PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

4/4/2017	Section H: Update/Display the Payroll Sequence Monitor, V2.7

Revision History

Date	Version	Description	Author
4/4/2017	2. 7	17.01.00 – Update *Post Leave Input Data* status codes for the *Payroll Monitor*.	D. Ochala
04/06/2016	2. 6	16.01.00 – Update Logo and Footers.	S. Scrivens
8/21/2014	2.5	14.03.00 – Add button bar to *Payroll Monitor* screens.	D. Ochala
12/26/2013	2.4	13.04.00 – Update payroll monitor screenshots.	D. Ochala
11/29/2012	2.3	12.04.00 – Update DOE logo. Add *Post substitute pay and employee leave* item to the payroll monitor.	D. Ochala
11/29/2010	2.2	10.04.00 – Add *Procedure 2B. Updating Selected Payroll Deductions Updates.* Update document formatting.	D. Ochala
03/30/2010	2.1	10.01.00 – Updates to screenshots. Added screen 2 of the Payroll Sequence Monitor. Added dialog box instructions.	D. Ochala
03/18/2008	2.0	08.01.00 – Updates to screenshots, no procedural changes.	C. W. Jones

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Overview

The *Payroll Sequence Monitor* controls the sequence of the payroll run, and allows PCGenesis users to monitor the payroll processing steps online. Completed procedures will be identified with *Y (Yes)*, incomplete procedures will contain an *N (No)*.

Note: The *Payroll Sequence Monitor* items '*Post substitute pay and employee leave*' and '*Post leave for Manual/Void Run*' are available only if the system is using the *Enhanced Substitute Pay and Employee Leave System*. Refer to the <u>*Payroll System Operations Guide*</u>, *Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure B: Display/Update the Payroll Identification Record* for additional information on enabling the *Enhanced Substitute Pay and Employee Leave System*.

The information within the '*Payrolls Selected During Setup*' area defaults from *Payroll Setup* selections, and system-specific payroll schedule information.

Note the following *Payroll Sequence Monitor* guidelines:

- Payroll Setup: The payroll setup procedure initializes employees' current period payroll information, removes deduction adjustments made in the prior period, clears hours and days for non-salaried employees, clears employee messages for the new detailed pay stub, and clears current leave usage. Payroll setup also resets the manual and void check processing.

   To run payroll setup, all of the flags in the first column must be either *N (No)* or *Y (Yes)*. Payroll setup for a *Regular* payroll run sets the first monitor flag (***Setup payroll for new pay period***) to *Y (Yes)* and all other flags to *N (No)*. Payroll setup for a *Manual/Void* run sets the first four monitor flags to *Y (Yes)*, the *Checks Replace/Added* flag to *Y (Yes)*, and all other monitor flags to *N (No)*. When payroll is set up for a *Manual Void* run, PCGenesis users must complete manual/void check processing before setting up for payroll again.

- Reset Payroll: Modify the *Payroll Sequence Monitor* to set the ***Setup payroll for new pay period*** and ***Run exceptions register*** flags to *N (No)* if the monitor indicates the *Setup payroll flag* has been set to *Y (Yes)*, and but the *Calculate Payroll and Update YTD* procedure has not been completed.

   If the *Setup payroll* flag is manually set to *N (No),* the flag may be manually set back to *Y (Yes)* to recover the prior payroll setup, or an additional payroll setup may be run to change the payroll run's characteristics.

- Update Selected Payroll Deductions: Modify the payroll deductions selected for the payroll cycle if the monitor indicates the *Setup payroll flag* has been set to *Y (Yes)*, and but the *Calculate Payroll and Update YTD* procedure has not been completed. In the event the payroll cycle's deduction parameters require modifications, such as when adding a payroll deduction, users may modify the deduction field information as needed. Enter **Y** (Yes) or **N** (No) next to the appropriate payroll deduction field to select or deselect that deduction for processing during the payroll cycle.

   Note that the *Calculate Payroll and Print Exceptions* step and the *Calculate Payroll and Print Trial Register* step must be repeated after modifying the selected deductions for the payroll cycle.

- Run Exceptions Register: The *Setup payroll* flag must be *Y (Yes)* and the *Calc payroll and update YTD figures* flag must be *N (No)* to run the *Exceptions Register*. Running an error free *Exceptions Register* sets the *Run exceptions register with no errors* flag to *Y (Yes)*. If the *Run exceptions register* flag is manually set to *N (No)*, PCGenesis does not allow the flag to be set back to *Y (Yes)*. PCGenesis users should run an additional error free *Exceptions Register* to reset this flag.

- For systems using the *Enhanced Substitute Pay and Employee Leave System*: The leave data entered for the payroll cycle is collected in the *Current Leave Input File*. The *Current Leave Input File* is a temporary holding area utilized for collecting the employee leave information, and the substitute gross data lines. Setting up payroll causes the *Current Leave Input File* to be cleared in preparation for the new payroll cycle.

   Once all leave data and substitute pay has been entered into the *Current Leave Input File* and verified, the *Post Leave Input Data* procedure can be performed. The *Current Leave Input Data* may only be posted ONE TIME during the payroll cycle. The *Current Leave Input File* must be posted before *F4 – Calculate Payroll and Update YTD (Final)* is executed so that the substitutes' gross data transactions are included in the payroll.

Posting the *Current Leave Input File* data accomplishes the following:

o The payroll monitor will display a 'Y' next to the *Post substitute pay and employee leave* step.
o The payroll monitor will display an 'N' next to the *Run exceptions register with no exceptions* step.

Once the current leave input data has been posted, the user must run the payroll *Trial Registers* and *Exceptions Reports* again. This is a required step because after the *Current Leave Input File* has been posted, the payroll monitor switch for *Run Exceptions Register with no exceptions* is automatically reset to 'N' so that the *Trial Registers* and *Exceptions Reports* must be rerun.

The *Post Leave Input Data* procedure updates the Payroll Monitor with each step of the leave posting process. If posting fails, the user is <u>forced</u> to restore SECONDL to SECOND and cannot proceed without doing so. The '*Post substitute pay and employee leave*' indicator in the Payroll Monitor will be updated with each step of the leave posting process as illustrated in the following table.

'*Post substitute pay and employee leave*' Payroll Monitor Value	Leave Data Status
N	The *Post Leave Input Data* process has <u>not</u> started
S	The *Post Leave Input Data* process started, but did not finish. The substitute *Gross Pay* data has posted, but the *Leave History* data has <u>not</u> been posted.
L	The *Post Leave Input Data* process started, but did not finish. The substitute *Gross Pay* data has posted and the *Leave History* data has posted, but the <u>*Payroll* Leave Data</u> (F2, F2, F17) screen has <u>not</u> been posted.
Y	The *Post Leave Input Data* has completed successfully. The Payroll Administrator may now continue with the next steps in the payroll cycle.

