISABLE				
0201	088993	MC8ENDON, DE8AYNE 2019 MAIN STREET SMITH, GA 33333	999-08-8993	DISABLE				
0201	088473	PARISH, FL8TCHER 2543 MAIN STREET SMITH, GA 33333	999-08-8473	DISABLE				