Refer to the <u>*Personnel System Operations Guide*</u>, *Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 2: Leave Payroll Processing* for additional information on the *Enhanced Substitute Pay and Employee Leave System.*

- <u>Calculate Payroll and Update Year-to-Date (YTD - FINAL) Figures:</u> To calculate payroll and update YTD totals, the *Run exceptions register with no errors* flag must be *Y (Yes)* and the *Calc payroll and update YTD* flag must be *N (No)*. Running the *Calculate Payroll and Update YTD* procedure sets the *Calc payroll and update YTD figures* flag to *Y (Yes)* when successfully completed.

  After *F4 (Calculate Payroll and Update YTD –FINAL)* has been performed, payroll may only be reset by performing a PCGenesis restore. **PCGenesis users should not attempt the restore procedure unless being assisted by Technology Management Customer Support Center.**

- Print Paychecks and Direct Deposits: To print paychecks and direct deposits, the *Calc payroll and update YTD figures* flag must be *Y (Yes)* and the *Print paychecks and direct deposits* flag must be set to *N (No)* or *C (Check printing only completed).* The code "**C**" indicates payroll checks have printed but direct deposits have not printed. In this instance the *Print Paychecks and Direct Deposits* step can be re-run and PCGenesis skips processing the checks, and only processes the direct deposits. Running the print paychecks and direct deposits procedure successfully sets the *Print Paychecks and Direct Deposits* flag to *Y (Yes)*. The procedure also sets the *Void/Add Run Completed* flag to *Y (Yes)*.

- Final Payroll Register: To run the *Final Payroll Register*, the *Print Paychecks and Direct Deposits* flag and *Void/Add Run Completed* flag must be *Y (Yes)* and the *Update Earnings History* flag must be *N (No)*.

- Deduction Register and Final Payroll Distribution Register: PCGenesis generates a warning message when the *Deduction Registers and Final Distribution Register* flags are *Y (Yes)*, and when users process *F7 (Print Final Payroll Register)*.

  Printing the *Final Payroll Register* sets the *Final Register* flag to *Y (Yes)* and the *Deduction Registers* and *Final Distribution* flags to *N (No)*.

  To print the *Deduction Registers and Create the Direct Deposit File*, the *Final Register* flag must be *Y (Yes)* and the *Update Earnings History* flag must be *N (No)*.

  If the *Final Distribution Register* flag is *Y (Yes)*, PCGenesis displays a warning message as users attempt the *F8 (Print Deduction Registers and Create Direct Deposit Export File)* procedure from the *Payroll System – Check and Direct Deposit Menu*.

  Printing the *Deduction Registers* sets the monitor's *Deduction Registers* flag to *Y (Yes)* and the *Final Distribution Register* flag to *N (No)*.

  To print the *Final Payroll Distribution Report*, the *Deduction Registers* flag must be *Y (Yes)* and the *Update Earnings History* flag must be *N (No)*.

  Printing the *Final Payroll Distribution Register* sets the *Final Distribution* flag to *Y (Yes)*.

- Update Earnings History with Current Pay: To update earnings history with current pay, the *Final Distribution* flag must be *Y* (Yes), the *Update Earnings History* flag must be *N (No),* and the update *Budget Files* flag must be *N (No)*.

  Running the *Update Earnings History with Current Pay* sets the *Update Earnings History* flag to *Y (Yes)*.

- Update Budget Files with Current Pay: To run the *Update Budget Files with Current Pay* procedure, the *Update Earnings History* flag must be *Y (Yes),* and the *Update Budget* flag must be *N (No)*.

  Running the *Update Budget* procedure sets the *Update Budget* flag to *Y (Yes)*. When the *Update Budget* flag is set as such, the payroll cycle is complete.

- Manual Checks and Voids from Previous Payroll: *F9 (Manual Check and Voids from Previous Pay)* may be performed any time after the payroll is set up, e.g. *Setup payroll for a new period* set to *Y (Yes)*, until earnings history is updated. Note however that any payroll processing procedure resets the *Final Register* flag, *Deduction Registers* flag, and *Final Distribution* flag back to *N (No)*. These three procedures must be repeated if they were done before the *Manual Check and Void From Previous Pay* procedure was completed.

- Check/Direct Deposit Void/Add: *F6 (Check/Direct Deposit Void/Add Menu)* may be performed during a normal payroll cycle after checks and direct deposits are run, e.g. *Print checks and direct deposits* set to *Y (Yes)*. Note however that any processing will reset the *Final Register* flag, *Deduction Registers* flag, and *Final Distribution* flag back to *N (No)*. PCGenesis users must repeat these three procedures when completing the steps before void check processing.

  Voiding and replacing a check, or adding a check to a payroll run also resets the *Void/Add Run Completed* flag to *N* (No) to prevent PCGenesis users from reprinting the final registers until the void cycle is complete. Voiding but not replacing a check leaves this flag unchanged. Completing the Void and Replace Processing Cycle in order to recalculate and reprint the check resets the *Void/Add Run Completed* flag back to *Y (Yes)* and allows final registers to be run.

  Screen Print: The screen print feature allows the user to obtain a screen print of selected payroll screens. The screen print feature is available on display/inquiry screens which have the ![F3 print button] button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Topic 1: Displaying the Payroll Sequence Monitor

Step	Action
1	From <u>any</u> system menu, select the *Pay Monitor button* ![PAY MONITOR] from the button bar at the bottom of the menu screen and proceed to **Step 3**. or From the *Business Applications Master Menu*, select ⬜**2** (**F2 -** Payroll System).

The following screen displays:

Step	Action
2	Select ⬜**12** (**F12 -** Update/Display Payroll Monitor).

For in-progress payroll runs, the following screen displays:

```
 PCG Dist=8991 Rel=14.02.01 08/20/2014 PCW 001 SV C:\DEVSYS C:\SECOND        WHITE                 _|8|X|
                            PAYROLL SEQUENCE MONITOR              Screen 1 of 2         PAYSTUPD
               Setup payroll for new pay period                 Y
               Run exceptions register with no exceptions       N
               Post substitute pay and employee leave           N
               Calculate payroll and update YTD figures          N
               Print paychecks and Direct Deposits              N
                                                                        / Void/Add Run Completed N
               (This cycle can be repeated more than once) _____/  Final Register         N
                                                              \  Deduction Registers        N
               Update earnings history with current pay        N     \ Final Distribution     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: N    TRS: Y
                        Special Gross Types       : Y      New PSERS: Y  New ERS: N

                   -------------------- PAYROLLS SELECTED DURING SETUP --------------------
               PAY    NO. PAYS
               SCH    TAX CALC    DESCRIPTION                       PERIOD   CHECK DATE   GHI
                12       12       FY14 MONTHLY PAYROLL                 10      10/31/14    Y



          Selected classes:  1  2  4  5  6  7  8  9 11 13 14 15 16 17 18 19 20 22 23 25 26 28 29 30 31
                             32 33 42 43 44 45 46




                ENTER=Validate, F3=Print screen, F11=Go to screen 2,
  ENTER                                                                                    14.02.00
         F3                            F8  F9        F11 ▶ F12
  F16
```

The actual screen results are system-specific.

Step	Action
3	**To display Payroll Sequence Monitor information only:** Review the screen's information, and select [F11 ▶] (**F11 – Go to screen 2**) to display the deductions which have been selected for the current payroll run. If the user is finished reviewing the payroll monitor information, select [F16 ←] (**F16 - Exit**) to return to the *Payroll System Master Menu*. Select [F3 🖨] (**F3 – Print this data**) to obtain a screen print of the *Payroll Sequence Monitor* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

The following screen displays after selecting ⬛ **F11** ▶ (**F11** – Go to screen 2) in *Step 3:*

```
PCG Dist=8991 Rel=14.02.01 08/20/2014 PCW 001 SV C:\DEVSYS  C:\SECOND           WHITE                    _|8|X|
                           PAYROLL SEQUENCE MONITOR              Screen 2 of 2        PAYSTUPD

                                 Deduction Control

                     (A 'Y' indicates that the deduction is to be taken)

          00=FRINGE        N   01=ANNUITY #1    Y   02=ANNUITY #2    Y   03=FED W/H TAX   Y
          04=GA INCOME TAX Y   07=COUNTY TAXES  Y   08=ST MT(N-C) NT Y   09=ST MT CERT/NT Y
          18=VENDOR 001034 Y   19=VENDOR 000020 Y   20=VENDOR 000021 Y   21=COURT W/H      Y
          22=I-UNDR 000014 N   23=I-UNDR 000013 N   36=COURT W/H      Y   37=VENDOR 003237 N
          38=I-UNDR 004523 Y   39=VENDOR 004807 N   40=VENDOR 004808 Y   41=VENDOR 002550 N
          43=CUNION 002602 N   44=I-UNDR 003104 N   45=VENDOR 003104 N   46=I-UNDR 003237 N
          47=I-UNDR 003237 N   48=I-UNDR 003237 N   49=I-UNDR 003499 N   50=I-UNDR 003237 N
          52=I-UNDR 003908 Y   53=I-UNDR 004806 N   54=COURT W/H      Y   55=I-UNDR 005185 N
          56=I-UNDR 003237 N   57=I-UNDR 004808 Y   58=I-UNDR 005621 N   59=VENDOR 005621 Y
          60=I-UNDR 005616 N   61=I-UNDR 004808 Y   62=VENDOR 000018 Y   63=VENDOR 005745 Y
          64=I-UNDR 003908 Y   65=VENDOR 005621 Y   66=VENDOR 006111 Y   67=VENDOR 000122 Y




       F3=Print screen, F12=Go to screen 1, F9=Modify, F16=Exi
   ENTER✓      F3🖨                              F8 F9✏      F11▶ F12◀                        14.02.00
   F16⬅
```

The actual screen results are system-specific.

Step	Action
4	Select 🔲 **F12** ◀ (**F12 – Go to screen 1**) to return to the first page of the payroll sequence monitor. If the user is finished reviewing the payroll monitor information, select 🔲 **F16** ⬅ (**F16** - Exit) to return to the *Payroll System Master Menu.* Select 🔲 **F3** 🖨 (**F3** – Print this data) to obtain a screen print of the *Payroll Sequence Monitor Deduction Control* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

The following screen displays after selecting [F12 ◀] (**F12** – Go to screen 1) in *Step 4:*

```
PCG Dist=8991  Rel=14.02.01  08/20/2014  PCW 001  SV C:\DEVSYS  C:\SECOND         WHITE                    _ 8 X
                            PAYROLL SEQUENCE MONITOR              Screen 1 of 2        PAYSTUPD
                Setup payroll for new pay period           Y
                Run exceptions register with no exceptions  N
                Post substitute pay and employee leave      N
                Calculate payroll and update YTD figures    N
                Print paychecks and Direct Deposits         N
                                                               / Void/Add Run Completed N
                (This cycle can be repeated more than once) _____/ Final Register        N
                                                             \ Deduction Registers       N
                Update earnings history with current pay    N   \ Final Distribution      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: N    TRS: Y
                      Special Gross Types     : Y     New PSERS: Y  New ERS: N

                ------------------- PAYROLLS SELECTED DURING SETUP --------------------
                PAY    NO. PAYS
                SCH    TAX CALC   DESCRIPTION                   PERIOD  CHECK DATE  GHI
                12      12        FY14 MONTHLY PAYROLL             10    10/31/14    Y




           Selected classes:  1  2  4  5  6  7  8  9 11 13 14 15 16 17 18 19 20 22 23 25 26 28 29 30 31
                              32 33 42 43 44 45 46



              ENTER=Validate, F3=Print screen, F11=Go to screen 2,
  ENTER ✓              F3 🖨                          F8 ☐ F9 ✎        F11 ▶ F12 ◀                        14.02.00
  F16 ⬅
```

The actual screen results are system-specific.

Step	Action
5	Select [F16 ⬅] (**F16** - Exit) to return to the *Payroll System Master Menu*.

The following screen displays:

Step	Action
6	Select F16 (**F16** - Exit) to return to the *Payroll System Master Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu.*

Topic 2: Modifying the Payroll Sequence Monitor

Procedure 2A. Resetting Payroll

Step	Action
1	From <u>any</u> system menu, select the *Pay Monitor button* from the button bar at the bottom of the menu screen and proceed to **Step 3**. or From the *Business Applications Master Menu*, select <u>2</u> (**F2 -** Payroll System).

The following screen displays:

Step	Action
2	Select <u>12</u> (**F12 -** Update/Display Payroll Monitor).

For in-progress payroll runs, the following screen displays:

```
 PCG Dist=8991 Rel=14.02.01 08/20/2014 PCW 001 SV C:\DEVSYS C:\SECOND          WHITE                    _ | 8 | X
                                    PAYROLL SEQUENCE MONITOR            Screen 1 of 2         PAYSTUPD
                   Setup payroll for new pay period               Y
                   Run exceptions register with no exceptions     N
                   Post substitute pay and employee leave         N
                   Calculate payroll and update YTD figures       N
                   Print paychecks and Direct Deposits            N
                                                                   / Void/Add Run Completed N
                   (This cycle can be repeated more than once) ____/  Final Register            N
                                                                   \  Deduction Registers       N
                   Update earnings history with current pay       N  \ Final Distribution        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: N   TRS: Y
                            Special Gross Types       : Y    New PSERS: Y  New ERS: N

                   ------------------- PAYROLLS SELECTED DURING SETUP --------------------
                   PAY    NO. PAYS
                   SCH    TAX CALC   DESCRIPTION                    PERIOD   CHECK DATE   GHI
                    12       12      FY14 MONTHLY PAYROLL              10     10/31/14    Y




          Selected classes:  1  2  4  5  6  7  8  9 11 13 14 15 16 17 18 19 20 22 23 25 26 28 29 30 31
                            32 33 42 43 44 45 46




              ENTER=Validate, F3=Print screen, F11=Go to screen 2,
   ENTER                                                                                     14.02.00
    √           F3                           F8  F9        F11  F12
   F16
```

The actual screen results are system-specific.

Step	Action
3	**To modify Payroll Sequence Monitor information:** Modify the appropriate field information, and select [ENTER √] (**Enter**).
	Typically, the *Payroll Sequence Monitor* screen is for display purposes only. If however, only the first two flags are set to **Y** (Yes), PCGenesis allows the user to reset the current payroll cycle. In the event the payroll cycle's parameters require modifications, such as when adding a payroll schedule, or when changing the deduction parameters, users may modify the field information as needed.
	To cancel the current payroll run's setup: Enter **N** (No) in the **Setup payroll for new pay period** field, and the **Run exceptions register with no exceptions** field and select [ENTER √] (**Enter**). This allows the payroll setup process to begin again.
	Note however, when manual checks or voids are present, the payroll setup cannot be cancelled. To cancel the payroll setup when manual checks or voids are present, delete the manual checks and voids first.

When cancelling the current payroll run's setup, the following dialog box displays:
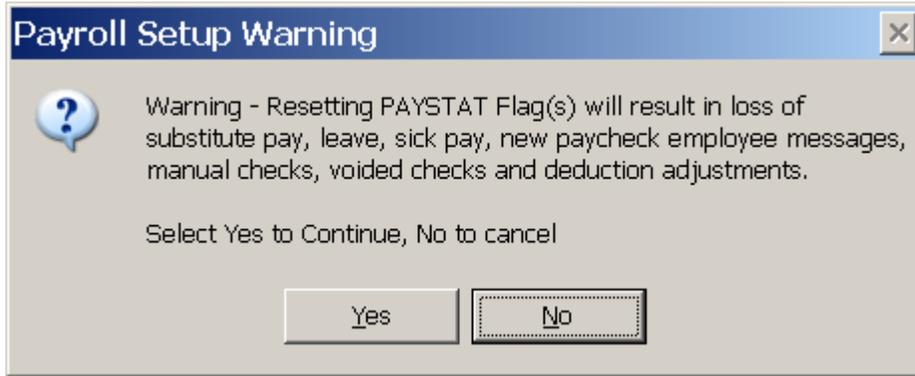
The following screen displays after selecting (**Enter**) in *Step 3*, and '**YES**' in the dialog box:

```
  PCG Dist=8991 Rel=14.02.01 08/20/2014 PCW 001 SV C:\DEVSYS C:\SECOND        WHITE              _|8|X|
                              PAYROLL SEQUENCE MONITOR              Screen 1 of 2        PAYSTUPD
           Setup payroll for new pay period              N
           Run exceptions register with no exceptions    N
           Post substitute pay and employee leave        N
           Calculate payroll and update YTD figures      N
           Print paychecks and Direct Deposits           N
                                                            / Void/Add Run Completed N
           (This cycle can be repeated more than once) ____/  Final Register         N
                                                           \  Deduction Registers    N
           Update earnings history with current pay      N  \ Final Distribution     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: N   TRS: Y
                    Special Gross Types       : Y    New PSERS: Y  New ERS: N

           ------------------- PAYROLLS SELECTED DURING SETUP ---------------------
           PAY   NO. PAYS
           SCH   TAX CALC   DESCRIPTION                    PERIOD  CHECK DATE  GHI
           12      12       FY14 MONTHLY PAYROLL             10     10/31/14    Y




     Selected classes:  1  2  4  5  6  7  8  9 11 13 14 15 16 17 18 19 20 22 23 25 26 28 29 30 31
                        32 33 42 43 44 45 46



           ENTER=Reenter, F8=Update, F16=Exit.
  ENTER                                        F8 F9          F11 F12                    14.02.00
  F16
```

The actual screen results are system-specific.

Step	Action
4	Verify the screen's information is correct, and select (**F8** - Update). *If the information is incorrect, select* *(**ENTER – Reenter**) and return to the original display values.*

The following screen displays:

```
 ▤  PCG Dist=8991  Rel=14.02.01  08/20/2014  PCW 001  SV C:\DEVSYS  C:\SECOND           WHITE                    _ ▯ X
                                  PAYROLL SEQUENCE MONITOR                    Screen 1 of 2           PAYSTUPD
                  Setup payroll for new pay period                 N
                  Run exceptions register with no exceptions       N
                  Post substitute pay and employee leave           N
                  Calculate payroll and update YTD figures         N
                  Print paychecks and Direct Deposits              N
                                                                        / Void/Add Run Completed N
                  (This cycle can be repeated more than once) _____/   Final Register          N
                                                                     \  Deduction Registers     N
                  Update earnings history with current pay      N    \ Final Distribution       N
                  Update budget files with current pay          N

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

                         Regular Gross Types       :     Old PSERS:     Old ERS:      TRS:
                         Special Gross Types       :     New PSERS:     New ERS:

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




          Selected classes:  1  2  4  5  6  7  8  9 11 13 14 15 16 17 18 19 20 22 23 25 26 28 29 30 31
                             32 33 42 43 44 45 46



              ENTER=Validate, F3=Print screen, F11=Go to screen 2,
 ENTER✓          F3 🖨                                  F8 ▤  F9 ✎      F11 ▶  F12 ◀                          14.02.00
 F16 ⬅
```
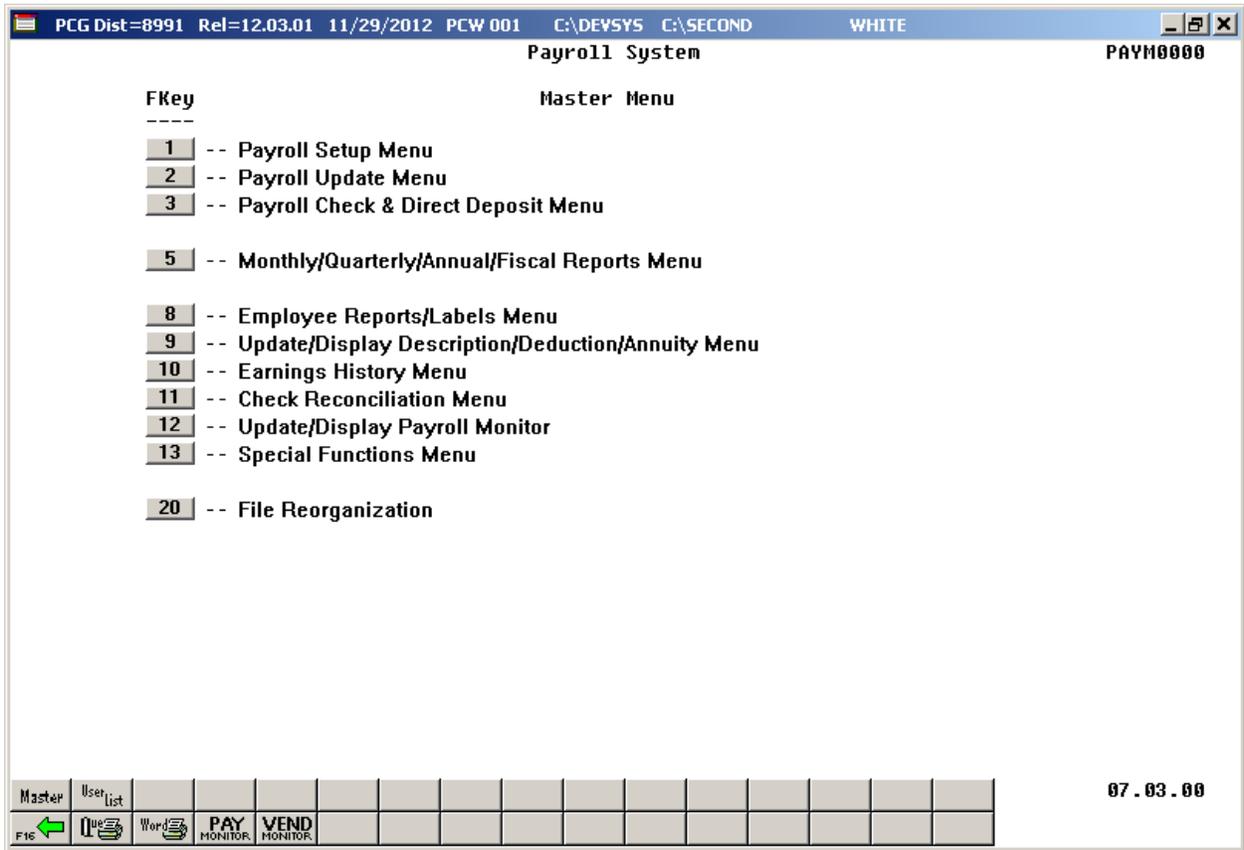
The actual screen results are system-specific.

Step	Action
5	Select 🡐 F16 (**F16** - Exit) to return to the *Payroll System Master Menu.*
	Select 🖨 F3 (**F3** – Print this data) to obtain a screen print of the *Payroll Sequence Monitor* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

The following screen displays:

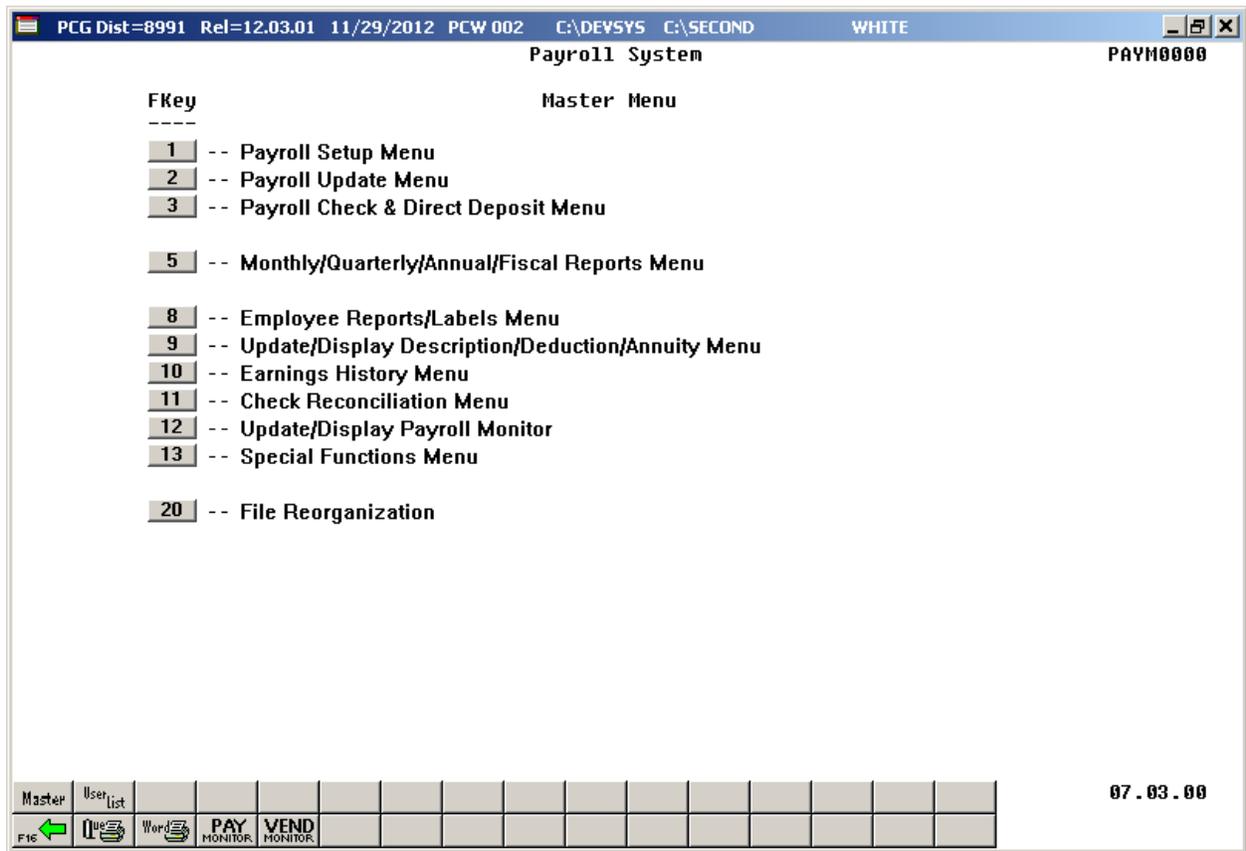
Step	Action
6	Select F16 (**F16** - Exit) to return to the *Payroll System Master Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu.*

Procedure 2B. Updating Selected Payroll Deductions

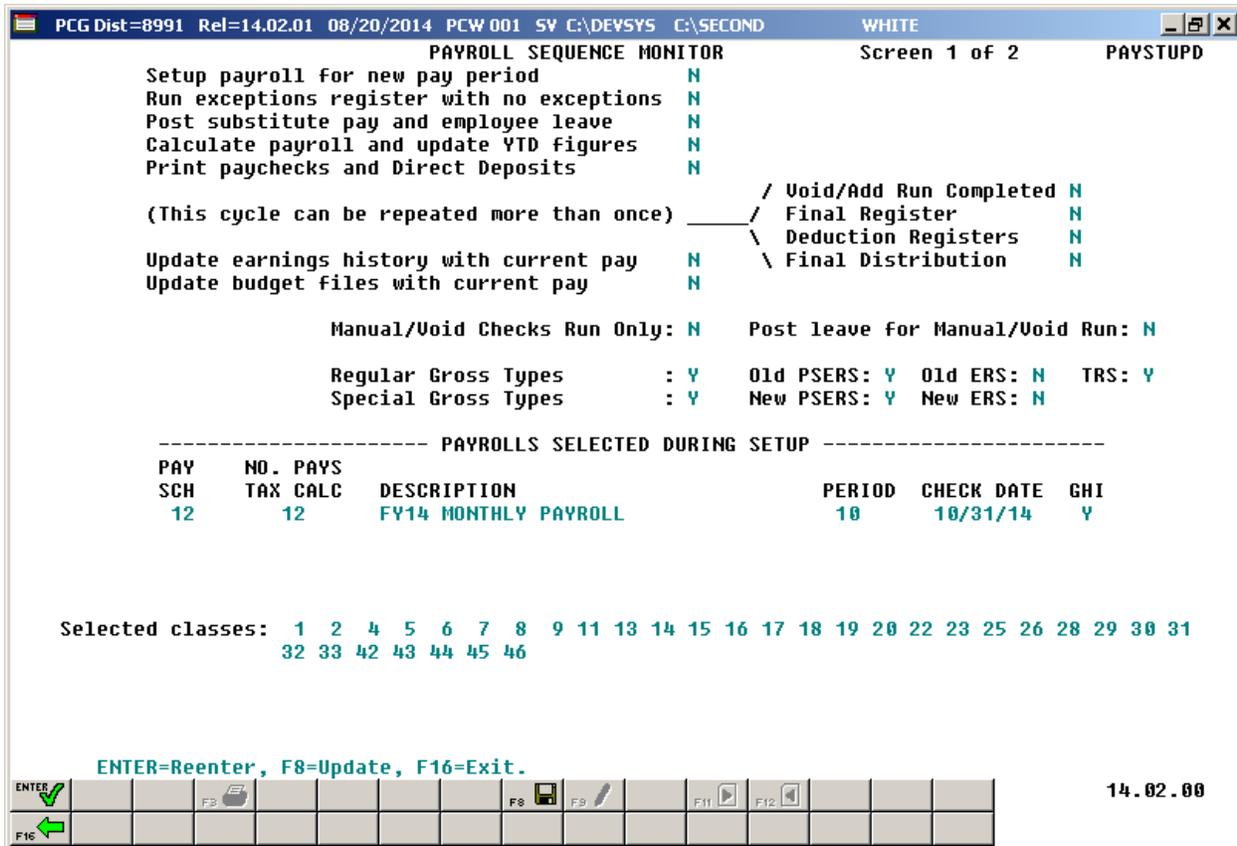| Step	Action
1	From <u>any</u> system menu, select the *Pay Monitor button* PAY MONITOR from the button bar at the bottom of the menu screen and proceed to **Step 3**. or From the *Business Applications Master Menu*, select ___2___ (**F2 -** Payroll System).

The following screen displays:

Step	Action
2	Select ___12___ (**F12 -** Update/Display Payroll Monitor).

For in-progress payroll runs, the following screen displays:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ▤ PCG Dist=8991 Rel=14.02.01 08/20/2014 PCW 001 SV C:\DEVSYS C:\SECOND    WHITE      _ 🗗 ✕ │
│                         PAYROLL SEQUENCE MONITOR            Screen 1 of 2      PAYSTUPD │
│          Setup payroll for new pay period               Y                     │
│          Run exceptions register with no exceptions     N                     │
│          Post substitute pay and employee leave         N                     │
│          Calculate payroll and update YTD figures       N                     │
│          Print paychecks and Direct Deposits            N                     │
│                                                       / Void/Add Run Completed N │
│          (This cycle can be repeated more than once) _____/ Final Register    N │
│                                                     \ Deduction Registers     N │
│          Update earnings history with current pay       N  \ Final Distribution 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: N   TRS: Y │
│                  Special Gross Types      : Y    New PSERS: Y  New ERS: N        │
│                                                                               │
│              -------------------- PAYROLLS SELECTED DURING SETUP -------------------- │
│          PAY    NO. PAYS                                                       │
│          SCH    TAX CALC    DESCRIPTION                  PERIOD  CHECK DATE  GHI │
│          12       12     FY14 MONTHLY PAYROLL              10     10/31/14    Y │
│                                                                               │
│                                                                               │
│                                                                               │
│     Selected classes:  1  2  4  5  6  7  8  9 11 13 14 15 16 17 18 19 20 22 23 25 26 28 29 30 31 │
│                       32 33 42 43 44 45 46                                     │
│                                                                               │
│                                                                               │
│                                                                               │
│          ENTER=Validate, F3=Print screen, F11=Go to screen 2,                 │
│ ENTER✓         F3🖶              F8⬛ F9✎      F11▶ F12◀                      14.02.00 │
│ F16⬅                                                                          │
└─────────────────────────────────────────────────────────────────────────────┘
```

The actual screen results are system-specific.

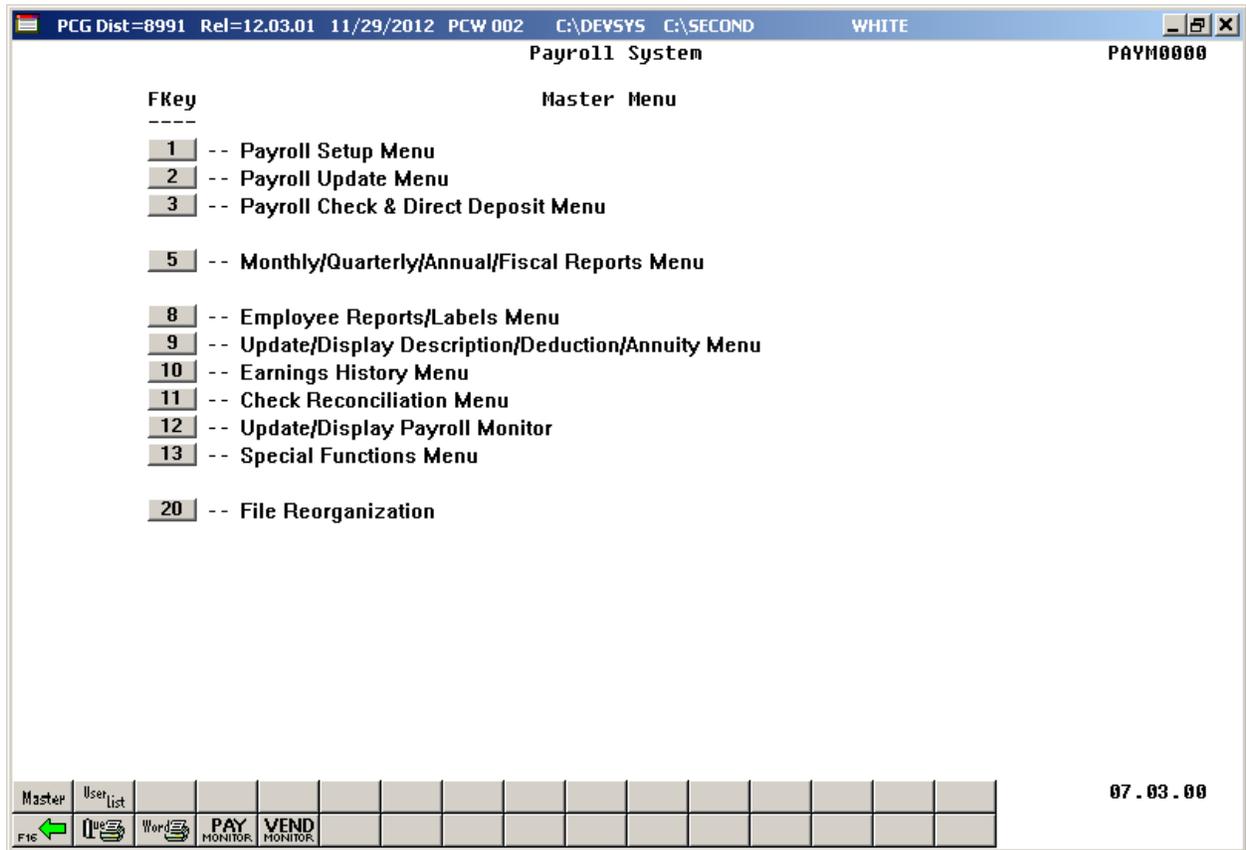| Step	Action
3	**To display Payroll Sequence Monitor information only:** Review the screen's information, and select [F11 ▶] (**F11 – Go to screen 2**) to display the deductions which have been selected for the current payroll run.
	If the user is finished reviewing the payroll monitor information, select [F16 ⬅] (**F16 - Exit**) to return to the *Payroll System Master Menu*.
	Select [F3 🖶] (**F3 – Print this data**) to obtain a screen print of the *Payroll Sequence Monitor* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

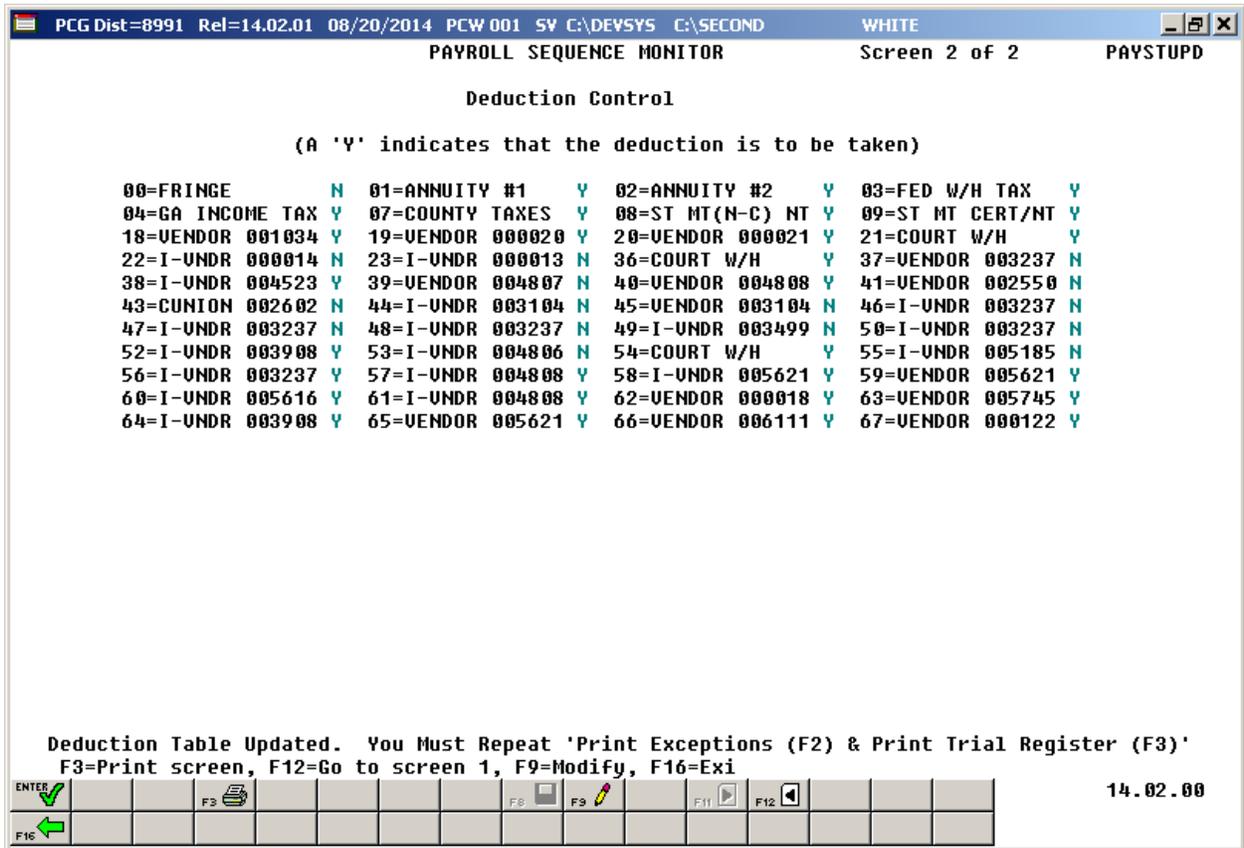The following screen displays after selecting ![F11](F11 – Go to screen 2) in *Step 3:*

```
PCG Dist=8991 Rel=14.02.01  08/20/2014  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE                    _ | □ | X
                            PAYROLL SEQUENCE MONITOR           Screen 2 of 2       PAYSTUPD

                                   Deduction Control

                     (A 'Y' indicates that the deduction is to be taken)

           00=FRINGE           N  01=ANNUITY #1      Y  02=ANNUITY #2      Y  03=FED W/H TAX     Y
           04=GA INCOME TAX Y     07=COUNTY TAXES    Y  08=ST MT(N-C) NT Y    09=ST MT CERT/NT Y
           18=VENDOR 001034 Y     19=VENDOR 000020 Y    20=VENDOR 000021 Y    21=COURT W/H       Y
           22=I-UNDR 000014 N     23=I-UNDR 000013 N    36=COURT W/H       Y  37=VENDOR 003237 N
           38=I-UNDR 004523 Y     39=VENDOR 004807 N    40=VENDOR 004808 Y    41=VENDOR 002550 N
           43=CUNION 002602 N     44=I-UNDR 003104 N    45=VENDOR 003104 N    46=I-UNDR 003237 N
           47=I-UNDR 003237 N     48=I-UNDR 003237 N    49=I-UNDR 003499 N    50=I-UNDR 003237 N
           52=I-UNDR 003908 Y     53=I-UNDR 004806 N    54=COURT W/H       Y  55=I-UNDR 005185 N
           56=I-UNDR 003237 N     57=I-UNDR 004808 Y    58=I-UNDR 005621 N    59=VENDOR 005621 Y
           60=I-UNDR 005616 N     61=I-UNDR 004808 Y    62=VENDOR 000018 Y    63=VENDOR 005745 Y
           64=I-UNDR 003908 Y     65=VENDOR 005621 Y    66=VENDOR 006111 Y    67=VENDOR 000122 Y









     F3=Print screen, F12=Go to screen 1, F9=Modify, F16=Exi
  ENTER                                     F8  F9          F11  F12                        14.02.00
  F16
```

The actual screen results are system-specific.

Step	Action
4	Select ![F9](**F9** - Modify) to modify.

The following screen displays after selecting (**F9** – Modify) in *Step 4:*

```
PCG Dist=8991  Rel=14.02.01  08/20/2014  PCW 001  SV C:\DEVSYS  C:\SECOND          WHITE                      _ |8| X|
                               PAYROLL SEQUENCE MONITOR          Screen 2 of 2        PAYSTUPD

                                    Deduction Control

                       (A 'Y' indicates that the deduction is to be taken)

            00=FRINGE          N   01=ANNUITY #1     Y   02=ANNUITY #2     Y   03=FED W/H TAX    Y
            04=GA INCOME TAX Y     07=COUNTY TAXES   Y   08=ST MT(N-C) NT  Y   09=ST MT CERT/NT  Y
            18=VENDOR 001034 Y     19=VENDOR 000020 Y    20=VENDOR 000021 Y    21=COURT W/H      Y
            22=I-UNDR 000014 N     23=I-UNDR 000013 N    36=COURT W/H      Y    37=VENDOR 003237 N
            38=I-UNDR 004523 Y     39=VENDOR 004807 N    40=VENDOR 004808 Y    41=VENDOR 002550 N
            43=CUNION 002602 N     44=I-UNDR 003104 N    45=VENDOR 003104 N    46=I-UNDR 003237 N
            47=I-UNDR 003237 N     48=I-UNDR 003237 N    49=I-UNDR 003499 N    50=I-UNDR 003237 N
            52=I-UNDR 003908 Y     53=I-UNDR 004806 N    54=COURT W/H      Y    55=I-UNDR 005185 N
            56=I-UNDR 003237 N     57=I-UNDR 004808 Y    58=I-UNDR 005621 N    59=VENDOR 005621 Y
            60=I-UNDR 005616 N     61=I-UNDR 004808 Y    62=VENDOR 000018 Y    63=VENDOR 005745 Y
            64=I-UNDR 003908 Y     65=VENDOR 005621 Y    66=VENDOR 006111 Y    67=VENDOR 000122 Y




             ENTER=Validate, F8=Save, F12=Go to screen 1, F16=Exit
     ENTER                              F8       F9           F11   F12                              14.02.00
     F16
```

The actual screen results are system-specific.

Step	Action
5	**To modify the Selected Payroll Deduction information:** Enter **Y** (Yes) or **N** (No) next to the appropriate payroll deduction field, and select (**Enter**) to validate.
	Typically, the *Payroll Sequence Monitor* screen is for display purposes only. If however, only the **Setup payroll for new pay period** field and the **Run exceptions register with no exceptions** field are set to **Y** (Yes) on screen 1, PCGenesis allows the user to reset the selected payroll deductions. In the event the payroll cycle's deduction parameters require modifications, such as when adding a payroll deduction, users may modify the field information as needed.

The following screen displays:

The actual screen results are system-specific.

Step	Action
6	Select (**F8** – Save) to save.

The following screen displays:

The actual screen results are system-specific.

Step	Action
7	Select ![F12] (**F12 – Go to screen 1**) to return to the first page of the payroll sequence monitor.
	If the user is finished reviewing the payroll monitor information, select ![F16] (**F16 - Exit**) to return to the *Payroll System Master Menu*.
	Select ![F3] (**F3 – Print this data**) to obtain a screen print of the *Payroll Sequence Monitor Deduction Control* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
	Note that the *Calculate Payroll and Print Exceptions* step and the *Calculate Payroll and Print Trial Register* step must be repeated after modifying the selected deductions for the payroll cycle.

The following screen displays after selecting 🔲 **F12** (**F12** – Go to screen 1) in *Step 7:*

```
PCG Dist=8991  Rel=14.02.01  08/20/2014  PCW 001  SV C:\DEVSYS  C:\SECOND          WHITE                     _ 8 X
                              PAYROLL SEQUENCE MONITOR               Screen 1 of 2        PAYSTUPD
                Setup payroll for new pay period          Y
                Run exceptions register with no exceptions  N
                Post substitute pay and employee leave      N
                Calculate payroll and update YTD figures    N
                Print paychecks and Direct Deposits         N
                                                          / Void/Add Run Completed N
                (This cycle can be repeated more than once) _____/ Final Register      N
                                                          \  Deduction Registers    N
                Update earnings history with current pay    N  \ Final Distribution    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: N    TRS: Y
                    Special Gross Types       : Y   New PSERS: Y  New ERS: N

                --------------------- PAYROLLS SELECTED DURING SETUP ---------------------
                PAY    NO. PAYS
                SCH    TAX CALC   DESCRIPTION                    PERIOD   CHECK DATE   GHI
                 12      12       FY14 MONTHLY PAYROLL             10      10/31/14     Y




        Selected classes:  1  2  4  5  6  7  8  9 11 13 14 15 16 17 18 19 20 22 23 25 26 28 29 30 31
                          32 33 42 43 44 45 46




            ENTER=Validate, F3=Print screen, F11=Go to screen 2,
  ENTER✓                                    F8    F9 /      F11 ▶  F12 ◀                        14.02.00
  F16 ←
```

The actual screen results are system-specific.

Step	Action
8	Select ←F16 (**F16** - Exit) to return to the *Payroll System Master Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu.*

The following screen displays: