

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

3/4/2024	Section B: Payroll Update Processing
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[Topic 4: Update/Display Payroll Information, V2.24]

Revision History

Date	Version	Description	Author
3/4/2024	2.24	24.01.00 – Change valid values for Georgia state tax withholding marital status.	D. Ochala
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06/17/2009	2.4	09.02.00 – Added multiple-ACH processing information and instructions.	C. W. Jones
03/31/2009	2.3	09.01.00 – Added CPI-3 rd party contractor information reference, and <i>Deduction Data screen</i> GHI option and tier display information and instructions. Added new <i>B2.4. Calculate and Display Payroll</i> screenshot examples.	C. W. Jones
05/29/2008	2.2	08.02.00 –Added updated <i>Select Employee</i> screen, gross data <i>TRS</i> ' <i>R</i> ' (<i>TRS: Employer Pays BOTH employer and employee shares</i> – <i>SB327</i>) code, withholding employer indicator '4' (% of Annuity gross), and bank code drop-down selection icon information and instructions.	C. W. Jones
03/25/2008	2.1	08.01.00 – Added <i>Annuity 3 – Annuity 5</i> information, instructions, and screenshot examples.	C. W. Jones
09/27/2007	2.0	07.03.00 – Added inactive employee update, and automatic CPI biographical information update information and instructions.	C. W. Jones

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Overview

The following features are available from the *Payroll Update* function on the *Payroll System Master Menu:*

Third Party Contract Employee Information: PCGenesis does not permit access to third-party contractor employees from the PCGenesis payroll module. PCGenesis users must access third-party contractor employees via the Certified/Classified Personnel Information (CPI) module.

Updates to Inactive Employee Information: PCGenesis displays the warning, "*Employee is NOT active! Changes on this screen will not impact payroll.*" when the user attempts to update inactive employees' information. In this instance, select *OK* to save the changes anyway, or *Cancel* to redisplay the screen in response to the prompt.

PCGenesis allows the display, modification, and in many cases, the deletion of the following types of information:

Personnel Data: *Procedure E: Updating/Displaying Leave Data* provides procedure-specific employee leave data instructions.

Deduction: *Procedure B: Updating/Displaying Deduction Data* provides procedure-specific employee deduction instructions.

<u>Payroll Codes:</u> All description codes must exist in the payroll *Description* file before using the codes to update employees' payroll information. Refer to *Section F: Payroll Description/Deduction/Annuity File Processing* for instructions.

Gross Data: Includes the payroll type, payroll rate, regular and overtime hours, regular and overtime gross salary, GHI percentage distribution, contractual salary, and pension information. *Procedure C: Updating/Displaying Gross Data* provides procedure-specific gross data instructions.

<u>Account information Codes</u>: Entries in the Acct# Yr Fnd F Prgm Fnct Objet Fcty B Addt'l fields must exist in the *Budget Account Master* file. Refer to the <u>Financial Accounting and Reporting (FAR)</u> <u>System Operations Guide</u>, Section A: Budget Account Master Processing for instructions.

<u>Pension Adjustments:</u> PCGenesis accommodates pension adjustments on the *Update/Display Gross Data* employee payroll screen with a *Process Type* of '**Z**'. Fields are available on the *Gross Data* screen for *Pens Gross* (Pension Adjustment Gross Amount) and *Pens Amt* (Pension Adjustment Amount). For a *Process Type* of '**Z**', the following data can be entered: pay type, pay reason, period end date, account, pension adjustment gross and amount. For all other *Process Type* codes, the pension adjustment fields will be protected. Entry of the *Pens Gross* (Pension Adjustment Gross Amount) field will cause the system to calculate the corresponding employ<u>er</u> pension contribution amount during payroll calculations.

Withholding: Includes employees' state and federal tax withholding information, annuity withholding information, and direct deposit information. In order to <u>exclude</u> employee from the Direct Deposit file, either clear the *Bank Code, Bank Account #, Type, Method,* and *Amt/%* fields, or set the *Enable Direct Deposit* radio button to '**No**'. Changing information in the *Bank Code, Bank Account #, Type, Method,* or *Amt/%* fields causes the *Prenote* flag to automatically change to *Y*(*Yes*).

<u>Annuity Codes</u>: All annuity company information must exist in the payroll *Annuity* file before using the codes to update employees' payroll information. Although PCGenesis allows up to five annuity company entries per employee record, PCGenesis users must create the *Annuity Deduction Control Record* before entering the information for employees. Changing the *Annuity Company* on the *Update/Display Payroll Withholding/Direct Deposit Data* screen will automatically cause the *Employer Deduction Flag* on the *Update/Display Deduction Data* screen to default either to *Y* (Yes) or *N* (No) based upon the employer indicator (0, 1, 2, 3, or 4) on the annuity company record. Refer to *Section F: Payroll Description/Deduction/Annuity File Processing* for instructions.

Leave: PCGenesis allows displays of and modifications to employees' leave information for *State* and *Local* buckets including Sick, Personal/Business, Vacation, Other, Leave without Pay, Staff Development, or Sick Bank Taken. When updating <u>current</u> leave totals, PCGenesis automatically updates employees' *Balance* and *Used YTD (Used Year-to-Date)* totals. Negative (-) entries <u>may not</u> be made to the *Balance*, and *Used YTD* totals. PCGenesis clears the <u>current</u> leave usage totals when a new payroll is set up. Leave should reflect leave usage for the <u>current payroll</u>. Refer to the <u>PCGenesis</u> <u>Personnel System Operations Guide</u> for assistance.

After calculating payroll, users may import leave usage and balances from a Microsoft® Excel spreadsheet for printing on employees' pay stubs. Refer to Section C: Payroll Check and Direct Deposit Statement Processing, Topic 7: Import PCGenesis Paystub Leave Data for the Leave Management System (LMS) for instructions.

Year-to-Date (YTD) and Fiscal Year: In some instances, PCGenesis allows displays of and modifications to the year-to-date totals of employees' regular and overtime hours and salary, Old Age Survivor's Disability Insurance (OASDI), Medicare (HI) and retirement, certain deductions, and contractual salary. Modifications may be made to the employees' year-to-date and fiscal year *Instructional* and/or *Non-Instructional* accrued totals.

When updating <u>adjustment</u> amounts, PCGenesis automatically updates employees' *YTD* (year-to-date) or *Fiscal* totals. The entry of a negative (-) amount in the appropriate field reduces the existing balances. The purpose of the *YTD* (year-to-date) and *Fiscal* totals is to print on the employee's payroll check or direct deposit stub.

Deduction Adjustments: PCGenesis allows modifications to <u>current payroll cycle</u> employee deductions.

The following processing guidelines apply to deduction adjustments:

- When setting up for the next *Payroll Run*, PCGenesis <u>resets</u> the deduction entries on the *Updating/Displaying Deduction Adjustments Entry* screen to zero.
- When entering an amount for a specific deduction adjustment, PCGenesis processes all deduction adjustments even when deselecting the deduction code during payroll setup. Also, adjustments to the Georgia State Health (SHBP) deductions will be processed even if the employee's **GHI Participation Switch** is set to 'N'.
- As PCGenesis calculates deduction adjustments, and users enter positive (+) amounts, PCGenesis adds the total amount of the adjustment to the current deduction amount. PCGenesis <u>subtracts</u> the total amount of the adjustment from the current deduction amount when entering a negative (-) dollar amount.

Federal Insurance Contributions Act (FICA), OASDI, and Medicare: PCGenesis allows adjustments (modifications) to <u>current payroll cycle</u> employees' OASDI and Medicare deductions. When setting up for the next *Payroll Run*, PCGenesis <u>resets</u> the OASDI and Medicare entries on the *Updating/Displaying FICA/Medicare Adjustments* screen to zero. Note that pension adjustments are accommodated on the *Update/Display Gross Data* screen. Refer to *Procedure C: Updating/Displaying Gross Data* for instructions.

Garnishment Vendor: Employees' garnishment vendor information may be displayed and/or modified. Verify the garnishment vendors' information exists within the Financial Accounting and Reporting (FAR) system's *Vendor* file.

Defaulting Payroll information: Identifiers such as employee number, employee name, location, and SSN default from the employee's personnel information. Refer to *Section B: Payroll Update, Topic 3: Update/Display Personnel Information* for instructions.

When modifying an employee's information <u>after</u> running the *TRIAL Register*, update the employee's data, and <u>rerun</u> the *Calculate Payroll and Print TRIAL Register*.

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 $r_3 \bigoplus$ button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Selecting the drop-down selection icon \blacksquare , \blacksquare (F15 – Code Lookup) or \blacksquare (F28 – Help Screens) when offered provides additional assistance with the entry of information.

Procedure A: Setting/Clearing Employee Search Criteria

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

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Procedure B: Updating/Displaying Deduction Data

B1. Overview

PCGenesis supports twenty (20) <u>current</u> deductions per employee, in addition to Federal Insurance Contributions Act (FICA) and pension deductions. The FICA deduction includes Social Security (OASDI) and Medicare (HI). The pension deduction for an employee may be set to the Public School Employees Retirement System (PSERS) old or new plan, Teachers Retirement System (TRS), to the Employee Retirement System (ERS) old or new plan, or to the Georgia State Employees' Pension and Savings Plan (GSEPS). For each employee, PCGenesis allows the use of up to ten deductions to be set up as garnishments.

The following deduction codes have fixed processing types which dictate their use in payroll:

Deduction Code	Description
00	Fringe benefits
	The fringe benefit deduction is <u>not</u> considered to be a deduction, but is instead used to increase gross amounts for W-2 tax reporting purposes.
01	Used only for annuity deduction processing
02	Used only for annuity deduction processing
03	Federal income tax
04	State income tax
05	Reserved for local tax
06	Reserved for local tax
07	Non-qualified 457 Plan
08	GHI – Non-certified
09	GHI – Certified
10 - 71	Available for local school district and system assignment, including additional annuity deductions

The employee payroll data is able to store more than 20 current and year-to-date deduction amounts during a calendar year per employee. The employee deduction data is on the *PDEDUCT* file (Payroll Deduction File) which allows up to 72 current and year-to-date deductions per calendar year per employee. PCGenesis allows 72 system deductions (deduction codes 00 through 71) to be defined. So, an employee is allowed to store deduction data for each of the 72 system deduction codes.

Although an employee is allowed up to 72 current and year-to-date deductions per calendar year, the employee is still be limited to 20 <u>current</u> deductions per pay check, not including the FICA and pension deductions. This is necessary because the *Earnings History file* has room for only 20 deductions. Please note that "current deductions" include deduction amounts, deduction adjustments, deductions where the employer flag is set to 'Y' (Yes), and annuities that calculate as a percentage of the employee's gross salary. Also, Federal and State taxes (Deduction Codes '03' and '04'), automatically reserve a "current deduction" slot.

Deduction codes are defined in *Deduction Code Maintenance*. Refer to *Section F: Description/Deduction/Annuity File Processing* for instructions.

Ste

1

This *Overview* section describes the normal processing for setting up employee deductions. Section *B2*. *Processing Imputed Income* provides specific information and instructions for processing the imputed income adjustment for taxable income.

PCG Dist=8991 Rel=16.03.00 09/2	23/2016 PCW 001 SV C:\DEVSYS	C:\SECOND	WHITE	
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8 Employee F	Reports/Labels Menu			
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11 Check Reco	nciliation Menu			
12 Update/Disj 13 Special Fun				
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20 File Reorga	nization			
Master ^{User} list				15.03.00
FIG US WORD PAY MONITOR				
Action				
Select 2 (F2 - F	avroll Update Menu).		

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	2 Update/Display Personnel Da	ta		
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	4 Update/Display Gross Data			
	5 Update/Display Withholding D			
	6 Update/Display Current Leave 7 Update/Display YTD/Fiscal Da			
-	 7 Update/Display YTD/Fiscal Date 8 Update/Display Deduction Adj 			
	9 Update/Display FICA/Medicare			
Ĩ	10 Update/Display Garnishment			
	11 Add Earnings History Record 12 Update/Display Earnings Hist 13 Print Earnings History 14 Calculate and Display An Emp 15 Delete Employee	loyee's Pay		
1	17 Update/Display Leave YTD/Ba			
	18 Detailed Pay Stub - Employee	message		
Im				12.02.00
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Select	3 (F3 - Update/Displa	y Deduction Data)		

The following screen displays:

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v .	F1 F2 F3	F4 F5		F8 F	9 F10	He	elp	F15	Q	13.0	2.00

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Step	Action
3	Enter the number in the Input field, select (Enter - Continue), and proceed to <i>Step</i> 5. If the employee number is unknown, enter the employee's complete or partial name, or the Social Security Number in the "Input" field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.

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03 FED INCOME TAX	75.62	N	04 VENDO	R 000012	121.04	N
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10 VENDOR 000014			11 VENDO	R 002203	41.51	N
12 VENDOR 004850			13 VENDO	R 002920	2.96	Y
15 VENDOR 000018			16 VENDO	R 000023		
17 VENDOR 000019	14.58	N		R 000008	450.41	N
19 VENDOR 000541			20 COURT			
21 VENDOR 000021			22 COURT			
23 VENDOR 004805				R 002920	27.38	N
25 VENDOR 000014				R 002208		
27 VENDOR 002599				R 000869	25.03	
29 VENDOR 000869				R 001040	2.21	
31 VENDOR 002920				R 002920	102.86	Y
34 COURT W/H				R 001383		
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5	Select F9 – Switch to Update Mode).

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Cd Description	Amount	Emplr	Cd Description		Amount	Emplr (Y/M	4)
01 ANNUITY # 1	75 /0		02 ANNUITY # 2		404 01		
03 FED INCOME TAX	75.62		04 VENDOR 00001:		121.04	N	
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25 VENDOR 000014			26 VENDOR 00220	8			
27 VENDOR 002599			28 VENDOR 000869	9 _	25.03	N N Y	
29 VENDOR 000869			30 VENDOR 00104		2.21	N	
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For **Step 6-F11** selections, the following screen displays:

Step	Action
7	Select $\mathbf{F12}$ (F12 - Go to Screen 2) to return to the previous deduction data screen where appropriate.
8	For school district/system deduction contributions: Enter Y (Yes) in the Emplr (Employer) field to define the deduction contribution.
	Identify the deduction's employer contribution participation in the Deduction file. Refer to Section F: Description/Deduction/Annuity File Processing for instructions.
	When there are no school district/system deduction contributions: Enter N (No) in the Emplr (Employer) field to define the deduction contribution.
9	For Credit Union members: Enter the employee's credit union member number, up to fourteen (14) characters, in the Credit Union field.

p	Action
10	For Non-Taxable Benefit program participants: Enter or verify the entry of Y (Yes) i the Section 125 (Section 125 – Cafeteria Plan Deduction) field.
	For new employees, the Section 125 (Cafeteria Plan) field defaults to ' Y ' (Yes) on the employee's <i>Deduction Data</i> screen.
	NOTE: A warning message will be printed on the <i>Payroll Exceptions Report</i> when pre- tax deductions exist for an employee, but the employee's Section 125 flag is equal to 'N' The warning message will help payroll administrators identify when the Section 125 flag has been set to 'N' for an employee inappropriately.
	The <i>Print Paychecks and Direct Deposits</i> procedure reflects deductions properly when the Section 125 flag is equal to 'N'. If the Section 125 flag is equal to 'N', pre-tax deduction will print in the <i>After-Tax Deductions</i> section of the paycheck stub to properly reflect that the deductions were <u>not</u> actually taken pre-tax. This will help inform employees that deductions which might be perceived as taken before tax are actually being taken after tax and will alert the employees to a possible coding error on their payroll record.
	The non-taxable benefits amount should also be included in the Cycle Gross field.
	What is a cafeteria plan?
	A cafeteria plan is a separate written plan maintained by an employer for employees that meets the specific requirements of and regulations of section 125 of the Internal Revenue Code. It provides participants an opportunity to receive certain benefits on a pretax basis Participants in a cafeteria plan must be permitted to choose among at least one taxable benefit (such as cash) and one qualified benefit.
	A qualified benefit is a benefit that does not defer compensation and is excludable from a employee's gross income under a specific provision of the Code, without being subject to the principles of constructive receipt. Qualified benefits include the following:
	 Accident and health benefits (but not Archer medical savings accounts or long-tencare insurance) GHI Adoption assistance Dependent care assistance Group-term life insurance coverage Health savings accounts, including distributions to pay long-term care services
	The benefit program must be identified as I (Non-Taxable Insurance) in the <i>System Deduction</i> record. The written plan must specifically describe all benefits and establish rules for eligibility and elections.
	A section 125 plan is the only means by which an employer can offer employees a choice between taxable and nontaxable benefits without the choice causing the benefits to becom taxable. A plan offering only a choice between taxable benefits is not a section 125 plan.

Step	Action
11	Select (Enter).
	Select $\mathbf{F3}$ (F3 – Print this data) to obtain a screen print of the <i>Update/Display Deduction Data</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

For *Step* **6-F11** selections, the following screen displays:

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		40 VENDON 004020		
		Credit Union 000000	00000000 Section	125 <u>Y</u>
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	UHC HMO EESP/TSP -CLAS	<u>.00</u>	· -	09 UHC HMO EESP/		434.90	N	
	VENDOR 000014			11 VENDOR 002203		41.51	N	
	VENDOR 004850			13 VENDOR 002920		2.96	Y	
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	VENDOR 000021			22 COURT W/H	-		-	1
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	VENDOR 000014			26 VENDOR 002208	-	21100	_	
	UENDOR 002599			28 VENDOR 000869	-	25.03	N	
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34	COURT W/H		_	35 VENDOR 001383			_	
36	VENDOR 002920			37 VENDOR 004764			- I	
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For *Step* **7-F12** selections, the following screen displays:

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Georgia Department of Education March 4, 2024 • 3:20 PM • Page 15 of 131 All Rights Reserved.

Step	Action
13	Verify "Data saved" displays, and select $\mathbf{F16} - \mathrm{Exit}$ (F16 – Exit) to return to the Display/Update Personnel Data - Select Employee screen.

	D8/2014 PCW 004 SV C:\DEVSYS C:\S ce/Display Deduction Data Select Employee	ECOND		WHI	TE			PAYF	IND
Filter not active			l	Currei Name	nt Ori	der			
Input: Fkey Name AB4EY, LE4NARDO	Empno SSN 87893 999-08-7893	Loc 101	Cls 1	Cert C	Pens 2	ContMo 10	Job 4	Stat T	13 Mth
F16 to Exi	loyee Number or Name or S it, F18 Clear employee filten noose from Selection Above		Pres	s Ento	er Ke <u>i</u>	y			
ENTER F1 F2 F3 F4 F5 F16 StT1+# F15 F16 F3 F4 F5	FIO U	Н	elp		FIE	Q		13.0	2.00
Action									
Select F16 (F16 -	- Exit) to return to the <i>Pa</i>	nral	1 5.	tom	Da		Und	lata	Manu

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1	PCG Dist=8991	Rel=13.01.00 03/20/2013 PCW 001 C:\DEVSYS C:\SECOND WHIT
		Payroll System
	FKey	Payroll Update Menu
		Add New Employee
	2	Update/Display Personnel Data
	3	Update/Display Deduction Data
	4	Update/Display Gross Data
		Update/Display Withholding Data
		Update/Display Current Leave Usage Data
	7	Update/Display YTD/Fiscal Data
	8	Update/Display Deduction Adjustments
	9	 Update/Display FICA/Medicare Adjustments
	10	Update/Display Garnishment Vendor Data
	11	Add Earnings History Record
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		opadopiopidy Lanningo motory (manoror arooo Lanningo

13 -- Print Earnings History

15 -- Delete Employee

14 -- Calculate and Display An Employee's Pay

17 -- Update/Display Leave YTD/Balance Data 18 -- Detailed Pay Stub - Employee Message

	Master User Part Person Person
Step	Action
15	Select F16 (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

B2. Processing Imputed Income

The Internal Revenue Service (IRS) requires the payment of FICA (Social Security and Medicare) tax on imputed income. Imputed income should be included in normal payroll processing throughout the calendar year. Completing these instructions allows PCGenesis to process imputed income during normal payroll for easiest compliance with the withholding requirements. When processing imputed income on a monthly basis in payroll, PCGenesis correctly withholds the amounts, and allows annual reporting to be automatic.

Many insurance companies provide an annual listing of imputed income amounts for calendar year end processing. Some school districts and systems process imputed income amounts during the December payroll to withhold the required social security and Medicare taxes for employee and employer amounts. The problem with this approach however is PCGenesis excludes employees with imputed income but who terminate before December payroll processing. The Internal Revenue Service (IRS) instructions for preparing W-2's require the collection of Social Security and Medicare tax for all employees.

For federal income tax and FICA (OASDI/Medicare) calculations, the Internal Revenue Service (IRS) requires the cost of employer-paid Group Term Life Insurance (GTLI) for coverage exceeding \$50,000.00 to be included in all employees' taxable wage base. Either the dollar amount provided by the insurance provider, or the amount listed by the IRS in *Publication 15-B, Employer's Tax Guide to Fringe Benefits*, within the *Group Term Life Insurance* topic must be used. For calendar year 2006 benefits, the IRS provides this publication at: http://www.irs.gov/pub/irs-pdf/p15b.pdf, and includes a table listing the cost per \$1,000.00 of coverage for various employee age groups. For example, if the school district or system provides \$100,000.00 of GTLI for an employee 60 years of age at the end of the tax year, the employee would have a monthly imputed income amount of fifty (50) times \$0.66, or \$33.00. In this example, the employee earns an additional taxable income of \$396.00 for the year. As these earnings are subject to FICA, the employee's and employer's Medicare and OASDI amounts if applicable are also increased. The screenshot examples provided in this procedure apply to such an employee. *B2.3. Setting the Group Term Life Insurance (GTLI) Flag to "Y" (Yes)* provides additional information when performing *Calculate and Display. B2.4. Calculate and Display Payroll screenshot examples* illustrate the *HI Gross* and *HI Amount* differences for the imputed income deduction.

B2.1. Identifying the Imputed Income Deduction Code

Regardless of the method used to process imputed income in PCGenesis, the imputed income deduction code must already exist. *Section F: Description/Deduction/Annuity File Processing* provides the instructions for setting up a deduction code. When following these instructions, users may assign to any available PCGenesis deduction code, as long as the information contains an "*F*" (*Imputed Income*) deduction type. Do not assign a vendor to this deduction code. Although PCGenesis automatically creates a *Fund/Fisc/Program/Function*, PCGenesis does not use this information when processing imputed income. Although the screenshot examples display a deduction code of "44" for imputed income, use any available deduction code for this purpose.

The following screenshot example provides an example of an imputed income deduction code definition:

Image: Non-State Image: Non-State	-	
Deduction File Maintenance		PAY 095
Deduction code:22Sort:22Description:GTL IMPUTED INCOMEPercent:.00000Short desc.:IMPUTED INCVendor:		
Deduction type: F 'A' = Annuity (Tax Sheltered) 'C' = Credit Union 'F' = Imputed Income 'G' = Garnishment 'I' = Non-Taxable Insurance		
Fund: Fiscal: Program: Expense/receipt function: Balance #:		
Benefit plan code associated with deduction: Employer Contribution Information		
Employer contribution indicator: 0 0 = None		
1 = Fixed Amount 2 = % of Process Type Gross (spe 3 = % of Employee Contribution	cified b	elow)
2 = % of Process Type Gross (spe 3 = % of Employee Contribution Employer Indicator '1' or '2' Process Types: S D H A B X Y	cified b Q P N N	elow)
2 = % of Process Type Gross (spe 3 = % of Employee Contribution	Q P	elow)
2 = % of Process Type Gross (spe 3 = % of Employee Contribution Employer Indicator '1' or '2' Process Types: S D H A B X Y N N N N N N N N N N N N N N	Q P	elow)
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2 = % of Process Type Gross (spe 3 = % of Employee Contribution Employer Indicator '1' or '2' Process Types: S D H A B X Y N N N N N N N Contribution amount or %: Object: Balance: ** Display Mode **	Q P N N	elow)
2 = % of Process Type Gross (spe 3 = % of Employee Contribution Employer Indicator '1' or '2' Process Types: S D H A B X Y N N N N N N N Contribution amount or %: Object: Balance:	Q P N N	elow) 19.02.00

B2.2. Processing Imputed Income through Regular Payroll

To include imputed income in normal monthly payroll in PCGenesis, a deduction code for imputed income must be set up. It is suggested the description indicate "*GTL Imp. Inc.*" or something similar as PCGenesis displays this description within the *Deductions* area on **affected** employees' pay stubs.

When processing imputed income, PCGenesis uses a special deduction type during payroll processing, and <u>does not withhold</u> the imputed income amount from the employee's pay. Instead, PCGenesis adds this amount to the Medicare and OASDI wage base if the employee is subject to FICA during payroll calculation.

When entering imputed income for the first monthly processing time frame, it would be beneficial for the school district or system to distribute a memorandum to all employees explaining that this amount will not be a gross pay deduction. PCGenesis instead <u>adds</u> this amount to the gross pay for the calculation of Medicare and OASDI for affected employees. Also notify new employees of the imputed income "deduction" and its purpose on payroll check stubs.

Because the IRS does not require withholding of federal income tax from the imputed income amount, PCGenesis does not add the amount to the taxable wage base during the payroll calculations, and does not withhold additional federal or state tax. However, when producing the employee's W-2, the taxable wages in *Box 1* will include the employee's imputed income and the employee will owe federal and state tax on the amount when filing the income tax return. For senior employees for whom the school district or system provides substantial term life insurance benefits, the imputed income could substantially increase the total amount of taxes due.

B2.2.1. Updating/Displaying the Employee's Imputed Income Deduction

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Step	Action
3	Enter the number in the Input field, select (Enter - Continue), and proceed to <i>Step</i> 5. If the employee number is unknown, enter the employee's complete or partial name, or the Social Security Number in the "Input" field, and select Enter. Entering a complete or partial
	name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.

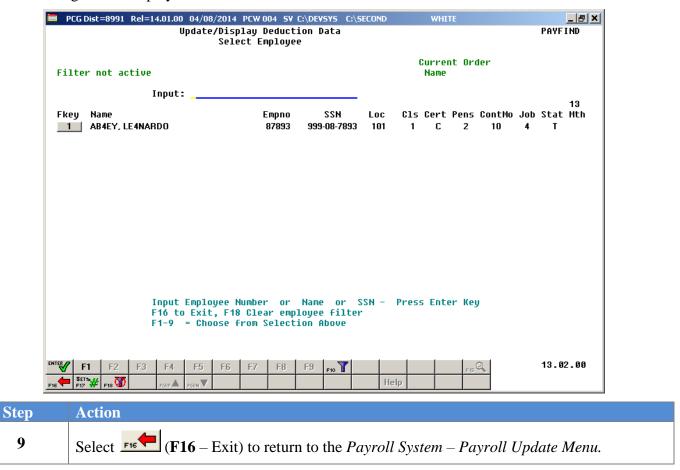
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	Filter set: Class,Status				C	Currei Name	nt Or	der			
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Cd Description	Amount Empl	r Cd Des	ription		: Emplr (Y/N)
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03 FED INCOME TAX	75.62 N		OR 000012	121.04	
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15 VENDOR 000018	45 50 11		OR 000023	150 L	
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40 VENDOR 002775		41 UENI	OR 004043		
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10 VENDOR 000014 11 VENDOR 002203 41.51 N	
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23 VENDOR 004805 24 VENDOR 004805 27.08 N	
25 VENDOR 000014 26 VENDOR 002208	
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34 COURT W/H 35 VENDOR 001383	
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B2.3. Setting the Group Term Life Insurance (GTLI) Flag to "Y" (Yes)

When setting up payroll and when performing *Calculate and Display*, be sure to set the GTLI deduction flag to "Y" (Yes) when appropriate for the payroll run. For example, only apply the imputed income on a monthly basis even though there is a semi-monthly payroll. In the screenshot example, the flag on deduction code "44" below is currently set to "N" (No).

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Calculate and Display Pay	PAYCOMP
Deduction Control (Enter a 'Y' if the deduction is to be taken)	
01=ANNUITY # 1 Y 02=ANNUITY # 2 Y 03=FED INCOME TA Y 04=VENDOR 000012 Y	
08=GHI-NON-CERT Y 09=GHI-CERT Y 10=UENDOR 000014 Y 11=UENDOR 002203 Y	
12=VENDOR 004850 Y 13=VENDOR 002920 Y 15=VENDOR 000018 Y 16=VENDOR 000023 N	
17=VENDOR 000019 Y 18=VEHDOR 000649 Y 19=VENDOR 000541 Y 20=COURT W/H Y	
21=VENDOR 000021 Y 22=IMPUTE INCOME Y 23=VENDOR 004805 Y 24=VENDOR 002920 Y	
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42=VENDOR 004059 Y 43=VENDOR 004320 Y	
	13.01.00

Regarding the 941 Report, many school districts, and systems use the Department of Labor (DOL) Quarterly Report as a basis for creating the 941Report for quarterly federal tax reporting. However, the Department of Labor (DOL) Quarterly Report excludes imputed income because the DOL does not consider these amounts to be wages as the IRS does. When using the DOL Quarterly Report as a basis to produce the 941 Report, add the quarterly imputed income amount to the gross wages on the DOL Quarterly Report to accurately produce the 941 Report.

The 4th quarter's 941 Report has the same January 31^{st} deadline as W-2's. For this reason, users use caution when producing the 4th quarter's 941 Report before W-2's have been processed and distributed. Waiting until producing W-2's may help prevent having to file a 941c.

B2.4. Calculate and Display Payroll Screenshot Examples

B2.4.1. Calculate and Display Payroll Example of Imputed Income Amount Not Processed

PCG Dist=8991 Rel=19.04.00 01/09/2020 PCG 002 SV C:\DEVSYS C:\SECOND WHITE X Calculate and Display Pay Screen 1 of 2 PAYCOMP Emp#: 87572 BO2ENS, XE2IA 999-08-7573 Sec 125 Y Loc 0100 Class 01 Tax Marital Status - Federal: M State: B A EIC Ind: AEIC Payment: Fed: Mar M Exempt 0 2020 W-4 N W/H Cd 0 Addn Amt/% Box 2 N 3 .00 Box 2 N 3-Dep 0.00 4a-Inc 0.00 State: Mar B Allow M[1] D[00] W/H Cd 0 Addn Amt/% Switches: Fed Y State Y FICA/Med Y Pens Fed 4b-deduct 0.00 FICA/Med Y Pension Y GHI Y Pension type TRS Reg-amt Reg-hr Out-hr 3921.17 Out-amt Proc Pay Pay Pau for Type Type Tot Gross FICA Gr FICA Amt Pens Gr Pens Amt Reas Period End 01 0010 3713.00 3240.47 247.90 3713.00 222.78 1/09/2020 S S 208.17 208.17 02 0011 181.67 13.89 12.49 1/09/2020 03 04 05 *** Totals 3921.17 3422.14 261.79 3921.17 235.27 Yr Fnd F Prgm Fnct Objct Fcty B Addt'l GHI Dist Contract Annuities ACCT 01 20 100 2061 1000 11000 100 1 1.0000 Ann #1 Ded 1 Co ACCT 02 20 100 2063 1000 11000 100 1 Ann #2 Ded 2 Co ACCT 03 ACCT 04 ACCT 05 1.0000 Totals DASDI Gr 3422.14 DASDI Amt 212.17 Ded 03 N Ded 04 N Ded 09 N Ded 17 N HI Gr 3422.14 HI Amt 49.62 Ded 47 N Ded 48 N Ded 50 N Ded 51 N Ded 54 N Ded 56 N 230.44 109.25 286.92 14.58 119.14 13.75 22.48 66.66 .81 4.00 Ded 63 N Ded Ded Ded Ded Ded Ded Ded Ded De .50 *** Gross Pay 3921.17 *** Deductions 1386 2534.58 *** Non Tax 499.03 Pay 19.04.00 ENTER F1 ▶ \$ F2 ♥ \$ F3 ♣ F46A F56▼ F61A F71▼ 15 Q 4 -B-痛 -16 In this example, the employee does not have an imputed income deduction. Therefore, the Medicare gross and OASDI gross amounts are not increased. Note that the OASDI and Medicare gross (HI Gr) fields are both \$3422.14.

B2.4.2. Calculate and Display Payroll Example of Imputed Income Amount Processed

PCG Dist=8991 Rel=19.04.00 01/09/2020 PCG 002 SV C:\DEVSYS C:\SECOND WHITE \times Calculate and Display Pay Screen 1 of 2 PAYCOMP Emp#: 87572 BO2ENS, XE2IA 999-08-7573 Sec 125 Y Tax Marital Status - Federal: M State: B AEIC Ind: AEIC Payment: Fed: Mar M Exempt 0 2020 W-4 N W/H Cd 0 Addn Amt/% Box 2 N 3 Loc 0100 Class 01 .00 0.00 4a-Inc Box 2 N 3-Dep 0.00 Fed: Mar M Exempl 0 2020 . State: Mar B Allow M[1] D[00] W Switches: Fed Y State Y W/H Cd 🛛 Addn Amt/% Fed 4b-deduct 0.00 FICA/Med Y Pension Y GHI Y Pension type TRS Reg-hr Ovt-hr Reg-amt 3921.17 Ovt-amt Pay Proc Pay Pay for Туре Туре Tot Gross FICA Gr FICA Amt Pens Gr Pens Amt Reas Period End 61 0010 3713.00 3297.72 252.28 3713.00 222.78 1/09/2020 ß2 S 0011 208.17 181.67 13.89 208.17 12.49 1/09/2020 03 64 05 *** Totals 3921.17 3479.39 266.17 3921.17 235.27 Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Annuities GHI Dist Contract 2061 1000 11000 100 1 Ann #1 Ded 1 Co ACCT 01 20 100 1.0000 ACCT 02 20 100 2063 1000 11000 100 1 Ann #2 Ded 2 Co ACCT 03 ACCT 04 ACCT 05 tals 1.0000 HI Gr 3479.39 HI Amt Totals OASDI Gr <u>3479.39</u> Ded 03 N Ded 04 N OASDI Amt 215.72 59.45 Ded 09 N Ded 17 N Ded 22 N Ded 47 N Ded 48 N Ded 50 N Ded 51 N Ded 54 N 230.44 109.25 286.92 14.58 57.25 119.14 21.81 13.75 22.48 66.66 Ded 56 N Ded 63 N Ded Ded Ded Ded Ded Ded Ded Ded 4.00 .50 *** Gross Pau 3921.17 *** Deduct *** Net Pau 2530.20 *** Non Tax 499.03 97 19.04.00 F11 F12 ...▶옷 F2 📲 🖧 F3 🎒 F4 🖾 F5 🗺 15 Q Help In this example, the employee earns an additional imputed taxable income of \$57.25. Because these earnings are subject to FICA, the Medicare gross and OASDI gross amounts are also increased, if applicable. Note that the OASDI gross and Medicare gross (HI Gr) fields are now \$3422.14 + \$57.25 = \$3479.39. Also note that the imputed income deduction amount

is NOT subtracted from gross pay, since it is not actually a

deduction.

Procedure C: Updating/Displaying Gross Data

C1. Overview

To accommodate Teacher Retirement System (TRS) reporting requirements, software updates to the *Update/Display Gross Data* screen allow for the following:

- PCGenesis users may use the *Update/Display Gross Data* screen to display all PCGenesis fields related to an employee's pay. These revisions aid in processing payroll adjustments and to make field modifications much easier. The revisions include the addition of the *Job Code, Certification Level, Years of Experience, Work Schedule* and *Salary Schedule, Pension Gross,* and *Pension Amount* fields. With the exception of the *State Years* and *Local Years* fields which are modifiable, the additional fields are informational only, and either default from the employee's personnel information, or are school-district specific. *Topic 3: Update/Display Personnel Information* provides the instructions to update this information.
- For HB210/SB 327 TRS Retirees: HB210/SB 327 allows retirees to return to work full-time, and requires the employer to pay both the employee's percentage and the employer's matching percentage. When using *Pension Switch* code '**R**' (*TRS: Employer Pays BOTH employer and employee shares* SB327), ensure that the *Pension code* field reflects '2' (*TRS*), the *Amt*/% field reflects '0.00', and the *TRS service ind* field reflects '1' (*In-Service*).
- <u>Pension Adjustments:</u> PCGenesis accommodates pension adjustments on the *Update/Display Gross Data* employee payroll screen with a *Process Type* of 'Z'. Fields are available on the *Gross Data* screen for *Pens Gross* (Pension Adjustment Gross Amount) and *Pens Amt* (Pension Adjustment Amount). For a *Process Type* of 'Z', the following data can be entered: pay type, pay reason, period end date, account, pension adjustment gross and amount. For all other *Process Type* codes, the pension adjustment fields will be protected. Entry of the *Pens Gross* (Pension Adjustment Gross Amount) field will cause the system to calculate the corresponding employ<u>er</u> pension contribution amount during payroll calculations. PCGenesis defaults to the current pay period's date when no entry is made in the *Period End Date* field.
- The *Days Docked YTD* field's entry defaults from the employee's *Leave Data* screen. The <u>Personnel</u> <u>System Operations Guide</u>, *Section A: Leave Processing* provides the instructions to update employee leave information.

PCG Dist=8991	Rel=16.03.00 09/23/2016 PCW 001 SV C:\DEV:	SYS C:\SECOND	WHITE	
	-	System		PAYMOOOO
FKe	Master	Menu		
1 2 3	Payroll Update Menu			
	Annual Reports Menu Monthly/Quarterly/Fiscal/Biennial Rep	oorts Menu		
11 12	Update/Display Description/Deduction Earnings History Menu Check Reconciliation Menu	I/Annuity Menu		
_20	File Reorganization			
Master ^{User} list F16 @ Word	PAY VEND VEND			15.03.00
Action				
Select	2 (F2 - Payroll Update Me	nu).		

The following screen displays:

🗎 PCG Dist=8991 Rel=1	3.01.00 03/20/2013 PCW 001	C:\DEVSYS C:\SECOND	WHITE	
	P	ayroll System		PAYUPDTP
FKey	Pay	roll Update Menu		
A	dd New Employee			
3 (4 (5 (6 (7 (8 (9 (pdate/Display Personnel Dat pdate/Display Deduction Data pdate/Display Gross Data pdate/Display Withholding D pdate/Display Withholding D pdate/Display YTD/Fiscal Da pdate/Display YTD/Fiscal Da pdate/Display FICA/Medicare	a ata Usage Data ta stments Adjustments		
<u>11</u> A <u>12</u> U	lpdate/Display Garnishment V dd Earnings History Record Ipdate/Display Earnings Histo rint Earnings History		ings	
<u> 15 </u> C <u> 17 </u> L	alculate and Display An Empl lelete Employee Ipdate/Display Leave YTD/Ba letailed Pay Stub - Employee	lance Data		
Master Userlist	VEND MONTOR			12.02.00

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Step	Action
2	Select F4 (F4 - Update/Display Gross Data).

	PCG Dist=8991 Rel=1	14.02.01	08/20/2014 PCW 00 Update/Display Select Em	Gross Dat		SECOND		WHI	TE			PAYF	LEX
F	ilter not active						C		nt Oro Number				
F	key Name	Input:		mpno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	13 Mth
	I	F16 to	Employee Number Exit, F18 Cleau = Choose from So	r employee	filte		Press	5 Ent	er Ke <u></u>)			
	 F1 F2 F3 F12 F3 	F4	F5 F6 F7	F8 F9	F10 T	He	lp		FIE	2		13.0	2.00
)	Action												
	Enter the entor to <i>Step 5</i> .	nploy	ee number or	the SSN	I in th	e Inp	ut fi	ield,	sele	ct	V	(Ent	er), an
	name in the a complete of	Namo Parpar	umber and th e field, or Soc tial name in ttered. Proce	rial Secu the Nam	rity N e field	lumbe	r in	the S	SSN	field,	and	sele	ct Ente

E P(e/Display Gross lect Employee	5 Data							PAYF	IND
Fil	ter set: Status					urren Name	it Ord	ler			40
1	AD2ER, TA2 AD2OCK, FR2DDA AD3M, SA3	Empno 88127 89375 89094	SSN 999-08-8127 999-08-9375 999-08-9094	Loc 111 8014 111	4 3 14	N N C	2 0 2	ContMo 10 11	3 4 18	A A A	13 Mth
4 5 6	AD4IR, CE4ESTA AD4IR, HE4MA AI2EN, LA2ARO AL2NZO, EF2EN AL9ARD, RI9ARDA	89957 87557 89351 87223 89128	999-08-9957 999-08-7557 999-08-9351 999-08-7223 999-08-9128	8014 8012 3050 111 8013	3 21 24 2 42	N N C N	0 0 0 2 0	10	4 28 41 2 42	A A A A	
8	AM8YA, MA8GRETT AN3EL, GA3E	89417 89430	999-08-9417 999-08-9430		42	N N	0		42 40	A	
Orde	or PgUp/PgD F16-new sear F1-9 = Choos r changed to Alpha	ch, F18-Clear E se from Selecti	5/Next 10 Re Employee Fil ion Above					~ 1		40.0	0.65
Orde ENTES	or PgUp/PgD F16-new sear F1-9 = Choos r changed to Alpha	n = Previous ch, F18-Clear B	s/Next 10 Re Employee Fil		p		FIS	2		13.0	12 . 00
	or PgUp/PgDu F16-new sear F1-9 = Choos r changed to Alpha F1 F2 F3 F4 F5 Str™∰ F18 00 rour▲ roon ▼	n = Previous ch, F18-Clear E se from Selecti F6 F7 F8 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	5/Next 10 Re Employee Fil ion Above F9 _{F10}	ter Hel	*	spon			e en		
	or PgUp/PgD F16-new sear: F1-9 = Choose r changed to Alpha F1 F2 F3 F4 F5 Setres F18 F1 F2 F3 F4 F5 row ▲ row ▼ Action Select Enter (Enter) c	n = Previous ch, F18-Clear E se from Selecti F6 F7 F8 or select the I er).	F9 FIC TO FUNCTION	ter Hel	*	spon			e en		
	or PgUp/PgD F16-new sear F1-9 = Choose r changed to Alpha F1 F2 F3 F4 F5 SETTAN F10 F00 \checkmark Action Select Enter (Enter) of and select \square (Enter) of and select \square (Enter) of Select Enter (Enter) of Select \square (Enter) (Enter) of Select \square (Enter) (En	n = Previous ch, F18-Clear E se from Selecti F6 F7 F8 or select the I er). ect Name (F9 FINCTION	Hel key co	orres	-			e en		
	or PgUp/PgD F16-new sear F1-9 = Choose r changed to Alpha F1 F2 F3 F4 F5 SETTENT F10 FOR ▼ Action Select Enter (Enter) of and select Enter (Enter) of To sort by Name: Select	n = Previous ch, F18-Clear E se from Selecti F6 F7 F8 or select the I er). ect Name (Jumber: Select	F9 F0 T F9 F0 T F9 F0 T Function Name).	Hel key co	orres).			e en		
	or PgUp/PgD F16-new sear F1-9 = Choose r changed to Alpha F1 F2 F3 F4 F5 SETTAN F18 \overline{O} FOR \overline{V} Action Select Enter (Enter) of and select \overline{V} (Enter) of and select \overline{V} (Enter) of To sort by Name: Select To sort by Employee N	n = Previous ch, F18-Clear F se from Selecti F6 F7 F8 or select the I er). Pect Name (Jumber: Select rity Number: es: Select th	F9 F0 F0 F9 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F	key co (En SSN gDn k	orres). SN).	ıding	g to th		nplo	yee's

- O X PCG Dist=8991 Rel=16.04.00 01/05/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE Status Active Update/Display Gross Data PAY07 EmpNo 89955 AD4IR, CE4ESTA **1 CLASSROOM TEACHERS** Class SSN 999-08-9955 Loc 201 Location 000201 Salary sched Cert level T4 Pay step L2 Job cd 3 TEACHER 4-8 State yrs 14 Local yrs 14 Cert level 14 ray scep L2 کارمان کی Cert level 14 ray scep L2 کارمان کی Hrs/Day 8.000 Days/Week 5 Hrs/Week 40.00 13/14 pay sw Budget pay cat 180 Days worked YTD 4.00 This per 0.00 Days docked YTD 0.00 This per 0.00 Work sched ID Ann work days 180 Days worked YTD Overtime GHI % Pay Pay for Gross Dist Reas Period End Proc Pay Pay Rate Days/Hrs Days/Hrs Regular Type Type Hrly/Daly Regular Overtime Gross 01 S 0010 3644.70 1.0000 02. S 0011 147.08 03. 04. 05. 06. 3791.78 1.0000 Sub Budget Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens Amt Contract Distrib Flag ACCT 01 17 100 1081 1000 11000 201 1 Υ. S ACCT 02 17 100 1083 1000 11000 201 1 L ACCT 03 00 ACCT 04 00 ACCT 05 00 ACCT 06 00 Total gross 3791.78 Pens code 2 TRS Pens Amt/% .0600 Cycle gross 3791.79 Pens switch ÿ Pay sch. # 12 State salary 43736.43 TRS service ind 1 TRS/ERS Pens Gross Cycle 1 Cal Yr Local salary 1765.00 TRS serv lock Adj Amt/% Contmo 10 Other No pension code PY contmo 10 8/01/2007 45501.43 Pens elig date Contract amt 16.04.00 NTEV F1 🕅 F2 🛠 F3 🎒 F4 🖾 F5 🗊 F6 🗔 F7 🔽 F8 🔲 F9 🖊 F10 🍸 F11 🕨 F12 💽 FIS Q F16 🕶 F17 🔤 F18 🗍 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar Action

Step	Action
5	Select F9 (F9 – Switch to Update Mode).

Step

6

PCG Dist=8991									
Status Active EmpNo 89955 A SSN 999-08- Salary sched Work sched ID Ann work days	9955 Lo Hrs/Da	oc 201 Lo Cert le Ay <u>8.000</u>	cation 0 vel T4 Days/We	00201 Pay step ek <u>5</u> Hrs/) L2 S1 /Week <u>41</u>	Job cd tate yrs <mark>0.00</mark> 13	3 TEACH 14 Loca 14 pay sw	ROOM TEACHE ER 4-8 1 yrs <u>14</u> • _ Budget	pay cat
Proc Pay Type Type 01. \$ 0010 02. \$ 0011 03. 04. 05.	Hrlý/Daly	Régular	Overtim	e Gro <u>3644.7</u> 147.0	055 (70 <u>08</u> 	3ross 1 	Dist Reas .0000	Period End	
96. Yr Fn ACCT 01 17 10 ACCT 02 17 10 ACCT 03 09 9 ACCT 04 99 9 ACCT 05 09 9 ACCT 04 99 9 ACCT 05 09 9	d F Prgm Fi 10 <u>1081 11</u> 10 <u>1083 11</u> 	nct Objct 300 <u>11000</u> 300 <u>11000</u> — — — — — —	Fcty B A <u>201</u> 1 _ <u>201</u> 1 _ 	ddt'l Per	ns Gross	Pens A		ct Distrib	Budget Flag L - - -
Total gross Cycle gross State salary Local salary Other Contract amt	3791.79 43736.43 1765.00	Pens swi TRS serv TRS serv No pensi	tch ice ind lock on code	Y 1 -	TRS, Adj	/ERS Pen	s Gross	Pay sch.	<u>1</u> Cal Yr <u>10</u>
Hode changed t ENTER F1 ▶ R F2 ♥ R F16 F17 ➡ R F18 ⊕		FSET FEIA					ndj FICA G	Q iar	16.04.00
Action									

Verify "Mode changed to update" displays.
Where appropriate, PCGenesis will automatically default modifiable entries based on the employee's existing payroll information.

Step	Action
7	The entries in the EmpNo (Employee Number), Class , SSN (Social Security Number), Loc (Pay Location), Job Cd (Job Code), Cert Level (Certification Level), and Pay Step fields default from the employee's personnel information and are not modifiable from the gross data screen.
	<i>Refer to Topic 3: Update/Display Personnel Information to make changes to the information displayed.</i>
8	Salary Sched: Optional
	Enter the applicable salary schedule information in the Salary Sched (Salary Schedule) field.
	PCGenesis provides this field to allow the entry of information identifying the state or local salary schedules assigned to the employee.
Person "Inc Wher	 State Yrs and Local Yrs entries default from the employee's Certified and Classified nel Information (CPI) record if the employee's payroll record contains a "Y" (Yes) in the lude on CPI?" field located on the employee's <i>Personnel Data</i> screen. In this instance, changes made here also affect the employee's CPI record. a the employee's <i>Personnel Data</i> screen does <u>not</u> have the "Include on CPI?" field set to the State and Local Yrs entries are stored in the employees payroll record preventing PCGenesis from linking the information to the employee's CPI record.
9	Verify or enter the employee's State of Georgia creditable years of service in the State Yrs (State Years) field.
10	Verify or enter the creditable years of service for the employee in the Local Yrs (Local Years) field.
11	Work Sched ID: Optional
	Enter the work schedule information in the Work Sched ID (Work Schedule ID) field.
	This field is provided to allow the entry of information identifying the work schedule or calendar that the employee follows, e.g. central office, faculty, school, etc.
12	Hrs/Day: Optional
	Enter the number of hours per day the employee works in the Hrs/Day (Hours per Day) field.
	The Hours Per Day field is necessary when the Enhanced Substitute Pay and Leave System has been enabled on the Tax/Withholding/Control Menu. This field allows the system to convert hours to days when entering time off in the Substitute Pay and Leave System
13	Days/Week: Optional
	Enter the number of days per week the employee works in the Days/Week (Days per Week) field.

Step	Action
14	 Hrs/Week: Required for State Health Benefit Plan (SHBP)/Georgia Health Insurance (GHI) Report and Extract File Creation. For more information, refer to Section D: Monthly/Quarterly/Annual/ Fiscal Report Processing, Topic 1: Processing Monthly Reports. Enter the number of hours per week the employee works in the Hrs/Week (Hours per Week) field.
15	13/14 Pay Ind: Optional for New Employees
	Enter Y (Yes) in the 13/14 Pay Ind (Thirteen or Fourteen Month Payroll Indicator) field where appropriate to indicate that the employee's first year salary will be paid over thirteen (13) or fourteen (14) months.
16	Budget pay cat: Enter the employee's Budget Pay Category or select the drop-down selection icon in the Budget pay cat field to select the employee's information from the <i>PCG Select Value dialog box</i> .
	The Budget Pay Category field is used in conjunction with the <i>PCGenesis Budget System</i> . A new table, required by the <i>PCGenesis Budget System</i> , has been added to the <i>Description File</i> . Table ' B ' defines budget pay categories, typically needed for budgeting classified employees, but also needed for budgeting certified employees. The Budget Pay Category field on the employees' <i>Gross Data Screen</i> will determine which user-defined salary schedule to access for budget processing.
	Refer to the <i>Budget System Operations Guide</i> , Section A: Create Budget SANDBOX for additional instructions.
17	Ann Work Days: Required for CPI processing.
	Enter the number of days the employee works per year in the Ann Work Days (Annual Work Days) field. The Annual Work Days field cannot be greater than 260 days.
18	The entry in the Days Worked YTD (Days Worked Year-to-Date) field automatically updates as entries are saved to the <i>Days Worked (This Per)</i> field.
19	Enter the number of days the employee has worked this payroll period in the (Days Worked) This Per (Days Worked This Period) field.
	Entries within this field updates the Days Worked YTD field and is cleared when Payroll Setup is run.
20	The entry in the Days Docked YTD (Days Docked Year-to-Date) is automatically updated as entries are made in the <i>Days Docked (This Per)</i> field or as entries are made on the employee's <i>Leave Data</i> screen.

Step	Action					
21	(Days Docked) This Per: Optional for Leave Tracking					
	Enter the number of days the employee's pay has been docked in the (Days Docked) This Per (Days Docked This Period) field.					
	Entries within this field updates the Days Docked YTD field. This field is the same as the LWOP (Leave With Out Pay) field on the Leave Data screen, and allows for the same types of modifications. PCGenesis clears this field when payroll is set up.					
Step	os 22 – 39 describe the steps for entering a normal or adjustment pay amount for an employee.					
22	For Proc Type : Enter the processing line type or select the drop-down selection icon in the Proc Type (Processing Type) field to identify the processing type.					
	For Pension Adjustments: Enter or select Z (Pension Adjustment Only), and proceed to <i>Step 30</i> .					
	Valid values: <u>Regular Gross Types:</u>					
	S – Regular salary with pension and taxes D – Regular daily with pension and taxes					
	\mathbf{H} – Regular hourly with pension and taxes \mathbf{H} – Regular hourly with pension and taxes					
	Special Gross Types:					
	A –Daily/Hourly adjustment NO pension calculation					
	\mathbf{B} –Salary adjustment NO pension calculation					
	X - Daily/Hourly, with FICA, NO pension/annuities or tax calculation Y - Salary, with FICA, NO pension/annuities or tax calculation					
	\mathbf{Q} –Salary adjustment with taxes and pension calculation					
	\mathbf{P} – Daily/Hourly adjustment with taxes and pension calculation \mathbf{Z} – Pension adjustment only					
	The field's entry determines how payroll pension and taxes are calculated and/or if PCGenesis clears the entry during payroll setup. "No pension" means that annuities will not be calculated either.					
	When entering an account number within the Acct# Yr Fnd F Prgm Fnct Objct Fcty B Addt'l field(s), make an entry in this field.					
	When entering D (Daily) or H (Hourly) in the field, entries are also required in the Pay Rate Hrly/Daly and Days/Hrs Regular field.					

Step	Action
	Complete Steps 23 - 39 for each Proc Type entered in Step 22.
23	Pay Type: Optional. Used only for the new detailed pay stub.
	Enter the pay type or select the drop-down selection icon icon icon fine the Pay Type field to define the employee's pay type.
	The new detailed check stub contains a new section of data entitled <i>Current Hours and Earnings</i> . The current earnings will print based upon the Pay Type entered for the gross data line. The <i>Current Hours and Earnings</i> section on the detailed check stub will list the pay type descriptions, along with the pay rates, regular and overtime hours, regular and overtime pay, and contract amounts.
	In order to get a proper breakdown of the earnings, users will need to categorize their employees' Gross Data earnings by Pay Type before utilizing the new detailed pay check statement. All gross data lines with the same Pay Type and Pay Rate will be summarized (and accumulated) on ONE earning line on the check stub.
	The pay types are user-defined. Detailed instructions for setting up Pay Type codes are in the <u>Payroll System Operations Guide</u> , Section F. – Description/Deduction/Annuity File Processing.
	NOTE: The names <i>Pay Type</i> and <i>Compensation Type</i> are used interchangeably. The codes used to define Pay Type on the <i>Update/Display Gross Data</i> screen are called Compensation Type (code 'P') on the <i>Maintain Description Records</i> screen. The Pay Type table is defined in the <i>Description File</i> under 'P – Compensation Type'.
	The defaulting entry '0000' prints as 'Regular Pay' on the detailed check stub.
24	For Days/Hours entries: Enter the hourly or daily rate of pay in the Pay Rate Hrly/Daily (Pay Rate Hourly/Daily) field.
25	For Regular Days/Hours entries: Enter the number of regular work hours in the Days/Hrs Regular (Days/Hours Regular).
	To reduce the employee's current pay, enter a negative (-) number in the field. Enter minutes in the quarter-hour decimal format. For example, enter 30 minutes as '0.50'.
26	For Overtime Days/Hours entries: Enter the number of regular work hours in the Days/Hrs Overtime (Days/Hours Overtime) field.
	When entering 'D', 'H', 'A', 'X', or 'P' within the Proc Type field, PCGenesis allows entries in this field. Enter minutes in the quarter-hour decimal format. For example, enter 30 minutes as '0.50'.
27	Reg Gross: Enter the employee's gross salary amount or the total number of days or hours multiplied by the employee's pay rate in the Reg Gross (Regular Gross) field. If 'S', 'B', 'Y', or 'Q' was entered in the Proc Type field, an entry is required in the field.
	PCGenesis will calculate the entry in the Reg Gr fields for the remaining pay classes.

Step	Action
28	If Overtime Days/Hours will be entered: Enter the employee's overtime gross salary amount or the total number of overtime days or hours, <i>multiplied</i> by the employee's overtime pay in the in the Overtime Gross field. <i>PCGenesis does not calculate pensions on overtime pay.</i>
29	GHI Dist : Enter the GHI distribution percentage for the corresponding General Ledger account number. The GHI distribution percentage indicates the percentage of the employer GHI contribution to distribute to this GL account line. The GHI distribution percentage is valid only with Process Types 'H' , 'D' , or 'S' .
	All GL accounts must add to 100%. (1.0000 equals 100%, 0.2500 equals 25%) The GHI distribution percentage must be zero if the GHI Participation Switch is 'N', and the GHI Option field is NC (No Coverage) or NE (Not Eligible). An employer contribution will NOT be billed for employees with a GHI Option field of NC (No Coverage) or NE (Not Eligible), and therefore, the GHI Dist field must be zero.
	Distribute the employer GHI contribution across multiple account lines when charging GHI to multiple state programs.
30	Pay Reas : Enter the pay reason code or select the drop-down selection icon in the Pay Reas (Pay Reason) field to set a reason code for payroll adjustments and changes to payroll records.
	For example, if an employee receives a certificate upgrade and receives a retroactive pay increase, a reason code of '01' is entered on the employees adjusted new salary line, as well as any one time retroactive salary adjustment lines entered for the employee. PCGenesis clears the pay reason code during payroll setup.
	The Pay Reas field identifies the reason for a change in an employee's regular pay and is required for TRS reporting. Proper use of this field will eliminate manual follow-up reporting with TRS for pay variances.
31	For TRS Payroll Adjustments: Enter the date (MM/DD/CCYY) in the Pay for Period End (Pay for Period Ending) field to define the employee's credit for retirement purposes. <i>This field is not used with normal salary 'S', 'D' and 'H' lines. When entering salary</i> <i>adjustment records for a prior payroll period, enter the affected payroll period date.</i> <i>PCGenesis does not allow the entry of future payroll period dates. Along with the clearing</i> <i>the payroll adjustment lines during payroll setup, PCGenesis also clears the Pay for Period</i> <i>End date field's entry.</i>
	Proper use of this field will eliminate manual follow-up reporting with TRS for pay variances.
32	Select the Tab key to the (Acct #) Yr Fund F Prgm Fnct Objct B Addt'l field.

Step	Action								
33	Enter the account information or select the drop-down selection icon in the (Acct #) Yr Fund F Prgm Fnct Objct B Addt'l field to select the employee's payroll gross distribution account information.								
	For Pension Adjustments: Enter or select the pension adjustment's distribution account information in the field, and proceed to <i>Step 34</i> .								
	For <u>each account entered</u> , make the appropriate entries within the Proc Type, Pay Rate, Reg Hours, Ovt Hrs, Reg Gr, Ovt Gr and Contract fields. If the employee has a FICA/Medicare or pension adjustment, there must be a distribution account, fund and fiscal year identified on the employee's Update/Display Gross Data screen. When entering a distribution account for a previous payroll run, enter the distribution account information and the dollar amount as 0.00.								
	If there are more than 930 account line entries, the "*** Too many items to display – Set a filter ***" message indicating the Chart of Accounts has more entries than can be displayed and a suggestion for the user to utilize the "Set Filter" feature" will be displayed.								
34	For Pension Adjustments: Enter the salary amount in the Pens Gross (Pension Gross) field to which the pension adjustment applies.								
35	For Pension Adjustments: Enter the pension adjustment's amount in the Pens Amt (Pension Amount) field.								
36	Contract: Optional for pay tracking.								
	Enter the employee's gross salary amount that going toward the employee's annual contract salary in the Contract field.								
	Use this field to track an employee's pay to help prevent over payments. The system is checking each pay cycle to see if the Current Contract Amount (entered here for each individual account line), plus the contents of the correct field on the <i>Update/Display YTD/Fiscal Data</i> screen have exceeded the Contract Amount input at the bottom of the <i>Gross Data</i> screen in <i>Step 44</i> . In order to determine the contract period, PCGenesis uses the Cycle field (<i>Step 54</i>) on the employee record. If Cycle is 1 , the system uses the YTD Contract Amount on the <i>Update/Display YTD/Fiscal Data</i> screen to determine contract over payments; if this field is 2 , the system uses the School Contract Amount and if the field is 3 , the system uses the Fiscal Contract Amount .								
37	Sub Distrib (Substitute Distribution): The Substitute Distribution field is used with the Enhanced Substitute Pay and Employee Leave System. This field indicates whether or not a substitute's pay is distributed to this account line. Typically, the substitute's pay is distributed to some or all of the employee's salary (S) account lines.Valid values:Y = Distribute substitute pay to this account line N = Do NOT distribute substitute pay to this account line								
	The Substitute Distribution field is used when the Enhanced Substitute Pay and Employee Leave System is enabled on the Tax/Withholding/Control Menu.								

Step	Action									
38	The Budget Flag field on each account line determines what formulas are applied to generate new salary amounts in the budget SANDBOX directory. The Budget Flag field is used with the <i>PCGenesis Budget System</i> .									
	Enter the employee's Budget Flag or select the drop-down selection icon in the Budget Flag field to select the account line information from the <i>PCG Select Value dialog box</i> .									
	Valid values for the Budget Flag are as follows:									
	A = Move the account number over to the budget, but do NOT bring over amounts.									
	L =	Budget as a local supplement/extra salary. Apply either an annual amount or percent increase or decrease to the account line salary or the account line rate.								
	M =	Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.								
	N =	Budget as salary, but do <u>not</u> apply a salary schedule. Apply either an annual amount or percent increase or decrease to the account line salary or the account line rate. (Usually used for classified employees)								
	S =	Budget as state salary using the state CPI salary schedule. (Certified employees only. Valid only for account lines with a Process Type of 'S'.)								
	T =	Budget as local supplement using a <u>local</u> CPI salary schedule. (Certified employees only. Valid only for account lines with a Process Type of 'S' .)								
	U =	Budget using a user-defined salary schedule for salary gross data lines. This option may be used for both certified and classified employees. The Budget Pay Category field and the Annual Work Days fields on the <i>Gross Data</i> screen are required when account lines are flagged with 'U'.								
		<u>Certified employees</u> : PCGenesis will use the State Years of Experience for determining the pay step into the user-defined salary schedule.								
		<u>Classified employees</u> : PCGenesis will use the Local Years of Experience for determining the pay step into the user-defined salary schedule.								
		(Certified and classified employees.)								
	X =	Do not bring the account line over to the budget process. (Generally used for substitute pay, one-time stipends, etc.)								
	spaces =	Do not bring the account line over to the budget process.								
		the <u>Budget System Operations Guide</u> , Section A: Create Budget SANDBOX for instructions.								

Step	Action									
39	If there are additional Proc Types: Select the Tab key to access the next Proc Type field and repeat this procedure at <i>Step 22</i> .									
40	Enter the employee's salary in the Cycle Gross field. For Certified employees, an entry is required in the field.									
41	Enter the employee's State of Georgia-funded annual salary in the State Salary field.									
42	Enter the employee's locally funded supplement in the Local Salary field.									
43	Enter the employee's annual salary the employee receives in addition to State of Georgia and local supplements in the Other (Salary) field.									
44	Enter the employee's annual contract amount in the Contract Amt (Contract Amount) field. Use this field to track an employee's pay to help prevent over payments. The system is checking each pay cycle to see if the Current Contract Amount (entered for each individual account line in <i>Step 36</i>), plus the contents of the correct field on the <i>Update/Display YTD/Fiscal Data</i> screen have exceeded the Contract Amount input here. In order to determine the contract period, PCGenesis uses the Cycle field (<i>Step 54</i>) on the employee record. If Cycle is 1 , the system uses the YTD Contract Amount on the <i>Update/Display YTD/Fiscal Data</i> screen to determine contract over payments; if this field is 2 , the system uses the School Contract Amount and if the field is 3 , the system uses the Fiscal Contract Amount .									
45	Enter the appropriate code in the Pension Code field.Valid Values:0 = No Pension1 = Old PSERS Participation2 = TRS Pension Participation3 = Old ERS Participation4 = New ERS Participation5 = New PSERS Participation6 = GSEPS Participation									

Step	Action								
46	Enter the appropriate code in the Pension Switch field.Valid values: $\mathbf{Y} = \text{Calculate pension}$ $\mathbf{N} = \text{Do NOT calculate pension}$ $\mathbf{R} = \text{TRS Retiree} - \text{Do NOT calculate an employee percentage}$								
	This entry determines the handling of the employee's pension calculation and the additional TRS/ERS calculation, and overrides the entry in the Pension Code field.								
	When entering 'N' in the Pension Switch , PCGenesis suspends the pension calculation <u>for</u> <u>this employee for the current Payroll Run</u> . This entry neither affects other employees' pension calculations, nor requires the employee's pension code to be changed.								
	When entering 'Y' (Yes) in the Pension Switch field, and ' 0 ' in the Pension Code field, PCGenesis does not calculate a pension deduction for the employee.								
	<u>For HB210/SB 327 TRS Retirees:</u> Use Pension Switch ' R ' for rehired TRS retirees. HB210/SB 327 allows retirees to return to work full-time, and requires the employer to pay both the employee's percentage and the employer's percentage contribution. When using the code, ensure that the Pension Code field reflects ' 2 ' (TRS), the Amt /% field reflects '0.00', and the TRS service ind field reflects ' 1 ' (In-Service).								
47	Enter the appropriate code in the TRS Service Ind (TRS Service Indicator) field to define the employee's Teacher Retirement System (TRS) service credit.								
	Valid values:0 = No service credit1 = Service credit earned for the month								

Step	Action									
48	Enter the appropriate code in the TRS Serv Lock (TRS Service Lock) field to "lock" an employee's TRS Service Indicator field value.									
	Valid values:0 = Lock an employee's TRS Service Indicator field value1 = Do not lock an employee's TRS Service Indicator field value									
	The TRS Service Lock field is available to facilitate TRS reporting. The TRS Service Lock field allows the payroll administrator to "lock" an employee's TRS Service Indicator field value, so that TRS service credit is not changed during <u>any mass change</u> payroll process.									
	If the TRS Service Lock field is set to ' Y ' for an employee, the employee's TRS Service Indicator field will <u>not</u> be changed during the <i>Payroll Setup</i> procedure, even if a Mass Update flag is set to ' Y ' on the <i>Select TRS Mass Change Option</i> screen in <i>Payroll Setup</i> . Refer to the <i>Payroll System Operations Guide</i> , <i>Section A: Payroll Setup</i> for more information.									
	Likewise, if the TRS Service Lock field is set to ' Y ' for an employee, the employee's TRS Service Indicator field will <u>not</u> be changed during the <i>Mass Update Selected Employees' Fields</i> procedure, even if a Service Time Update flag is set to ' Y ' on the data entry screen. Refer to the <u>Payroll System Operations Guide</u> , Section I: Special Functions, Topic 6: Payroll Mass Update Employee Information Processing, Procedure E: Mass Update Selected Employees' Fields for more information.									
	For example, any employee not working 50% or more of the scheduled working days in a month does not earn service credit and therefore, should not <u>automatically</u> have their TRS Service Indicator reset to '1' in August to earn TRS credits. The TRS Service Lock field would allow those employees to have their TRS Service Indicator to stay locked with a '0' value so that TRS credits are NOT earned.									
49	Enter the code or select the drop-down selection icon icon in the No pension code field to choose the reason for no public pension.									
	The No pension code field has been added to support the new <i>Pension Reporting</i> <i>Compliance File</i> required by ERSGA. A valid value must be entered in the No Pension Code field when the employee's Pension Code is set to '0', no pension. If the employee is enrolled in a public pension (Pension Code values of '1' thru '6'), then the No Pension Code value must be '00'.									
50	TRS/ERS Reporting - Required: Enter the date (MM/DD/CCYY) in the Pens Elig Date (Pension Eligibility Date) to identify when the employee becomes eligible to participate in the TRS or ERS pension plan. <i>TRS uses the pension eligibility date to precisely identify when an employee became eligible for their current pension. This is most important for TRS reporting in the case that a PSEPS or Substitute employee advance is functions and became eligible to employee became in the transmission of the transmission of the transmission.</i>									
	a PSERS or Substitute employee changes job functions and becomes eligible to enroll in TRS. In this instance, the employee would retain their original hire date, but have a pension eligibility date tied to the date of the change of their job role.									

Step	Action
51	Enter the TRS/PSERS pension calculation amount <u>or</u> percentage (enter an amount less than 1 for a percentage) in the Pens Amt/% (Pension Amount/Percentage) field.
	For Pension code '1' (PSERS Participation) entries: An entry greater than 0.99 must be entered to identify a total dollar amount.
	For Pension code '2' (TRS Participation) entries: An entry less than 1 must be entered to identify the entry as a percentage.
	If the employee will not pay a share of the pension: Enter 0.00 in the field.
52	Enter the dollar amount <u>or</u> percentage in the TRS / ERS Pens Gross Adj Amt/% (Teacher Retirement System Pension Gross Adjustment Amount/Percentage) field where appropriate. When entering a percentage, the amount must be less than 1.
	The TRS / ERS Pens Gross Adj Amt/% field is needed by some districts who do not participate in Social Security for many classes of employees. In certain cases, the district's board of education can vote to contribute a certain percentage (for example, 4%) on all classes of employees to a reputable 403(b) in lieu of Social Security. Therefore, the salary reported to TRS can be increased by this percentage as a supplement type for employees. For example: Employee 'A' has a gross salary of \$4,000 per month, but is reported to TRS as \$4,160 (which includes the 4%). The TRS / ERS Pens Gross Adj Amt/% field allows PCGenesis to increase the TRS/ERS reported wages by the 4%. According to the <i>TRS Employer's Reference Guide</i> , a tax sheltered annuity plan is listed as other earnable compensation.
	This amount will <u>replace</u> the normal TRS pension calculation for salary types 'A' (Adjustable Daily, Hourly NO Pension Calculation) and 'B' (Adjustable Salary NO Pension), where appropriate.
	For HB210/SB 327 TRS Retirees: Enter '0.00' in the field.
53	PCGenesis automatically defaults an entry in the Pay Sch. # (Payroll Schedule Number) field based on the employee's payroll class code.

Step	Action
54	Enter the appropriate code in the Cycle field to define the manner in which year-to-date (YTD) contract amounts will accrue on the employee's pay stub. Valid Values: 1 = Calendar year
	2 = School year 3 = Fiscal year
	Use this field to track an employee's pay to help prevent over payments. The system is checking each pay cycle to see if the Current Contract Amount (entered for each individual account line in <i>Step 36</i>), plus the contents of the correct field on the <i>Update/Display YTD/Fiscal Data</i> screen have exceeded the Contract Amount input at the bottom of the <i>Gross Data</i> screen in <i>Step 44</i> . In order to determine the contract period, PCGenesis uses the Cycle field on the <i>Update/Display YTD/Fiscal Amount</i> on the <i>Update/Display YTD/Fiscal Data</i> screen to determine contract Amount on the <i>Update/Display YTD/Fiscal Data</i> screen to determine contract over payments; if this field is 2 , the system uses the School Contract Amount and if the field is 3 , the system uses the Fiscal Contract Amount . For example, in order to compare the contract amounts based on a Fiscal Year, the Cycle field should be set to ' 3 ' for all employees.
55	Enter the total number of contract months the employee <i>works</i> in the Contmo (Contract Months) field, where appropriate. Valid values: $9 - 12 =$ Number of contract months
56	Enter the employee's contract month setting for the prior year in the PY Contmo (Prior Year Contract Months) field.
	Valid values: $9 - 12 =$ Number of prior year contract months
	PCGenesis automatically rolls this information from the current year contract months setting once a year by the "Update Job Code for CPI/Payroll/CS1" procedure. PCGenesis uses this field during accrual processing to preserve the prior year's setting for accrual amount calculation. PCGenesis also uses the field to report changes made to the current year's setting for position changes effective for the new fiscal year.
57	Select (Enter).
	Select $\mathbf{F3} \bigoplus$ (F3 – Print this data) to obtain a screen print of the <i>Update/Display Gross Data</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

C:\SECOND WHITE	
Status ActiveUpdate/Display Gross DataEmpNo 89955 AD4IR, CE4ESTAClass 1 CLASSSSN 999-08-9955Loc 201 Location 000201Job cd 3 TEACHSalary schedCert level T4Pay step L2State yrs 14Work sched IDHrs/Day8.000Days/Week 5Hrs/Week 40.0013/14 pay swAnn work days180Days worked YTD4.00This per0.00Days docked YTD	ER 4-8 1 yrs <u>14</u> • _ Budget pay cat
Proc Pay Pay Rate Days/Hrs Days/Hrs Regular Overtime Gross Gross Dist Reas 01. <u>0010</u> 3644.70	Pay for Period End
3791.78 1.0000 Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens Amt Contrat ACCT 01 17 100 1081 1000 11000 201 1	ct Distrib Flág Y_S
Total gross3791.78Pens code2TRSPens Amt/%.0600Cycle gross3791.79Pens switchYYState salary43736.43TRS service ind 1TRS/ERS Pens GrossLocal salary1765.00TRS serv lockNAdj Amt/%OtherNo pension code00Contract amt45501.43Pens elig date8/01/2007Validations passed.Save your changes.8/01/2007	Pau sch. # 12
Image: Non-State Prode Prode	Q 16.04.00 Gar

Step	Action
58	Verify "Validations passed. Save your changes." displays, and select [F8 – Save your changes). For HB210/SB 327 TRS Retirees: When the "Verify Change to Employee Pension Status" dialog box displays, select [OK] (OK) in response to the "NOTE: TRS Retiree does not pay employee part of pension!" prompt.
	To scroll up and down on the screen, select the appropriate icon real, r

ſ	PCG Dist=8991 Rel=16.04.00 01/05/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
	Status Active Update/Display Gross Data PAY07 EmpNo 89955 AD4IR, CE4ESTA Class 1 CLASSROOM TEACHERS SSN 999-08-9955 Loc 201 Location 000201 Job cd 3 TEACHER 4-8 Salary sched Cert level T4 Pay step L2 State yrs 14 Local yrs 14 Work sched ID Hrs/Day <u>8.000</u> Days/Week <u>5</u> Hrs/Week <u>40.00</u> 13/14 pay sw _ Budget pay cat Ann work days <u>180</u> Days worked YTD 4.00 This per <u>0.00</u> Days docked YTD 0.00 This per <u>0.00</u>
	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
	06.
	Total gross 3791.78 Pens code 2 TRS Pens Amt/% .0600 Cycle gross 3791.79 Pens switch Y Pay sch. # 12 State salary 43736.43 TRS service ind 1 TRS/ERS Pens Gross Cycle 1 Cal Yr Local salary 1765.00 TRS serv lock N Adj Amt/% Contmo 10 Other No pension code 60 PY contmo 10 Contract amt 45501.43 Pens elig date 8/01/2007 Price 10
	Data saved ENTEX F1 F1 </th
ep	Action
59	Verify "Data saved" displays, and select $\mathbf{F16} - \mathrm{Exit}$ (F16 – Exit) to return to the Update/Displa Gross Data – Select Employee screen.

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Fi	Select Employee Filter set: Status									I						
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	Select	F16		1 6 – F	Exit) to	o retui	m to t	he Pa	wroll	l Svs	tem -	– Pa	vroll	Upd	late i	Menu.

The following screen displays:

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Payroll System	PAYUPDTP
FKey Payroll Update Menu	
Add New Employee	
2 Update/Display Personnel Data	
3 Update/Display Deduction Data	
4 Update/Display Gross Data	
5 Update/Display Withholding Data	
6 Update/Display Current Leave Usage Data	
1 Update/Display YTD/Fiscal Data	
8 Update/Display Deduction Adjustments	
9 Update/Display FICA/Medicare Adjustments	
10 Update/Display Garnishment Vendor Data	
11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History	
14 Calculate and Display An Employee's Pay	
15 Delete Employee 17 Undate/Display Leave YTD/Balance Data	
18 Detailed Pay Stub - Employee Message	
Master Userlist	12.02.00

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Step	Action
61	Select F16 (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure D: Updating/Displaying Withholding Data

D1. Overview

Based on the *Update/Display Payroll Withholding/Direct Deposit Data* screen's entries, PCGenesis creates additional information for the employee within other PCGenesis components, where appropriate. For example, Automated Clearinghouse (ACH) processing results for a single bank, and multiple banks and bank account entries are reflected within the following PCGenesis features:

- Payroll Update Menu Update Calculate and Display an Employee's Pay
- Payroll Update Menu Update/Display Earnings History/Transfer Gross Earnings
- Payroll Check and Direct Deposit Menu Calculate Payroll & Print Exceptions
- Payroll Check and Direct Deposit Menu Print Paychecks and Direct Deposits
- Payroll Master Menu Check Reconciliation Display/Update Checks/Direct Deposits

Although these processes are performed separately from updating employee withholding information, the screenshot examples provided later in this document illustrate the effect the entries have on these other PCGenesis features.

Federal Tax Calculation

The 2020 Form W-4 has been redesigned to reduce the form's complexity and to increase transparency and accuracy in the withholding system. Beginning with the 2020 Form W-4, employees will no longer be able to request adjustments to their withholding using withholding allowances. Instead, using the new Form W-4, employees will provide employers with <u>amounts</u> to increase or reduce taxes, and amounts to increase or decrease the amount of wage income subject to income tax withholding.

The 2020 Form W-4 contains 5 steps. Every W-4 form employers receive from an employee should show a completed *Step 1* (name, address, social security number, and filing status) and a dated signature on *Step 5*. Employees will complete *Steps 2*, *3*, and/or *4* only if relevant to their personal situations. *Steps 2*, *3*, and *4* show adjustments that will affect withholding calculations.

For employees who don't complete any steps other than *Step 1* and *Step 5*, employers will withhold the amount based on the filing status, wage amounts, and payroll period.

PCGenesis supports the Federal income tax calculation per IRS *Publication 15-T, Federal Income Tax Withholding Methods.* Please review *Appendix A: PCGenesis Federal Tax Calculation Method* for a comprehensive description of the Federal tax withholding calculation method employed by PCGenesis.

Annuity Record Maintenance

Considerable flexibility is allowed within PCGenesis when defining annuities on the employee record. PCGenesis allows for a total of five (5) different annuities per employee to be defined. Because a school system may offer many, many different annuity companies and plans, PCGenesis allows a single annuity deduction, (defined with a **Deduction Type** of *A* (*Annuity*) on the deduction record), to represent many different annuity companies. This one-to-many relationship between a single system deduction code and multiple annuity company codes allows a single deduction to represent many different annuity company codes allows a single deduction to represent many different annuity calculations.

Georgia Department of Education March 4, 2024 • 3:20 PM • Page 55 of 131 All Rights Reserved. Step 1: Annuity Deduction Control Record Maintenance: System **Deduction Code** 01 and **Deduction Code** 02 are automatically defined by the system as annuities. PCGenesis allows the definition of up to 3 more annuities in addition to deduction code 01 and deduction code 02. Additional annuity deductions must first be defined on the *Annuity Deduction Control Record*. An annuity system deduction code is designated on this screen before the deduction can be defined on the *Maintain Deduction Records* screen. PCGenesis requires the entry of annuity deduction *Control* records for all **Deduction Type** 'A' (*Annuity*) deduction records. Information about adding annuity deduction *Control* records can be found by following the steps provided in *Section F: Description/Deduction/Annuity File Processing; Procedure 4A. Maintaining the Annuity Deduction Control Record*.

<u>Step 2: Maintain Deduction Records:</u> System **Deduction Code** 01 and **Deduction Code** 02 must be defined as annuities (**Deduction Type** = 'A' (Annuity)). If any additional annuities have been defined in the Annuity Deduction Control Record, then the corresponding deduction code can be set up in Maintain Deduction Records. For example, if the Annuity Deduction Control Record has defined Annuity deduction #3 to be **Deduction Code** 50, then deduction code 50 can now be added in the Maintain Deduction Records screen as an annuity deduction. Annuity deductions must be defined with a **Deduction Type** 'A' (Annuity). Information about adding deduction codes can be found by following the steps provided in Section F: Description/Deduction/Annuity File Processing; Procedure 3A. Maintaining Deduction Records.

<u>Step 3: Maintain Annuity Company Records:</u> Annuity company codes range from 01 - 99 and contain the FAR application's vendor number and vendor name. **Annuity Type Codes** include D(401(K)), E(403(B)), F(408(K)(6)), G(457), and H(501(C)(18)(D)). The employer contribution parameters for the annuity are defined on the *Annuity Company Record*. Information about adding annuity company records can be found by following the steps provided in *Section F: Description/Deduction/Annuity File Processing; Procedure 5B. Maintaining Annuity Records*.

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			Update Mo								
	3	Payroll	Check & D	irect De	posit M	enu					
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Ste

Step 2

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	Display Deduction Data		
	Display Gross Data		
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	Display Deduction Adjustments		
	Display FICA/Medicare Adjustments		
	Display Garnishment Vendor Data		
	nings History Record		
)isplay Earnings History / Transfer Gross Ea	rnings	
13 Print Ear	nings History		
14 Calculate	e and Display An Employee's Pay		
15 Delete E			
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18 Detailed	Pay Stub - Employee Message		
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faster Userlist			12.02.00
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E PCG Dist=8991 Rel=14.02.01 08/20/2014 PCW 003 SV C:\DEVSYS C:\SECOND _ 8 × WHIT Update/Display Payroll Withholding/Direct Deposit Data PAYFIND Select Employee Current Order Filter not active Emp Number Input: 13 Fkey Name Empno SSN Loc Cls Cert Pens ContMo Job Stat Mth Input Employee Number or Name or SSN - Press Enter Key F16 to Exit, F18 Clear employee filter F1-9 = Choose from Selection Above 13.02.00 F1 F2 SET HI Help Step Action Enter the number in the Input field, select (Enter - Continue), and proceed to Step 3 5. *If the employee number is unknown, enter the employee's complete or partial name, or the* Social Security Number in the "Input" field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria

The following screen displays:

entered. Proceed to Step 4.

👅 PCG Dist=8991 Rel=14.02.01 0	8/20/2014 PCW 0 <u>01 SV</u>	C:\DEVSYS C:\S	ECOND		WHI	TE				_ 8 ×
Update/Display	Payroll Withholdin Select Employee	ng/Direct Dep	osit D	ata					PAYE	IND
Filter set: Status Current				C	Curre Name	nt Oro	ler			10
Fkey Name Enter AD2ER, TA2	Empno 88127	999-08-8127	Loc 111	4	N	2	ContMo 10	3	Α	13 Mth
1 AD20CK, FR2DDA 2 AD3M, SA3	89375 89094	999-08-9375 999-08-9094	8014 111	3 14	N C	0 2	11	4 18	A A	
3 AD4IR, CE4ESTA 4 AD4IR, HE4MA	89957 87557	999-08-9957 999-08-7557		3 21	N N	0 0		4 28	A	
5 AI2EN, LA2ARO 6 AL2NZO, EF2EN	89351 87223	999-08-9351 999-08-7223	3050 111	24 2	N C	0 2	10	41 2	A A	
7 AL9ARD, RI9ARDA 8 AM8YA, MA8GRETT	89128 89417	999-08-9128 999-08-9417	8013 8013	42 42	N N	0 0		42 42	A A	
9 AN3EL, GA3E	89430	999-08-9430	3050	24	N	0		40	Â	
or PgUp F16-new F1-9 = Order changed to Alpha	search, F18-Clear Choose from Select	JS/Next 10 Re Employee Fil tion Above							12 6	2 66
or PgUp F16-new F1-9 = Order changed to Alpha ™™ F1 F2 F3 F4	/PgDn = Previou search, F18-Clear	us/Next 10 Re Employee Fil		lp		FIS	Q.		13.0	2.00
or PgUp F16-new F1-9 = Order changed to Alpha MIENT F1 F2 F3 F4 F15 F1 F2 F3 F4 F2 F3 F4 F15 F1 F2 F3 F4 F15	Previous search, F18-Clear Choose from Select F5 F6 F7 F8 w▼ er) or select the	JS/Next 10 Re Employee Fil tion Above	ter He	<u> </u>	spor			e er		
or PgUp F16-new F1-9 = Order changed to Alpha ENTER F1 F2 F3 F4 F10 F1 F2 F3 F4 F10 F10 F10 F00 F00 F00 F00 F00 F00 F00	Previous search, F18-Clear Choose from Select F5 F6 F7 F8 w▼ er) or select the	JS/Next 10 Re Employee Fil tion Above	ter He	<u> </u>	spor			e er		
or PgUp F16-new F1-9 = Order changed to Alpha INTENT F1 F2 F3 F4 F10 F1 F2 F3 F4 F1 F2 F3 F4 F10 F10 F1 F2 F3 F4 F1 F2 F3 F1 F2 F1 F2 F1 F2 F1 F1 F2 F1 F1 F2 F1 F1 F2 F1 F2 F1	Previous search, F18-Clear Choose from Select F5 F6 F7 F8 ▼	JS/Next 10 Re Employee Fil tion Above	ter He	<u> </u>	spor			e er		
or PgUp F16-new F1-9 = Order changed to Alpha F1 F2 F3 F4 F15 F1 F2 F3 F4 F1 F2 F3 F4 F15 F1 F2 F3 F4 F1 F2 F3 F1 F2 F	Previous search, F18-Clear Choose from Select F5 F6 F7 F8 ▼▼ ■ ■ Er) or select the Enter). Select Name	F9 F0 Function (Name).	He key c	orre	-			e er		
or PyUF F16-new F1-9 = Order changed to Alpha F1 F2 F3 F4 F15 F1 F1 F1 F2 F3 F4 F15 F1 F1 F2 F3 F4 F15 F1	average Previous search, F18-Clear Choose from Select F5 F6 F7 F8 v v v v er) or select the Enter). Select Name ee Number: Select Select Select	F9 F10 F9 F10 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0	key c	orre	<i>.</i> ,	nding		e er		
or Pull F16-new F1-9 = Order changed to Alpha F1 F2 F3 F4 F1 F2	Pgpn = Previous search, F18-Clear Choose from Select F5 F6 F7 F8 V	F9 F0 T F0 F0 T F9 F0 T F0 F0 T F0 F0 T F0	key c (En SSN	orre	5). SN).	nding	g to th		nplo	yee's 1

Step

5

```
CG Dist=8991 Rel=19.04.00 12/19/2019 PCG 002 SV C:\DEVSYS C:\SECOND
                                                                  WHITE
                                                                                        \times
                     Update/Display Payroll Withholding/Direct Deposit Data
                                                                                       PAYOS
Status Active
 Employee number 88423
                            Name ALSARO, ANSERA
                                                                      Loc 201
 Social security 999 08 8423
         Mar Stat D Allowance Mar 1 Dep 3
                                                      Withholding Code 🕴 Amt/%
State:
                                                                                    .00
Federal: Mar Stat S
                        2020 W-4? N (Y or N)
                                                      Withholding Code
                                                                                    .00
                                                                       8
                                                                          Amt/%
 W-4 Prior to 2020: Exempt 0
 New 2020 W-4:
                     Box 2 Two jobs flag N
                                                  Box 4a Other income
                                                                             .00
                     Box 3 Dependent amt
                                              .00 Box 4b Deduction amt
                                                                             .00
  Switches: Fed Y
                     State Y
                               FICA Y (Y=Yes N=No M=Medicare)
                                                                  AEIC
Enable Direct Deposit @ Yes
                      O No
                                  Direct Deposit Accounts
                                         nucount Type
11 1111 111428 C
      Bank Name
                                                            Method
                                                                         Amt/%
                                                                                Prenote
DD #1
            PINNACLE BANK
       92
                                                               Р
                                                                        1.0000
                                                                                  Ν
DD #2
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DD #3
                                                                        0.0000
DD #4
                                                                        0.0000
DD #5
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                                                                        Use
                                                                                 Percentage of
 Ded Desc
                 Ded
                     Annuity Company
                                                             Туре
                                                                    Percentage:
                                                                                 Annuity Gross:
 EMP ANNUITY
               / 01
                                                                                    0.0000
                                                                         Ν
 EMP ANNUITY
                                                                                    0.0000
               / 02
                                                                         Ν
               / 00
 Annuity # 3
                                                                         Ν
                                                                                    0.0000
 Annuity # 4
               / 88
                                                                         Ν
                                                                                    0.0000
 Annuity # 5
               / 00
                                                                         Ν
                                                                                    0.0000
                                                                                       19.04.00
F3 🖨
                         67
                              F8 📕 F9 🖊 F10 🝸
                                                      F11 E F12
                                                                          ...Q
                    . 6A
                              Per
                                                       Ytd
                                                                    FICA
      17 8
                                                           Help
                                  Ded
                                       Grs
                                            W/H
                                                  L٧
                                                                Adj
                                                                          Gar
Action
Verify the Employee number, Name, Loc (Pay Location), and Social security field entries
are correct.
```

These entries have defaulted from the employee's personnel information record. Refer to the Overview for instructions.

6 For employee withholding and direct deposit modifications: Select $F_3 \land F_7$ (F9 – Switch to Update mode).

PCG Dist=8991 Rel=19.0	04.00 12/19/2019 PCG 002 SV C:\DEVSYS	C:\SECOND WHITE	- 🗆 X
Status Active	Update/Display Payroll Withhol	ding/Direct Deposit Data	PAY 08
Employee number 8844 Social security 999	23 Name AL8ARO, AN8ERA Ø8 8423	Loc 201	
State: Mar Stat <u>D</u> Federal: Mar Stat <u>S</u>	Allowance Mar <u>1</u> Dep <u>3</u> 2020 W-4? <u>N</u> (Y or N)	Withholding Code 🧕 Amt/ Withholding Code 🗕 Amt/	
W-4 Prior to 2020: New 2020 W-4:	Exempt <u>0</u> Box 2 Two jobs flag <u>N</u> Box 3 Dependent amt00	Box 4a Other income0 Box 4b Deduction amt0	<u>0</u> 0
Switches: Fed <u>Y</u>	State <u>Y</u> FICA <u>Y</u> (Y=Yes N=No	M=Medicare) AEIC _	
Enable Direct Deposi Bank Name DD #1 <u>92</u> PINNACLE DD #2 DD #3 DD #4 DD #5	○ No Direct Deposit A Account	Type Method Amt/%	_
Ded Desc Ded EMP ANNUITY / 01 EMP ANNUITY / 02 Annuity # 3 / 00 Annuity # 4 / 00 Annuity # 5 / 00	Annuity Company 	Use Type Percentage <u>N</u> N N N N N	Percentage of : Annuity Gross: 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000
Hode changed to updat ^{INTE} F1 ► & F2 ► & F3 ⊕ F1 F15 ← F17 ⊕ F13 ⊕	46A F56V F61A F71V F8 - F966 F10	Prit Fiz Fiz Fiz Lv Ytd Help Adj FICA Gar	19.04.00

Step	Action
7	Verify "Mode changed to update" displays and make the appropriate changes to the field(s).
8	Verify or enter the employee's state income tax marital status code in the State: Mar Stat (State: Marital Status) field.
	Valid Values:A = Single B = Married Filing Separate, or Married Filing Joint, both spouses workingC = Married Filing Joint, one spouse working D = Head of Household 8 = Exempt – Servicemembers Civil Relief Act
	A marital status of '8' will cause all wages to be exempt from reporting for Georgia state wages, and will cause zero Georgia tax to be withheld from the employee's paycheck. The <i>Department of Labor Quarterly Payroll Report and Wages Data File</i> , and the W-2 forms will both treat any wages on the Earnings History records with a Georgia marital status of '8' as Georgia exempt wages, and these wages will not be included in these tax reports.

Step	Action
9	Verify or enter the total number of marital allowances from Line 5 of the G-4 form in the State: Allowance Mar (State: Marital Allowance) field.
	Verify or enter the number of dependent allowances (Line 4 of the G-4 form) in State: Allowance Dep (State: Dependent Allowance) field.
	<u>NOTE</u> : As of 2024, the Georgia withholding formula does <u>not</u> use a Marital Allowance . Even though this field is still available on the employees' <i>Update/Display Withholding Data</i> screen, the Marital Allowance value will be ignored.
	When the number of State of Georgia income tax exemptions exceeds fourteen (14), submit the employee's G-4 form to the Georgia Department of Revenue. Refer to Line 4 and Line 5 of the G-4 form for State: Allowance information.
10	Verify or enter the state income tax withholding code in the State: Withholding Code field.Valid Values:0 = Normal state tax from tax table1 = Normal state tax from tax table + flat amount2 = Flat amount only3 = Flat percentage only
11	The State: Amt/% field is used in conjunction with the State Withholding Code. If the State: Amt/% value is a whole number, it will be treated as a flat amount (codes 1 & 2). If the value is less than 1, it will be treated as a percentage (code 3). Verify or enter the additional state income tax amount <u>or</u> the total percentage in the State: Amt/% (State: Amount/Percentage) field is correct, where appropriate. <i>Required for Step 10 (1, 2, or 3 entries). Values less than 1.00 are regarded as percentages (%).</i>
the emplo	The employee's federal income tax parameters are entered in <i>Steps 12</i> thru <i>20</i> based on how oyee filled out their W-4 Form. Please review <i>Appendix A: PCGenesis Federal Tax ion Method</i> for a comprehensive description of the Federal tax withholding calculation method d by PCGenesis.
12	Verify or enter the employee's federal income tax marital status code in the Federal: Mar Stat (Federal: Marital Status) field.
	Valid Values: $\mathbf{M} = Married$ $\mathbf{S} = Single$ $\mathbf{H} =$ Head of Household (valid for 2020 W-4 or later)
13	Enter the appropriate response in the 2020 W-4? field.
	Valid Values: $\mathbf{Y} = \text{Employee's W-4 form is from 2020 or later}$
	N = Employee's W-4 form is from prior to 2020

Step	Action	
14	Verify or enter the employee's federal income Withholding Code field.	e tax withholding code in the Federal:
	Valid Values: $0 =$ Normal Federal tax from $1 =$ Normal Federal tax from $2 =$ Flat amount only $3 =$ Flat percentage only	
15	The Federal: Amt/% field is used in conjunction the Federal: Amt/% value is a whole number, it v 2). If the value is less than 1, it will be treated as employee's additional federal income tax amoun Amt/% (Federal: Amount/Percentage) field, where <i>Required for Step 14 (1, 2, or 3 entries). Values lest</i> (%).	will be treated as a flat amount (codes 1 & a percentage (code 3). Verify or enter the nt \underline{or} the tax percentage in the Federal: e appropriate.
16	W-4 Prior to 2020: If the 2020 W-4? field value i income tax exemptions in the Exempt (Federal Ex	•
	When the number of federal income tax exemption W-4 form to the Internal Revenue Service. Refer to Exempt field's information.	
17	New 2020 W-4: Box 2 Two jobs flag. If the 2020 employee has checked the <i>Step 2</i> checkbox on the 2 total of two jobs in the household.	
	Valid Values: $\mathbf{Y} = Step \ 2 \text{ checkbox is chec}$	ked on the 2020 W-4
	$N = Step \ 2$ checkbox is <u>not</u> of	checked on the 2020 W-4
18	New 2020 W-4: Box 3 Dependent amt (amount). the amount from <i>Step 3</i> of the 2020 W-4 form as the	
19	New 2020 W-4: Box 4a Other income . If the 202 from <i>Step 4a</i> of the 2020 W-4 form as the amount	
20	New 2020 W-4: Box 4b Deduction amt . If the amount from <i>Step 4b</i> of the 2020 W-4 form as the amount from <i>Step 4b</i> of the 2020 W-4 form as the statement of t	
21	Verify or enter the federal and state income tax sw and State fields.	witch codes in the Switches: Fed (Federal)
	Valid Values: \mathbf{Y} = Compute withholding \mathbf{N} = Do NOT compute withh	nolding

Step	Action
22	Verify or enter the FICA tax switch code in the Switches: FICA (Federal Insurance Contributions Act) field.
	Valid Values: \mathbf{Y} = Compute OASDI/Medicare \mathbf{N} = Do NOT compute OASDI/Medicare \mathbf{M} = Compute Medicare only
	FICA regulations do not allow contributions for OASDI without Medicare (HI). Changes to an employee's FICA switch generates the "FICA switch changed!" dialog box. In this instance, review the information displayed, and select "OK" to save the changes, or select "Cancel" to reverse the entry.
23	Enter the Advanced Earned Income Credit (AEIC) code in the Switches: AEIC field or leave the field blank, where appropriate.
	Valid Values: BLANK = Do NOT compute AEIC
	According to IRS Publication 15 (Circular E), Employer's Tax Guide 2011 , the option of receiving advance payroll payments of Earned Income Credit (EIC) expired on December 31, 2010. Therefore, entry of an AEIC switch on the employee record is no longer allowed and <u>must be blank</u> .
-	hru 27 apply to the direct deposit distribution of the employee's payroll to a single bank and unt, or to multiple banks and bank accounts.
account ty appear in processing	hanges to these fields, and to employees' direct deposit bank, bank account information, or ype, automatically generates a prenote file. Employees' information may also be "forced" to this file by changing the Prenote flag to Yes (Y). This flag is only reset by the Prenote g procedure. Refer to the <u>Payroll System Operations Guide</u> , Section A: Payroll Setup, Topic al Automated Clearing House Association (NACHA) Prenote File Processing for the hs.
24	Select the radio button to the right of the desired Enable Direct Deposit option to identify whether or not to enable direct deposit for the employee.
	To turn off direct deposit processing for the employee: Enter No.
	To turn on direct deposit processing for the employee: Enter Yes . If direct deposit is enabled, at least one direct deposit account must be defined for the employee.
	PCGenesis uses this field to turn off direct deposit processing for the employee <u>without</u> deleting individual employee bank account information. This allows the PCG administrator to retain the employee's bank account information even though direct deposit is suppressed for the employee. In this instance, PCGenesis issues the employee's pay as a payroll check instead of as a direct deposit.

Step	Action
25	For a Single Bank/Bank Account Distribution:
	 Select the drop-down selection icon within the DD #1 – Bank field to choose the bank's information.
	PCGenesis defaults the bank's name in the "Name" field after this field's selection.
	• Enter the bank account information, up to eighteen (18) alphanumeric characters, in the DD #1 - Account field.
	• Enter C (Checking) or S (Savings) in the DD #1 - Type field to identify the account in which the funds will be deposited.
	• Enter P (Percentage) in the DD #1 - Method field.
	• Enter 1.0000 (1.0000 * 100 = 1.0000) in the DD #1 - Amt/% (Amount/Percentage) field.
	• Enter Y (Include in Prenote File) or P (Employee was included in Last FINAL Prenote File) in the DD #1 - Prenote .
	Proceed to Step 28.

Step	Action
26	For Multiple Bank/Bank Account Distributions – Flat Dollar Amount:
	<i>PCGenesis requires entries in the DD# - Bank, Account, Type, Method, and Amt/% fields for</i> <u>each</u> Direct Deposit # line entered.
	• Select the drop-down selection icon I within the DD #1 – Bank field to choose the bank's information.
	PCGenesis defaults the bank's name in the "Name" field after this field's selection.
	 Enter the bank account information, up to eighteen (18) alphanumeric characters, in the DD #1 – Account field.
	• Enter C (Checking) or S (Savings) in the DD #1 – Type field.
	 Enter D (Flat Dollar Amount) or R (Remainder – Primary Account) in the DD #1 – Method field, where appropriate.
	Reserve one Direct Deposit # line for the 'R' (Remainder – Primary Account). When selecting 'D', there must be an 'R' - Direct Deposit # line entered. Note that the 'R' (Remainder – Primary Account) is the employee's <u>primary</u> account. For 'D' entries, PCGenesis determines if the employee has adequate pay to cover the total distribution amount. When there is not enough pay to cover the requested dollar distribution amount, the distribution for the account specified will be skipped, and the funds applied to the R' (Remainder – Primary Account). PCGenesis users should verify these entries via the Calculate and Display an Employee's Pay feature from the Payroll System – Payroll Update Menu, and the Calculate Payroll and Print Exceptions feature from the Payroll System – Check and Direct Deposit Menu to ensure the employee will have pay deposited into the accounts specified.
	• Enter the dollar amount in the Amt/% (Amount/Percentage) field.
	For 'D' (Flat Dollar Amount) entries, the entry must be greater than 1.0000. For 'R' (Remainder – Primary Account) entries, the entry must equal 0.0000.
	• Enter Y (Include in Prenote File) or P (Employee was included in last FINAL Prenote File).
	• <u>Repeat the instructions for the DD # – Bank, Account, Type, and Method field entries for</u> successive <i>Direct Deposit # line</i> entries, where appropriate.
	Proceed to Step 28.

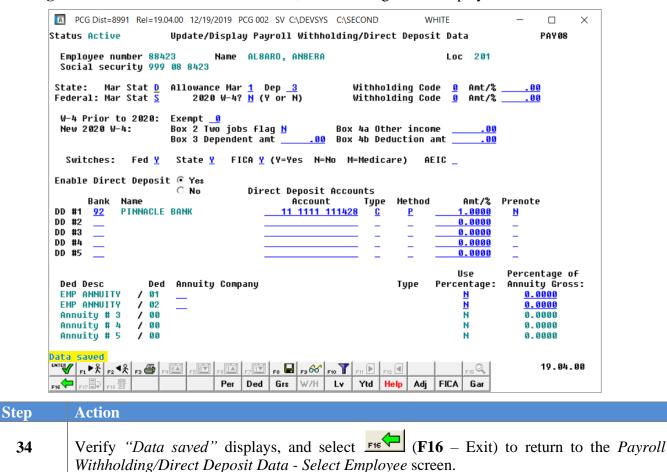
Step	Action					
27	For Multiple Bank/Bank Account Distributions – Percentage of Net Pay:					
	<i>PCGenesis requires entries in the DD# - Bank, Account, Type, Method, and Amt/% fields for</i> <u>each</u> Direct Deposit # line entered.					
	• Select the drop-down selection icon I within the DD #1 – Bank field to choose the bank's information.					
	PCGenesis defaults the bank's name in the "Name" field after this field's selection.					
	 Enter the bank account information, up to eighteen (18) alphanumeric characters, in the DD #1 – Account field. 					
	• Enter C (Checking) or S (Savings) in the DD #1 – Type field.					
	• Enter P (Percentage of Net Pay) in the DD #1 – Method field.					
	When selecting 'P', all subsequent "Method" field entries must contain a 'P' as well, and the Amt/% must add up to 100.0%.					
	• Enter the percentage in the Amt/% (Amount/Percentage) field.					
	For example, $0.5000 * 100 = 50\%$.					
	• Enter Y (Include in Prenote File) or P (Employee was included in last FINAL Prenote File)					
	• <u>Repeat the instructions for the DD # – Bank, Account, Type, and Method field entries for</u> successive <i>Direct Deposit # line</i> entries, where appropriate.					
28	To remove an employee from Direct Deposit: Remove the information from the respective DD# - Bank Code , Account , Type , Method , and the Amt/% fields.					
	When selecting "Enter", PCGenesis removes the Prenote flag as a result.					
29	For annuity participants: Enter the code, or select the drop-down selection icon icon within the Annuity Co # fields to choose the information.					

Step	Action
30	If the annuity amount will be calculated on a percentage (%) basis : Enter Y (Yes) in the Use Percentage field. (Annuity Gross = Total Gross – Process types A, B, X, Y and Ovt Gr).
	If the deduction is a flat dollar amount: Enter N (No). Enter the total dollar amount via the <i>Updating/Displaying Deduction Data</i> procedure.
	When entering annuity company codes within the Annuity Co # fields, enter the appropriate response in this field.
	Based on the ANNUITY file's "Employer contribution indicator", PCGenesis defaults the annuity company employer flag information to this employee's PCGenesis-Deduction Data record. The modifications on this screen do not affect the ANNUITY file's record information.
	Entering Y (Yes) in the field disallows dollar amount entries on the employee's PCGenesis Deduction Data screen.
31	If Y was entered in the Use Percentage field: Enter the employee's annual gross salary annuity percentage (#.##) in the Percentage of Annuity Gross field, where appropriate.
	<i>PCGenesis calculates the deduction based on the percentage of annuity gross for deduction codes 1 or 2. This percentage cannot be greater than 1.0.</i>
32	Select ENTRY (Enter). Select F3 – Print this data) to obtain a screen print of the <i>Update/Display Payroll Withholding/Direct Deposit Data</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

For a Single Bank/Bank Account Distribution, the following screen displays:

PCG Dist=8991 F	el=19.04.00 12/19/2019 PCG 002 SV C:\DEVSYS	C:\SECOND W	HITE	- 🗆 ×
Status Active	Update/Display Payroll Withhol	ding/Direct Deposi	t Data	PAY 08
Employee number Social security			Loc 201	
State: Mar Sta Federal: Mar Sta	t <u>D</u> Allowance Mar <u>1</u> Dep <u>3</u> t <u>S</u> 2020 W-4? <u>N</u> (Y or N)	Withholding Cod Withholding Cod		
W-4 Prior to 20 New 2020 W-4:		Box 4a Other incom Box 4b Deduction a		
Switches: Fe	d <u>Y</u> State <u>Y</u> FICA <u>Y</u> (Y=Yes N=No	M=Medicare) AE	IC _	
Enable Direct Do Bank Name DD #1 <u>92</u> PIN DD #2 DD #3 DD #4 DD #5	○ No Direct Deposit A	Type Method	Amt/% F <u>1.0000</u> 0.0000 0.0000 0.0000 0.0000	Prenote <u>N</u> - - -
EMP ANNUITY Annuity # 3 Annuity # 4	Ded Annuity Company 01 02 00 00 00	Туре	Use Percentage: <u>N</u> N N N N	Percentage of Annuity Gross: <u>0.0000</u> 0.0000 0.0000 0.0000 0.0000
Ualidations passe ENTE F1 ► K F2 ◀ K F1 F16 F17 🗐 €18 🗐 F18 🗐 F18 🗐		Fit Fit2 V Ytd Help Adj	FICA Gar	19.04.00
Action				
For annuit	<i>idations passed. Save your cha</i> y code changes: When the "N	ote: Changing	an annuity	
displays, r	eview the dialog box's information	ation, and select	<u>ОК</u>	(OK).

For a Single Bank/Bank Account Distribution, the following screen displays:



Update/Display Payroll W Selec)ata					_ 문 Payfind
Filter set: Status				C	urrer Name	nt Oro	ler		
Input: <u>89730</u>									
Fkey Name BE7KETT, TO7RIE BA3R, FL3RRIE AS9BY, RA9HAL	Empno 88946 88222 88768	SSN 999-08-8946 999-08-8222 999-08-8768	Loc 8010 8014 3050	Cls 13 15 15	Cert N N N	Pens 2 0 2	ContMo 12 12	Job 17 20 20	13 Stat Mth A A A
4 AD2ER, TA2	88127	999-08-8127	111	4	N	2	10	3	Å
Input Employee Nu F16 to Exit, F18 F1-9 = Choose fr ™™ F1 F2 F3 F4 F5 F6	Clear empl	Loyee filter ion Above		Press	Ente				13.02.00
F1ŏ to Exit, F18 F1-9 = Choose fr	Clear empl rom Selecti	Loyee filter ion Above			Ente	er Key			13.02.00
F1ŏ to Exit, F18 F1-9 = Choose fr M™S F1 F2 F3 F4 F5 F6	Clear empl rom Selecti	Loyee filter ion Above			Ente				13.02.00

The following screen displays:

PCG Dist=8991 Rel=13.	.01.00 03/20/2013 PCW 001	C:\DEVSYS C:\SECOND	WHITE	_ & ×
	F	Payroll System		PAYUPDTP
FKey	Pau	yroll Update Menu		
	-	,		
Ad	d New Employee			
2 Un) date/Display Personnel Da	ta		
	date/Display Deduction Da			
	date/Display Gross Data			
5 Up	date/Display Withholding E	Data		
<u>6</u> Up	odate/Display Current Leave	e Usage Data		
	odate/Display YTD/Fiscal Da			
	date/Display Deduction Adj			
	date/Display FICA/Medicar			
<u> </u>	odate/Display Garnishment	vendor Data		
11 Ad	d Earnings History Record			
	odate/Display Earnings Hist	tory / Transfer Gross Earn	ings	
13 Pri	int Earnings History			
	Iculate and Display An Emp	oloyee's Pay		
	elete Employee odate/Display Leave YTD/B:	alanca Data		
	tailed Pay Stub - Employee			
	ancar ay olab Employee	message		
Master ^{User} list				12.02.00
	VEND			

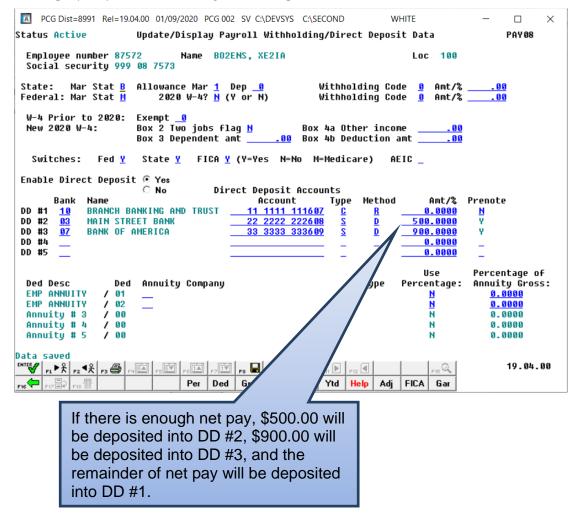
Georgia Department of Education March 4, 2024 • 3:20 PM • Page 71 of 131 All Rights Reserved.

Step	Action
36	Select F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

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D1.1 Calculate and Display Pay (Screen 2 of 2) – Adequate Net Pay – Example

The Update/Display Payroll Withholding/Direct Deposit Data screen:

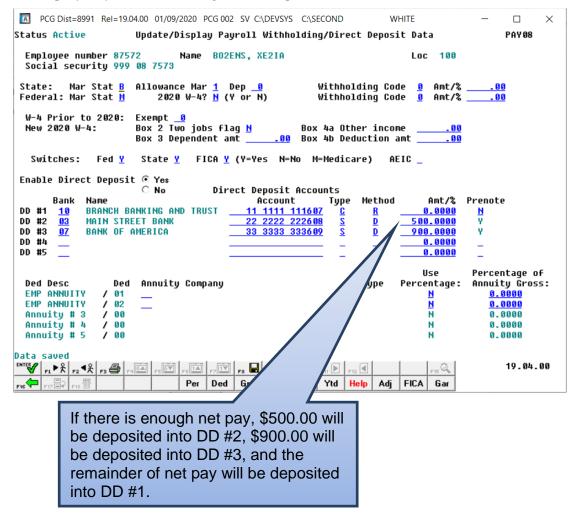


The *Calculate and Display Pay* screen 2, when there is enough net pay to deposit into <u>all</u> direct deposit accounts:

A	PCG Dist=8991 Rel	I=19.04.00 01/09/2020) PCG 002 SV (C:\DEVSYS C:	SECOND	WHITE	-	
		Calcula	te and Disp	lay Pay		Screen 2	of 2 F	AYCOMP
	#: 87572 B02EN				573 Sec 125			
		5 - Federal: M						0.00
Fed	: mar m Exemp te: Mar B Allow)t 0 2020 W-4 N	W/H Ca D H W/H Ca D A			N 3-Dep	0.00 4a-Inc ed 4b-deduct ⁻	
		IY State					ision type TF	
Reg		:-hr Reg					ision cype in	
3								
		Employee Emplr			Short			
Cd	Description				Description			
	TRS	235.27 Y	828.94		GHI - EMPLR	n/a	Y 945.0	0
00	FICA	266.17 Y 230.44 N	266.17			L 00		
03 04	FED W/H TAX GA INCOME TAX	230.44 N 109.25 N			I-UNDR 005950 I-UNDR 006077		N N	
04 09	ANTH BRNZE FA	286.92 N		03	1-0HDK 000077	.50	n	
17	VENDOR 000016	14.58 N						
22	IMPUTED INC	57.25 N						
47	I-UNDR 005946	119.14 N						
48	I-VNDR 005947	21.81 N						
50	VENDOR 005949	13.75 N						
51	VENDOR 005949	22.48 N						
54	I-UNDR 000110	66.66 N						
ſ	Bank	Account		Not Day			Annuities	
				Net Pay 1130.20		Ann #1 Ded		
1	DD #2 03	11 1111 111607 22 2222 222608		500.00		Ann #2 Ded	2 Co	
	DD #3 07	33 3333 333609		900.00		mm #2 bed	2 00	
10				J				
×	** Gross Pay	3921.17 *** De	ductions	1390.97	*** Net Pay	2530.20 **	∗* Non Tax	499.03
					Fii 🕨 Fi2 🗨	F15	2 1	9.04.00
		F415 F515 F615	F712 F8	F9 🗗 F10		F15	~	
F16	■ F17 🛱 F18 🖶				Help			

D1.2. Calculate and Display Pay (Screen 2 of 2) – Inadequate Net Pay for All Direct Deposit Accounts – Example

The Update/Display Payroll Withholding/Direct Deposit Data screen:



The *Calculate and Display Pay* screen 2, when there is <u>not</u> enough net pay to deposit into <u>all</u> direct deposit accounts:

Tax Fed Sta	#: 87572 BO2EM Marital Status	Ca IS, XE2IA ; - Federa] it 0 2020 ; M[1] D[00	alculat : M W−4 N	e and Dis State: B W/H Cd 0 W/H Cd 0	play Pay 999-08- AEIC Ind Addn Amt/ Addn Amt/	7573 Sec 125 Y : AEIC Paymen % Box 2	t: .00 N 3-Dep 0. Fed	← □ 2 PAY Class 01 00 4a-Inc 4b-deduct n type TRS	VCOMP 0.00 0.00
Reg Ded Cd 03 04 09 17 22 47	-hr Out Description TRS FICA FED W/H TAX GA INCOME TAX ANTH BRNZE FA VENDOR 090016 IMPUTED INC I-UNDR 005946	Enployee Amount 126.49 127.47 49.07 11.64 286.92 14.58 57.25 119.14	Reg- Emplr Flag Y N N N N N N	amt 210	08.17 Ovt	-amt Short Description GHI - EMPLR I-UNDR 005950 I-UNDR 006077	Employee Empl Amount Fla n/a Y 4.00 N .50 N	r Employer g Amount 945.00	
48 50 51 54	I-UNDR 005947 UENDOR 005949 UENDR 005949 I-UNDR 005110 Bank DD #1 10 DD #2 03 DD #3 07	21.81 13.75 22.48 66.66 Account 11 1111 1 22 2222 2 33 3333 3	226 08		Net Pay 743.66 500.00		nn #1 Ded 1	ities Co Co	
ENTER F16	** Gross Pay		*** Ded	lug	864.51	*** Net Pay	1243.66 *** N		99 - 03 . 04 - 00
t S	PCGenesis enough net here is NO \$500.00 = \$ remainder o DD #1.	pay. W F enoug 743.66	hen t h net whicl	the sys [:] t pay, s h is not	tem trie o this d enougl	s to deposit eposit is ski n net pay).	\$900.00 in pped (\$124 At this poin	to DD #3 13.66 – t, the	3,

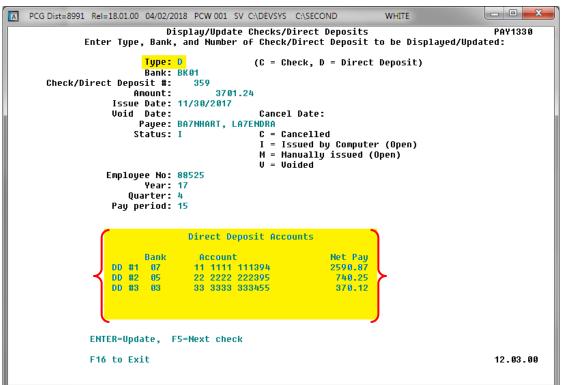
.....

Earni	ngs	Reco	ord f	or:	8852	5 - BA 08-852	7NH	ART,	LA7	ENDR	A	81	Cort	Qtr	17-4	Pay	Prd [•]	15 E D			NINGS	
Fodor	ssu	за сп Мак	Stat	- 、	999-	motior		1 I	отос ы/н	LU (Coda	.455	01	Fod		15 CF U 14 79	C I	rype		211 Z 2100	U	Fod	
state	ar.	Mar	Stat	- 0 0	277 1100	mptior M[1]	הו חרמ	ด่า	W7H	Code	0		otato		nt /%			Cont	- Mo	10 1	uər atet?	
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Trans	; Dt	00/0	0/00	000	AEIC	Ind		AE	IC F	aumt				Retr	SUC	credi	t 1	0	. 36-	SE	C 125	
Rea	Hr				Ovt	Hr			ŀ	IIGr	51	181. 3	30	OASD	[Gr	5481	.30	GH	ОРТ.	/TIE	R B3/	1
Rea	Amt	55	78.8	37	Ovt	Hr Amt			HJ	Amt		79.	49	OASDI	Amt	339	.85	Cont	tract			
L	.Typ	PTyp) To	ot Gro	DSS	FICA	Gr	FI	CA A	Int	Pens	5 Gr	Pen	s Amt	GH	I Gr	GHI	Dist	Reas	Per:	iod E	'n
		0010				4818.	39	3	68.6	61	49 84	+.16	29	4.25				200		1173	30/20	н
002	S	0010)	426	.45	419.	00		32.0	36	426	5.45	2	5.59				08 0 0		117	30/20	н
						186.	73		14.2	29	196	3.06	1	1.40						1173	30/20	J1
						16.														1173	30/20	11
005						40.														1173	30/20	J1
	T					5481.																
						t Objo												: Pay			uitie	
ACCT				1041	1 100	0 1100	00	108	1		#1	87		<mark>11 11</mark> 1	11 11	1394	259	0.87	Ded	1	Co	1
ACCT			00	1041	1 100	0 1180 0 1100	90	108	1		#2	05		22 222	22 22	2395	- 71	10.25	Ded	2	Co	
ACCT			00	1043	3 100	0 1100	00	108	1		#3	03		<mark>33 33</mark> 3	33 33	3455	37	70.12	Ded	70	Co	
						0 1180																
ACCT						0 1910					L.		60 N	D a d		Ded		D - 11	J	D -		
vea a 150						N De 96		9 N .96		22.7			48 N 5.90	vea		vea		vea.		De		
0ed Ded			17.4		250. ed	90 De		.90		22.7		he(Dod		Ded		Ded		De		
veu		Dec			eu	DE	.u		Det		L	eu		veu		Dea		veu		Der		
Emnlo	mer	naid	nah I	luctio	nns:	GHI	<u>о</u> ь	5.00	F	Pensi	nn	03	7.81	Medi	icare	7	0_48	063	SD T	339	84	
Ded																Ded	7.40	Ded		Der		
			-				-			-	-										-	
																						-
***	Gros	ss Pa	ių.	5578	.87	*** [)edu	ctio	ns	1877	.63	**	* Net	Pay	37	01.24	** :	* NON	TAX	9	7.57	
			-											2								
		0	0	152							1		1	F12			F15	5		18.	01.00	J.
	₂₁ ⊫-	τ E2."	"X" ==	- 🚍 🛛 🕬	ء الكفار	:=[안주] ==		E7	E.S.	E P P	. 🖌 🗆	E10	E 11	E12								

D1.3. Update/Display Earnings History Screenshot- Example

The earnings history record (check record) provides the distribution of net pay to the direct deposit banks and bank accounts based on the employee's Gross Data screen entries. If the payment was by check rather than by direct deposit, no distribution will be shown. If the payment was from direct deposit, up to five accounts display along with the corresponding portion of net pay which was deposited into each account.

D1.4. Payroll Check Reconciliation - Display/Update Checks/Direct Deposits – Example



D1.5. Payroll Exceptions Register – Example

EPOR	DATE	05/1	3/2009 PAYEXCEP	CALC	EXCE	EPTIONS REGISTER FOR PAY 01/30/09	PAGE	1
LOC	EMP #	CL	NAME					
01 03	25728	86	GADDE, TEST EMPLOYEE 2 090200	C	39	DIRECT DEPOSIT NOT ENOUGH NET PAY FOR D ACCOUNT		
				C	30	PRENOTE NOT YET RUN FOR EMPLOYEE		
<mark>01 03</mark>	36872	<u>09</u>	GADOE, TEST EMPLOYEE 090200	C	30	PRENOTE NOT YET RUN FOR EMPLOYEE		
8296	86941	12	VE2NON, BR2NDEN	C	13	GHI GROSS NOT EQUAL TO STATE CYCLE GROSS		
0188	86984	18	GA6E, TR6NTON	C	14	GHI GROSS IS GREATER THAN REGULAR GROSS		
01 07	86993	12	BE6AVIDES, LA6E	C	13	GHI GROSS NOT EQUAL TO STATE CYCLE GROSS		
2 05 0	87015	06	SH6LDON, DI6K	C	13	GHI GROSS NOT EQUAL TO STATE CYCLE GROSS		

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D1.6. Direct Deposit Statement – Example

Employee Inf Employee ID SSN	88942		ABSEU,			1.14		S	MITH	CITY BOAR	D OF I	DUCATION	8991			
Telephone		5-1058	2072 M	AIN S	INDET	Access.				GA 33333						
Loc/Class	0101 /		SMITH,	GA 3	3333		-			44-4444						
General Infor	mation		Tax Dat		In the second second second			Net Pay Di	istribu	ution	id do					
	0502	297			Fed GA			Account T		Account N						
Check No			Marital		Married Joint Both				Thecking **********			2,5/5.0				
Check Date	09/28/	2012	Allowan		04	M[0] 1	D[01]	Checking		100.000.000	******	100000000000000000000000000000000000000	200.00			
*			Add Pct Add Am					Checkin		132030306			150.00			
			Charle Call	Six.		1		CHECKIN	а	1.000.000		1000	50.00			
1			Fiscal-To-		27,58					050287	Total	Net Pay	2,373.86			
REMINDER - 1	THERE I	S A MANDI	TORY DI	STRIC	T WIDE ME	ETING J	AT 4:30	PM ON F	RIDAY	r						
Developed C.		_	-	_	_	-		_	-		-	-				
Paycheck Su		Dec. As	A OT		OTA		Court Areat	Tot G		THE						
Desc R Current	eg Hrs	Reg Ar 4413		HIS	OT An	nt (3538.51		13.82	Tot Taxe		2039.96	Tot Net Pay 2373.86			
YTD	5.00	28601					27587.35		01.15		(SE)	3493.81	15107.34			
Current Hour		the second s			1752-175											
Description		and the second s	Pay	Rate	Regular	Hrs	Regular A		Over	time Hrs	Overtin	ne Amt C	Contract Amt			
State Salar	Y		-					14.67		0	100		3,614.67			
Furlough Driver Train	nine							76.10					-76.10			
Coaching Su		t						25.25								
and and																
		T	otal			-	4,4	13.82	_			-	3,538.57			
Paid Time Off		10000			Dura C		I March -			mployer Pai	d Bene	1				
Lv Type 1 SICK LEAVE	Cur 1	YTD 1 2.00	Bal 1 26.25		Type 2 SICK II	Cur 2	YTD 2			escription		937.34				
PERSONAL	1.00			1			4.00	13.5	TRS		2	512.30				
VACATION				VAC	ATION II		1.00	5.0		221		360.83	A CONTRACTOR OF			
LWOP				12000	P II		E Calle	1		PUTED INC		57.25	10			
OTHER	02020	2.50			ER II		1 2002			WTAL INS		16.65	100000000000000000000000000000000000000			
PROF.	2.00	2.00		STA	PP DEVII		2.00	1	GUZ	ARDIAN LIF	E	5.75				
Taxes/Pensio	n			Befr	re-Tax Ded	luctions			A	fter-Tax Dec	luction		11547.62			
Description		Current	YTD		cription		Current	YT	41.00	escription		Current	YTD			
SOC. SEC.	2	62.16	1123.04	U HM	O ESP/TSP		434.90	3212.9	2 MAS	SS MUTUAL		450.43				
MEDICARE		56.63			AL INSC		102.86	822.8	100 C	JM STD INS		41.51	10 10 10 10 10 10 10 10 10 10 10 10 10 1			
FEDERAL TAX GA. STATE TA	1.12	63.79 73.93	716.05	VISI	ON INS.		27.38	219.0	(***)	UM LTD INS	s.,	25.03	100001017			
GA. STATE 17	10.1	69.40	1652.70						1000	ED FOUND		14.50				
										JM LIFE		4.43	C			
	and started					1000			307	ARDIAN LIF		2.90	Sec. 2007.00.000			
		25.91	4880.60		To	otal	565.14	4254.8	4	and a second second	Total	548.93	4358.37			
LEASE DETACH TH	IS STUB AN	D RETAIN FO	R YOUR RECO	ORDS												
	10000	The second s	THE FAC	E OF TR	48 DOCUMENT	HAS A CO	LONED BAC	CROUND OF	N WHITE	TAPER						
MITH CITY	BOAR	DOFED	UCATIO	N			D	ate	No.	05028	37		YROLL DEPOSIT			
	AIN STR						09/2	8/2012				DIRECT	DEPOSIT			
	H, GA 33	and a second of										Am	ount			
(404)4	444-4444											\$	2,373.86			
												-	1010100			
			TWO 2	THOUS.	AND THREE	HUNDRI	ED SEVER	TY THRE	E AND	86/100						
				THIS	S IS NOT	A CHE	CK - DO	NOT	ASH							
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The 2	23					with mill	New york									
The 21 nt Of Si	23 MITH, G	N 33333														
The 21 nt Of Si	7.5	A 33333				1	A									
The 21 nt Of Si	7.5	A 33333		A	CURITY FEAT	No.w	na me		0							

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Procedure E: Updating/Displaying Leave Data

PCG Dist=8991 Rel=1	6.03.00 09/23/2016 PCW 001 SV C:\D	EVSYS C:\SECOND	WHITE	- 0 X
FKey	-	ill System er Menu		PAYMOOOO
	Payroll Setup Menu	er nenu		
2 F	ayroll Update Menu			
	Payroll Check & Direct Deposit Me	10		
	nnual Reports Menu Aonthly/Quarterly/Fiscal/Biennial I	Reports Menu		
	mployee Reports/Labels Menu Ipdate/Display Description/Deduc	ion/Appuity Mepu		
10 E	arnings History Menu	аопраннаку мена		
12 (heck Reconciliation Menu Ipdate/Display Payroll Monitor			
13 §	pecial Functions Menu			
_20 F	ile Reorganization			
1				
Master ^{User} list	VEND			15.03.00
Action				
Select 2	(F2 - Payroll Update N	Ienu).		

📕 PCG Dist=8991	Rel=13.01.00 03/20/2013 PCW 00		WHITE	
		Payroll System		PHYUPDIP
FKey	Р	ayroll Update Menu		
	Add New Employee			
2	Update/Display Personnel D	Data		
3	Update/Display Deduction D			
4	Update/Display Gross Data			
5	Update/Display Withholding	j Data		
6	Update/Display Current Lea	ve Usage Data		
_ 7	Update/Display YTD/Fiscal			
8	Update/Display Deduction A			
	Update/Display FICA/Medica			
10	Update/Display Garnishmen	nt Vendor Data		
11	Add Earnings History Recor	d		
	Update/Display Earnings Hi		IS	
	Print Earnings History		-	
	u ,			
14	Calculate and Display An En	nployee's Pay		
	Delete Employee			
17	Update/Display Leave YTD/			
18	Detailed Pay Stub - Employe	ee Message		
			1 1 1	12.02.00
Master UserList				12:02:00
F16 🗘 🖓 🖓	PAY VEND MONITOR MONITOR			
-4.				
Action				
Select 6	(F6 - Update/Displa	y Leave Usage Da	ta) or 17 ((F17 - (Undate/
	(FO =Opulate/Displa	ly Leave Usage Da		(I'I' - (Opuale/

YTD/Balance Data).

Step

2

🔲 PCG I	Dist=8991	Rel=1			ispla	y Cur		Leave			ID	۷	VHITE				PAYE	<u> </u>
Filte	r not ac	tive											rent p Nur					
Fkey	Name]	(nput:			E	mpno		SSH	- Lo	c C	ls Ce	rt Pe	ens	ContMo	Job	Stat	13 Mth
		F	(nput 16 to 1-9	Exit	, F18	Clea	ir emp	loyee	filt		- Pr	ess E	nter	Key				
v .	F1 F2	F3	F4	F5	F6	F7	F8	F9	F10 T		Help			F15	2		13.0	2.00

For Step 2-F17 selections, "Update/Display Current Leave Data" is the screen's title.

Step	Action
3	Enter the employee number or the SSN in the Input field, select (Enter), and proceed to <i>Step 5</i> .
	If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.

PCGI	DISC-0991	Ker-14						C:\DEVSYS		ערוע		WHI	n.			PAYE	
			upo			iy cur t Emp]		Leave Dat	d							PHYF	I ND
				-													
Filte	r set: S	tatus									- 0	Currer	nt Or	der			
	Current											Name					13
Fkey	Name						Empno	SSN	1	oc I	C15	Cert	Pens	ContMo	.loh	Stat	
Enter	AD2ER, T	A2					88127	999-08-81		11	4	N	2	10	3	A	
1	AD20CK,	FR2DD	A				89375	999-08-93	75 8	014	3	N	0		4	Α	
2	AD 3M, SA						89094	999-08-90	94 1	11	14	С	2	11	18	Α	
3	AD4IR, CI	E4ESTA					89957	999-08-99	57 8	014	3	N	0		4	A	
4	AD4IR, H	E4MA					87557	999-08-75	57 8	012	21	N	0		28	A	
5	AI2EN, LA	A2ARO					89351	999-08-93	51 3	050	24	N	0		41	Α	
6	AL2NZO,	EF2EN					87223	999-08-72	23 1	11	2	С	2	10	2	Α	
7	AL9ARD,	RI9ARD	A				89128	999-08-91	28 8	013	42	N	0		42	Α	
8	AM8YA, M	IA8GRE	TT				89417	999-08-94	17 8	013	42	N	0		42	Α	
9	AN3EL, G	A3E					89430	999-08-94	30 3	050	24	N	0		40	Α	
		OI F	16-në	Up/Pg w sea	jDn irch,	= Pr F18-0	lear	e s/Next 10 Employee ion Above									
	changed	to Al	pha														
💔 🖌 F	1 F2	F3	F4	F5	F6	F7	F8	F9 F10	'				F15	2		13.0	2.00
v ·								- FIO 🖬					P ID				

The results will depend upon the selection in Step 2. For F17 selections, the screen will instead be entitled "Update/Display Balance and YTD Leave Data – Select Employee".

Step	Action
4	Select Enter (Enter) or select the Function key corresponding to the employee's record,
	and select Enter).
	To sort by Name: Select Name (Name).
	To sort by Employee Number: Select Empno (Empno).
	To sort by Social Security Number: Select SSN (SSN).
	To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select
	either $PGUP \land (Page Up) \text{ or } PGUN \lor (Page Down).$

_	,	U	sereen dispid	2			
			CW 001 C:\DEV5Y			HITE	
Status <mark>Acti</mark>	ve	Upd	ate/Display Cu	rrent Leave	e Data		PAY 03
	Employee 8991	6 HE5RINGTO	N, PR5SCILA	C1 a	ass 05		
Current	Sick Leave	*** State Pers Bus	Leave Plan *** Vacation	* Other	W/O Pay) Staff	Sick Bank Taken
Balance	45.00						
Used YTD	2.00	1.00		.50		3.00	
Current	Sick Leave	*** Local Pers Bus	Leave Plan *** Vacation	* Other	W/O Pay) Staff	Sick Bank Contribution
Balance							
Used YTD							
Note: The	NET of the exi	sting and e.	ntered current	amt adjust	s Bal and	I YTD	
			Ded Grs W/H		FIZ Adj	FICA Gar	12.03.00

For **Step 2-F6** selections, the following screen displays:

🔲 PCG Dist=	8991 Rel=13.01.00	03/21/2013	PCW 00:	1 C:\DEVS	YS C:\SE	COND	w	HITE	_ 8 >
Status Acti	lve	Updat	e/Displ	ay Balanc	e and Y	'TD Leave	Data		PAY 03
	Employee 899 ⁴	16 HE5RING	TON, PR	5SCILA		Class 🕻	15		
Current	Sick Leave	*** Sta Pers Bus		e Plan ** ation	** Othe	er W/	'O Pay	Sta	Sick Bank aff Taken
Balance	45.00								
Used YTD	2.00	1.00			.50)		3	.00
Current	Sick Leave	*** Loc Pers Bus		e Plan ** ation	** Othe	er W/	'O Pay	Sta	Sick Bank aff Contribution
Balance									
Used YTD									
	F2 🎝 F3 🚭 F4 🛅	F5 67 F6 14	F7	-8 📕 F9 🖉	F10 T F1	F12		FIS	12.03.00
F16 F17	F18 T	Per	Ded	Grs ₩/H	Ly Y	rtd Help	Adj		

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Step	Action
5	Select F9 (F9 – Update).

	8991 Rel=13.01.00						WHITE		_ 8
tatus Acti	ive	U	pdate/Dis	play Cur	rent Leave	e Data			PAY 03
	Employee 899 ⁴	16 HE5RING	TON, PR5S	CILA	C14	ass <mark>05</mark>			
Current	Sick Leave <u>.00</u>	*** Sta Pers Bus	te Leave Vacat		Other	W/O Pa	ay	Staff	Sick Bank Taken
Balance	45.00								
Used YTD	2.00	1.00			.50			3.00	
Current	Sick Leave	*** Loca Pers Bus	al Leave Vacat		Other	W/O Pa	ay	Staff	Sick Bank Contribution
Balance									
Used YTD									
	NET of the exi	isting and	entered	current	amt adjus	ts Bal an	nd YTD		
	ed to update		F7 5		10 T Fit 🕨	F12		FIS Q	12.03.00
	File 10 C	Per	Ded Gr		Ly Ytd	Help Adj	FICA	Gar	

Step	Action
6	Verify "Mode changed to update" displays, and:
	To update Current leave totals: Enter the number of leave hours (#.##) the employee has used during this payroll cycle in the appropriate fields.
	PCGenesis automatically updates the Balance and Used YTD fields when making entries in the "Current" fields.
	To update leave Balances : Enter the number of leave hours (#.##) to which the employee is entitled in the appropriate fields.
	To update leave YTD Used totals : Enter the number of leave hours (#.##) the employee has used year-to-date in the appropriate fields.

Step	Action
7	Select (Enter).
	Select $\mathbf{F3} \rightarrow \mathbf{F3}$ (F3 – Print this data) to obtain a screen print of the <i>Update/Display Current Leave Data</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.
	For Step 2-F17 selections: To adjust an employee's leave balances <u>after</u> updates have been made to the employee's <i>Current</i> leave, repeat this procedure beginning at <i>Step 2</i> .

		03/21		CW 001 C:\DEVSY			E	
tatus <mark>Act</mark> i	ive		Upd	ate/Display Cu	rent Leave	Data		PAY03
	Employee 899	16 HE5	RINGTO	N, PR5SCILA	C1 a	ISS 85		
Current	Sick Leave			Leave Plan *** Vacation	• Other	W/O Pay	Staff	Sick Bank Taken
Balance	45.00							
Used YTD	2.00	1	.00		.50		3.00	
Current	Sick Leave			Leave Plan *** Vacation	• Other	W/O Pay	Staff	Sick Bank Contribution
Balance								
Used YTD								
Note: The	NET of the ex:	isting	and e	ntered current	amt adjust	s Bal and Y	TD	
alidation	5 passed. Save	your	change	5.		a	FIS Q	12.03.0

The results will depend on the selection in Step 2. For F17 selections, the screen will instead be entitled "Update/Display Balance and YTD Leave Data".

Step	Action
8	Verify "Validations passed. Save your changes." displays, and select F8 – Save).

tatus <mark>Act</mark> i	ive		Upd	ate/Display Cu	rrent Leave	Data			PAY 03
	Employee 8991	6 HE5	RINGTO	N, PR5SCILA	C1 a	155 <mark>05</mark>			
Current	Sick Leave <u>1.25</u>			Leave Plan *** Vacation		W/O	Pay	Staff	Sick Bank Taken
Balance	43.75								
Jsed YTD	3.25	1	.00		.50			3.00	
Current	Sick Leave	*** Pers		Leave Plan *** Vacation	* Other	W/O	Pay	Staff	Sick Bank Contribution
Balance									
Jsed YTD									
	NET of the exi	sting	and e	ntered current	amt adjust	s Bal	and YTD		
Note: The									
alances u	pdated. Changes	save		🗊 月 H	F10 F11 F11			F15 Q	12.03.00

The results will depend on the selection in Step 2. For F17 selections, the screen will instead be entitled "Update/Display Balance and YTD Leave Data".

Step	Action
9	Verify "Balances updated. Changes saved." displays, and select F16 – Exit) to return to the Update/Display Current Leave (or Balance YTD) Data – Select Employee screen.
	Where appropriate, select an icon to access additional information for the employee, for example, Personnel, Deduction, Gross Data, Withholding Data, etc.

	4 PCW 001 SV (Lay Current L Lect Employee	.eave Data	ECOND		WHI	TE			PAYF	<u> </u>
Filter set: Status				C	urrei Name	nt Or	der			
Input:	Enone	SSN	Loc	01.5	Dout	Deng	ContMo	lab	6 t . t	13
Fkey Name 1 BE7M, KR7S	Empno 89730	১১।। 999-08-9730	2050	4	N	Pelis 2	10	300	A	ncu
2 BE7KETT, TO7RIE	88946	999-08-89 4 6	3030 8010	4 13	N	2	12	3 17	A	
3 BA3R, FL3RRIE	88222	999-08-8222		15	N	0	12	20	Ā	
4 AS9BY, RA9HAL	88768	999-08-8768		15	N	2	12	20	Ā	
5 AD2ER, TA2	88127	999-08-8127		4	N	2	10	3	Ā	
Input Employee F16 to Exit, F F1-9 = Choose	18 Clear empl	loyee filter		Press	5 Ento	er Kej	ý			

Screen results depend upon Step 2 selections. For F17 selections, the screen will instead be entitled "Update/Display Balance and YTD Leave Data – Select Employee".

Step	Action
10	Select F16 – Exit) to return to the <i>Payroll System - Payroll Update Menu</i> .

Step

11

FKey Payroll Update Menu 2 Add New Employee 2 Update/Display Personnel Data 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Withholding Data 6 Update/Display Withholding Data 8 Update/Display YTD/Fiscal Data 8 Update/Display PICA/Medicare Adjustments 9 Update/Display FICA/Medicare Adjustments 10 Update/Display Garnishment Vendor Data 11 Add Earnings History Record	FKey Payroll Update Menu Image: Payroll Update/Display Personnel Data 3	FKey Payroll Update Menu Image: Provide the state of th	🗎 PCG Dist=8991 Rel=13.01.00 03/20/2013 PCV		WHITE	_ 8 ×
 Add New Employee Add New Employee Update/Display Personnel Data Update/Display Deduction Data Update/Display Gross Data Update/Display Withholding Data Update/Display Withholding Data Update/Display Current Leave Usage Data Update/Display TD/Fiscal Data Update/Display Deduction Adjustments Update/Display FICA/Medicare Adjustments Update/Display Garnishment Vendor Data 11 Add Earnings History Record 	 Add New Employee 2 Add New Employee 2 Update/Display Personnel Data 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Current Leave Usage Data 7 Update/Display YTD/Fiscal Data 8 Update/Display Peduction Adjustments 9 Update/Display FICA/Medicare Adjustments 9 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 	Image: Sector Stress Image: Sector Sector Sector Sector		Payroll System		PAYUPDTP
 2 Update/Display Personnel Data 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Withholding Data 7 Update/Display YTD/Fiscal Data 8 Update/Display Deduction Adjustments 9 Update/Display FICA/Medicare Adjustments 10 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 	 2 Update/Display Personnel Data 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Witholding Data 6 Update/Display Current Leave Usage Data 7 Update/Display YTD/Fiscal Data 8 Update/Display Peduction Adjustments 9 Update/Display FICA/Medicare Adjustments 9 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 	2 Update/Display Personnel Data 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Withholding Data 7 Update/Display Withholding Data 8 Update/Display Withholding Data 9 Update/Display YTD/Fiscal Data 8 Update/Display PECA/Medicare Adjustments 9 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 18	FKey	Payroll Update Menu		
 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Vurrent Leave Usage Data 7 Update/Display YTD/Fiscal Data 8 Update/Display Deduction Adjustments 9 Update/Display FICA/Medicare Adjustments 10 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 	 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Current Leave Usage Data 7 Update/Display YTD/Fiscal Data 8 Update/Display FICA/Medicare Adjustments 9 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 	3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Current Leave Usage Data 7 Update/Display YTD/Fiscal Data 8 Update/Display Deduction Adjustments 9 Update/Display FICA/Medicare Adjustments 10 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 18 Detailed Pay Stub - Employee Message	 CC Add New Employee			
12 Update/Display carnings mistory / fransier Gross carnings	 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 	13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 18 Detailed Pay Stub - Employee Message Master Userlist 12.02.00	 3 Update/Display Deduction 4 Update/Display Gross D 5 Update/Display Withhol 6 Update/Display Current 7 Update/Display YTD/Fis 8 Update/Display Deduction 9 Update/Display FICA/Me 10 Add Earnings History Reference 	on Data Jata ding Data Leave Usage Data scal Data on Adjustments edicare Adjustments iment Vendor Data ecord	nas	
	Action		Select FIG (F16 -Exit) to re Master) to return to the <i>Busi</i>	÷	•	<i>r Menu</i> , or sel

Procedure F: Updating/Displaying YTD/Fiscal Data

The employee payroll data is able to store up to 72 current and year-to-date deductions per calendar year per employee. PCGenesis allows 72 system deductions (deduction codes 00 through 71) to be defined. So, an employee is allowed to store deduction data for each of the 72 system deduction codes.

Although an employee is allowed up to 72 current and year-to-date deductions per calendar year, the *Update/Display YTD/Fiscal Data* screen allows only 40 year-to-date deduction amounts to be displayed or updated at any one time. This is sufficient for most employees.

PCG Dist=8991 Rel	=16.03.00 09/23/2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
	Payroll System		PAYMOOOO
FKey 	Master Menu		
	Payroll Setup Menu Payroll Update Menu		
	Payroll Check & Direct Deposit Menu		
	Annual Reports Menu		
5	Monthly/Quarterly/Fiscal/Biennial Reports Menu		
	Employee Reports/Labels Menu Update/Display Description/Deduction/Annuity Menu		
10	Earnings History Menu Check Reconciliation Menu		
12	Update/Display Payroll Monitor		
	Special Functions Menu		
	File Reorganization		
Master UserList			15.03.00
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Action			
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	FKey Payroll Update Menu The Add New Employee	
	 2 Update/Display Personnel Data 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Current Leave Usage Data 7 Update/Display YTD/Fiscal Data 8 Update/Display Deduction Adjustments 9 Update/Display FICA/Medicare Adjustments 10 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 	
	 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 18 Detailed Pay Stub - Employee Message 	
	Master User Master User Master Master	12.02.00
Step	Action	
2	Select 7 (F7 - Update/Display YTD/Fiscal Data).	

🔲 PCG Dist=8991 Rel=	=14.02.01 08/20/2014 PCW	003 5V C:\DEV	SYS C:\SE	COND	WHITE		<u>_ 8 ×</u>
	Update/Display Select	YTD/Fiscal Employee	Data				PAYFIND
Filter not active	-			(Current Oro Emp Number		
Fkey Name	Input:	Empno	SSH	Loc Cls	Cert Pens	ContMo Job	13 Stat Mth
	Input Employee Numb	ar or Name	0K 22	N - Proc	. Enter Kei		
	F16 to Exit, F18 Cl F1-9 = Choose from	ear employee	filter		, encer neg	, ,	
ENTER F1 F2 F3	F4 F5 F6 F7	F8 F9	F10 T		FIS	2	13.02.00
F16 F17 F18 W	PGUPA PGDNV		F10 a	Help	F1b		

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Step	Action
3	Enter the employee number or the SSN in the Input field, select (Enter), and proceed to <i>Step 5</i> .
	If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.

PLGI	Dist=8991	Rel=1								SECON	D		WHI	TE				_ 8
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1	AD20CK	FR2DE	A			8	9375	999-0	8-937	5 801	4	3	N	0		4	Α	
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3	AD4IR, C	E4EST	A			8	9957	999-0	8-995	7 801	4	3	N	0		4	Α	
4	AD4IR, H	E4MA				8	7557	999-0	8-755	7 801	2	21	N	0		28	Α	
5	AI2EN, L	A2ARO				8	9351	999-0	8-935	1 305	i0	24	N	0		41	Α	
6	AL2NZO,	EF2EN				8	7223	999-0	8-722	3 11	1	2	С	2	10	2	Α	
7	AL9ARD,	RI9AR	DA			8	9128	999-0	8-912	8 801	3	42	N	0		42	Α	
8	AM8YA,	MASGR	ЕТТ			8	9417	999-0	8-941	7 801	3	42	N	0		42	Α	
9	AN3EL.0					8	9430	999-0	8-943	0 305	10	24	N	0		40	A	
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	changed 1 F2	F3	F4	F5	го	11			10 🖬					F15				2.00
💱 F				F5 PGDN	го			· - ,	10 🖬		Help			F1b				2.00

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

	PCG Dist=8991 US Active						WHITE	PA	
YTD/	Fiscal Upda	te - Employ	ee: 88711 A	L2RED, JE2F	REY	La	DC 0109	1.1	
YTD Adj	Reg-Hrs	Ovt-Hrs		RUCTIONAL * Ovt-Amt	¢ OASDI	HI 533.67	Retire 2621.25	Net Pay 27838.14	
YTD Adj	1260.20				Deduct 10 15.03		Deduct 15 1800.00		
Adj	131.85	38.70	45.00		Deduct	Deduct	Deduct	Deduct	
YTD Adj					Deduct	Deduct	Deduct	Deduct	
YTD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	
YTD Adj		Deduct			Deduct	Deduct	Deduct	Deduct	
Fisc Adj	Contract 14094.56		Contr 001 69918			ct 56			
	changed to F1 ▶ ★ F2 ◀ ★ F1 ➡ ★ F2 ◀ ★ F1 ➡ ★ F1 ➡ ★			ed Grs W/	Prio Fri D H Ly Ytd	F12 Help Adj		13	.03.00
	Action								
	Select F	• 🖉 (F9	– Switch	to Update	e mode).				

			ee: 88711 A	L2RED, JE2F RUCTIONAL *			c 0109	PAYYTD
YTD Adj	2	Ovt-Hrs	42438.56	Ovt-Amt	OASDI	HI 533.67	Retire 2621.25	Net Pay 27838.14
	1260.20	2914.52	1508.86		Deduct 10 15.03			
YTD Adj	131.85	38.70			Deduct	Deduct	Deduct	Deduct
YTD Adj	_	_	_	_	Deduct	_	_	Deduct
YTD Adj	_				Deduct			
YTD Adj					Deduct			Deduct
	Contract 14094.56	Sch		act 1.56	Contra YTD 42006. Adj	56		
	changed to F1 ▶ ★ F2 ◀ ★ F17 ➡ ↓ F18 ⊕				<mark>87 ⊧10 T</mark> ⊧11 E		FISE FIS	13.03.00

Step	Action
6	Verify "Mode changed to update" displays, and make the appropriate changes to the field(s).
7	Enter the number of <u>adjusted</u> hours (#.##), or <u>adjusted</u> dollar amounts in the YTD Adj (Year- to-Date Adjustment) field(s). These YTD amounts represent <u>calendar</u> year to date fields. <i>PCGenesis does not allow existing year-to-date fiscal totals modifications</i> .

StepActionThe Contract fields defined in Steps 8 - 10 are used to track an employee's pay to help prevent over
payments. The system is checking each pay cycle to see if the Current Contract Amount (entered for
each individual account line on the Update/Display Gross Data screen), plus the contents of the correct
field defined in Steps 8 - 10 below have exceeded the Contract Amount input at the bottom of the
Update/Display Gross Data screen. In order to determine the contract period, PCGenesis uses the
Cycle field also defined on the Update/Display Gross Data screen. If Cycle is 1 (calendar year), the
system uses the YTD Contract Amount defined in Step 10 to determine contract over payments; if
this field is 2 (school year), the system uses the School Contract Amount defined in Step 9, and if the
field is 3 (fiscal year), the system uses the Fiscal Contract Amount defined in Step 8.

8	Enter the appropriate amounts in the Contract / Fisc Adj (Contract: fiscal adjustment) fields.
9	Enter the appropriate amounts in the Contract / School Adj (Contract: school district adjustment) fields.
10	Enter the appropriate amounts in the Contract / YTD Adj (Contract: calendar year-to-date adjustment) fields.
11	 Select (Enter). Note that when Enter is processed, that the adjustment amount is added immediately to the YTD bucket. If the change is not desired, the user can simply select (F9 – Switch to Display mode) to abort the changes. Select F3 (F3 – Print this data) to obtain a screen print of the Update/Display YTD/Fiscal Data screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

Stat	us Active		Update/D	CW OO1 SV C:\C)isplay YTD/	'Fiscal Data	1		PAY	<u>_ð×</u> YTD
YTD/	'Fiscal Upda	ite - Employ		AL2RED, JE2F (RUCTIONAL *		La	IC 0109		
YTD Adj	2	Ovt-Hrs	Reg-Amt 42438.56	Ovt-Amt	OASDI	HI 533.67	Retire 2621.25		
	Deduct 01 1260.20	Deduct 03	Deduct 04	Deduct 09 3699.84	Deduct 10		Deduct 15 1800.00		
YTD Adj	Deduct 19 141.85		Deduct 32 45.00	Deduct	Deduct	Deduct	Deduct	Deduct	
YTD Adj		Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	
YTD Adj	Deduct		Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	
YTD Adj		Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	
Fisc Adj	Contract : 14094.56	Sch Adj	Contr 001 69918	act 3.56	Contra YTD 42006. Adj	ict .56			
		rs 🚭 🚛 🕅	5 6 7 F6 1 F7	Fa 🖬 Fa G Ded Grs W/			FIF FIE Gar	13.	03.00
	Action								
	Verify " changes		ns passed	. Save yo	ur change	es. " displa	ays, and so	elect 🗾 🖬	I (F8

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YTD Adj	Reg-Hrs <u>.00</u>	Ovt-Hrs		RUCTIONAL * Ovt-Amt	¢ OASDI	HI 533.67	Retire 2621.25	Net Pay 27838.14		
YTD Adj	Deduct 01 1260.20	Deduct 03 2914.52	Deduct 04 1508.86	Deduct 09 3699.84	Deduct 10 15.03	Deduct 12	Deduct 15 1800.00	Deduct 17 31.50		
YTD Adj	Deduct 19 141.85	Deduct 26 38.70	Deduct 32 45.00	Deduct	Deduct	Deduct	Deduct	Deduct		
YTD Adj	Deduct		Deduct		Deduct		Deduct	Deduct		
YTD Adj	Deduct		Deduct				Deduct	Deduct		
YTD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct		
Fisc Adj	Contract 14094.56		Contr 1001 69918		Contra YTD 42006. Adj	56				
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F16	F1 F2 F3	F4	Choose f	rom Selec	tion Above		-lp			- 		13.02	: . 00

Step

15

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FKe	y Pay	roll Update Menu		
	- 🛛 Add New Employee			
5 6 7 8 9 10 11 12 13 14 15 17		ta Usage Data ata ustments : Adjustments Vendor Data ory / Transfer Gross Earnin iloyee's Pay alance Data	gs	
laster ^{User} list 				12.02.00
	MONITOR MONITOR			
Action				
Select F16	(F16 - Exit) to retur return to the <i>Busines</i>			Menu, or sel

Procedure G: Updating/Displaying Deduction Adjustments

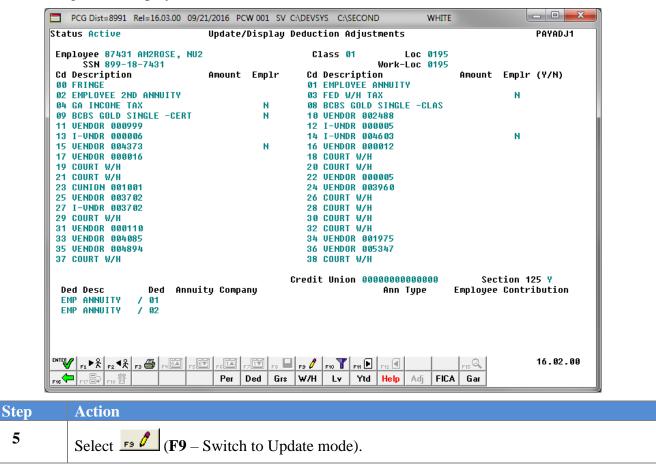
🗖 PCG Di	st=8991 Rel=16.03.00	09/23/2016 PCW 001 SV C:\DEVSYS C:\SECO	ND WHITE	
		Payroll System		PAYMOOOO
	FKey 	Master Menu		
	2 Payrol	l Setup Menu l Update Menu l Check & Direct Deposit Menu		
	4 Annua 5 Month	Reports Menu y/Quarterly/Fiscal/Biennial Reports Menu		
	9 Update 10 Earnin 11 Check 12 Update	yee Reports/Labels Menu ;/Display Description/Deduction/Annuity M gs History Menu Reconciliation Menu ;/Display Payroll Monitor I Functions Menu	enu	
	20 File Re	organization		
Master ^{User} li: F16 Uue				15.03.00
Act	tion			
Sel	ect 2 (F2	- Payroll Update Menu).		

Step

2

i 1	PCG Dist=8991 Rel=					-		WHI	TE				_ 8 ×
		Updat		y Deduction ect Employe	n Adjustment ee	5						PAYF	IND
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		F16 to	Exit, F18		Name or Doyee filte tion Above		Pres	s Ente	er Ke <u></u>	,			
ENTER F16	「F1 F2 F3 F15 F13 F18 00 F18 000 F18 00 F18 000 F18 00 F18 00 F18 00 F18 00 F18 00 F18 00 F	F4	F5 F6	F7 F8	F9 _{F10}	Н	elp		FIS	2		13.0	2.00
	Action												
	Enter the entry to <i>Step 5</i> .	nploy	ee numb	oer or the	SSN in th	ne Inp	out f	ield,	sele	ct	V	(Ent	er), ar
	If the emplo name in the Entering a matching th	Name	e field, o	or Social	Security N	Vumb	er in	the S	SSN.	field,	and	sele	ect Ent

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8	-		894		99-08-9417		42	N	Ō		42	Ā	
9	AN3EL, GA3E		894	30 9	99-08-9430	3050	24	N	0		40	Α	
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Emplyr (Y/N) fields' entries have defaulted correctly.
Refer to the <u>Financial Accounting and Reporting System Operations Guide</u> , Section D: Claim and Expenditure Processing for the instructions to adjust the employer's share of the deduction amount.

7 Enter the amount in the appropriate fields.

Step	Action
8	 If the employee participates in an annuity(ies): Enter the code, or select the drop-down selection icon ∑ within the Annuity Co # fields to choose the information. <i>PCGenesis allows up to five annuity company selections per employee.</i>
9	Verify CU (Credit Union) field has defaulted correctly, where appropriate. When entering a deduction amount in the Credit Union field, make an entry in the credit union field.
10	 Verify SEC125 (Section 125 – Cafeteria Plan, Non-Taxable Benefit) field has defaulted correctly. If the employee participates in a non-taxable benefit program such as Dependent Childcare/Dependent Healthcare Reimbursement or GHI, enter or verify the entry of Y (Yes) in the SEC125 field.
11	Select $(Enter)$. Select $(F3 - Print this data)$ to obtain a screen print of the <i>Update/Display Deduction Adjustments</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

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	35 UEND 37 COUR Ded De EMP AN EMP AN Ualidati The Pre Pre Acc If the becc	RT W/H esc Do NUITY / B NUITY	theck s dations dations ee has be. In t	creen 2. Per S passe additi his ins	ed. Sav onal da tance,	36 U 38 C Credit Is W/H We your eduction select t	ENDOR 005 OURT W/H Union <u>004</u> Lv Ytd change. is, the he icon,	5347 <u>99999999999</u> Ann Typ Friz Help Ad Ad S. '' disp F11 , make fi	is FICA plays (F11 the aj	Employee a Gar a, and set -Go t ppropr	elect	ibution 16.62.0 F≈ ₽ een 2) ntries,	(F8 opti and

	ohnareinishiaà	Deduction Adjustments	PAYADJ1
Employee 87431 AM2ROSE	, NU2	Class 01 Loc 0195	
SSN 899-18-7431 Cd Description	Amount Emplr	Work-Loc 0195 Cd Description Amou	unt Emplr (Y/N)
00 FRINGE	.00	01 EMPLOYEE ANNUITY	
02 EMPLOYEE 2ND ANNUIT		03 FED W/H TAX	N
04 GA INCOME TAX	N	08 BCBS GOLD SINGLE -CLAS	
09 BCBS GOLD SINGLE -CI	ERT N	10 VENDOR 002488	
11 VENDOR 000999 13 I-VNDR 000006		12 I-UNDR 000005 14 I-UNDR 004603	N
15 VENDOR 004373	N	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 7	<u>.50</u> N
23 CUNION 001001		24 VENDOR 003960	
25 VENDOR 003702		26 COURT W/H	
27 I-UNDR 003702 29 Court W/H		28 COURT W/H 30 Court W/H	
31 VENDOR 000110		32 COURT W/H	
33 VENDOR 004085		34 VENDOR 001975	
35 VENDOR 004894		36 VENDOR 005347	
37 COURT W/H		38 COURT W/H	
		Credit Union 00000000000000	Section 125 V
Ded Desc Ded (Annuitu Companu	Credit Union 0000000000000 Ann Tupe Empl	Section 125 <u>Y</u> Duee Contribution
Ded Desc Ded (EMP ANNUITY / 01	Annuity Company		Section 125 <u>Y</u> Dyee Contribution
	Annuity Company		
EMP ANNUITY / 01	Annuity Company		
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EMP ANNUITY / 01 EMP ANNUITY / 02			oyee Contribution
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EMP ANNUITY / 01 EMP ANNUITY / 02 ata saved.		Ann Type Empl a F9 66 F10 T F11 F12 4 F15 C	byee Contribution
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EMP ANNUITY / 01 EMP ANNUITY / 02 ata saved.	Per Ded Gr	Ann Type Emplo Fro T Fri P Fri P Fri W/H Lv Ytd Help Adj FICA Ga	byee Contribution 16.02.00
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ANNUITY / 01 EMP ANNUITY / 02	Per Ded Grand	Ann Type Emplo r_{12} r_{25} r_{10} r_{11} r_{11} r_{12} r_{12} r_{13} r_{15} $r_{$	byee Contribution 16.02.00
EMP ANNUITY / 01 EMP ANNUITY / 02 Data saved.	Per Ded Grand	Ann Type Emplo r_{12} r_{25} r_{10} r_{11} r_{11} r_{12} r_{12} r_{13} r_{15} $r_{$	byee Contribution 16.02.00
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PCG Dist=8991 Rel=14.02.01 08/20/ Update/Dis	/2014 PCW 001 5V (splay Deduction Select Employee	Adjustments			WHI	TE			PAYFIND
Filter set: Status				(Curre Name	nt Ori	ler		
Input: Fkey Name 1 BE7M, KR7S 2 BE7KETT, TO7RIE 3 BA3R, FL3RRIE 4 AS9BY, RA9HAL 5 AD2ER, TA2	Empno 89730 88946 88222 88768 88127	SSN 999-08-9730 999-08-8946 999-08-8222 999-08-8768 999-08-8127	Loc 3050 8010 8014 3050 111	Cls 4 13 15 15 4	N N N	Pens 2 2 0 2 2 2	ContMo 10 12 12 12	Job 3 17 20 20 3	13 Stat Mth A A A A A
F16 to Exit	yee Number or , F18 Clear empl sse from Selecti	loyee filter		Press	5 Ent	er Kej	,		
ENTERY F1 F2 F3 F4 F5 F16 St11nggg F18 F1 PSUF A PSUF A PSUF A	F6 F7 F8	F9 _{F10}	Не	:lp		FIE	2		13.02.00
Action									

Step 15

PCG Dist=8991 Rel=	13.01.00 03/20/2013 PCW 001	C:\DEVSYS C:\SECOND	WHITE	
		Payroll System		PHYUPUTP
FKey 	Pay	yroll Update Menu		
,	Add New Employee			
	Jpdate/Display Personnel Dat Jpdate/Display Deduction Dat			
	Jpdate/Display Gross Data			
	Jpdate/Display Withholding D			
	Jpdate/Display Current Leave Jpdate/Display YTD/Fiscal Da			
	Jpdate/Display Deduction Adj			
	Jpdate/Display FICA/Medicare			
10 1	Jpdate/Display Garnishment	Vendor Data		
	Add Earnings History Record			
	Jpdate/Display Earnings Hist	ory / Transfer Gross Earnir	ngs	
13	Print Earnings History			
14 (Calculate and Display An Emp	lovee's Pav		
	Delete Employee	, ,		
	Jpdate/Display Leave YTD/Ba			
18	Detailed Pay Stub - Employee	Message		
faster ^{User} list				12.02.00
IST INTER PAR				
ction				
elect F16	F 16 - Exit) to return	n to the <i>Pavroll</i>	Svstem Maste	er Menu. or sel
aster) to ret	urn to the Busines.	s Applications M	laster Menu.	

Procedure H: Updating/Displaying FICA/Medicare Adjustments

	PCG Dist=8991 Rel=16.03	0.00 09/23/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHI	ITE 🗖 💌 🗙
		Payroll System	PAYMOOOO
	FKey	Master Menu	
	 _1 Pay	roll Setup Menu	
		roll Update Menu	
	<u>3</u> Pay	roll Check & Direct Deposit Menu	
		ual Reports Menu	
	<u>5</u> Mon	thly/Quarterly/Fiscal/Biennial Reports Menu	
		loyee Reports/Labels Menu	
		ate/Display Description/Deduction/Annuity Menu nings History Menu	
		ck Reconciliation Menu	
		ate/Display Payroll Monitor	
	<u>13</u> Spe	cial Functions Menu	
	20 File	Reorganization	
Mast	ter ^{User} list		15.03.00
FIS			
	Action		
	Select F2 (F	2 - Payroll Update Menu).	

Step 2

FKey Payroll Update Menu Image: Provide the state of th	 Add New Employee 2 Update/Display Personnel Data 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Withholding Data 6 Update/Display Withholding Data 8 Update/Display TD/Fiscal Data 8 Update/Display FICA/Medicare Adjustments 9 Update/Display FICA/Medicare Adjustments 10 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 	 Add New Employee Add New Employee Update/Display Personnel Data Update/Display Deduction Data Update/Display Gross Data Update/Display Withholding Data Update/Display Withholding Data Update/Display YTD/Fiscal Data Update/Display PICA/Medicare Adjustments Update/Display Garnishment Vendor Data Update/Display Earnings History / Transfer Gross Earnings Calculate and Display An Employee's Pay Delete Employee Update/Display Leave YTD/Balance Data Detailed Pay Stub - Employee Message 	📕 PCG Dist=8991 🖡	Rel=13.01.00 03/20/2013 PCW 001 Pa	C:\DEVSYS C:\SECOND ayroll System	WHITE	PAYUPDTP
 Add New Employee Add New Employee 2 Update/Display Personnel Data 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Withholding Data 7 Update/Display YTD/Fiscal Data 8 Update/Display YTD/Fiscal Data 8 Update/Display Deduction Adjustments 9 Update/Display FICA/Medicare Adjustments 10 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 	 Add New Employee 2 Add New Employee 2 Update/Display Personnel Data 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Current Leave Usage Data 7 Update/Display YTD/Fiscal Data 8 Update/Display FICA/Medicare Adjustments 3 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 	 Add New Employee Add New Employee Update/Display Personnel Data Update/Display Deduction Data Update/Display Gross Data Update/Display Withholding Data Update/Display Current Leave Usage Data Update/Display YTD/Fiscal Data Update/Display Peduction Adjustments Update/Display FICA/Medicare Adjustments Update/Display Garnishment Vendor Data Update/Display Earnings History Aransfer Gross Earnings Print Earnings History Calculate and Display An Employee's Pay Delete Employee Update/Display Leave YTD/Balance Data Detailed Pay Stub - Employee Message 		Pay	roll Update Menu		
 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Withholding Data 7 Update/Display Current Leave Usage Data 7 Update/Display PTD/Fiscal Data 8 Update/Display Deduction Adjustments 9 Update/Display FICA/Medicare Adjustments 10 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 	 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Current Leave Usage Data 7 Update/Display YTD/Fiscal Data 8 Update/Display FICA/Medicare Adjustments 9 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 	 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Current Leave Usage Data 7 Update/Display YTD/Fiscal Data 8 Update/Display Deduction Adjustments 9 Update/Display FICA/Medicare Adjustments 10 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 18 Detailed Pay Stub - Employee Message 		Add New Employee			
	18 Detailed Pay Stub - Employee Message		3 4 5 6 7 8 9 10 11 12 13 14 15 17	Update/Display Deduction Data Update/Display Gross Data Update/Display Withholding Di- Update/Display Withholding Di- Update/Display YTD/Fiscal Data Update/Display PTCA/Medicare Update/Display FICA/Medicare Update/Display Garnishment V Add Earnings History Record Update/Display Earnings History Calculate and Display An Empl Delete Employee Update/Display Leave YTD/Ba	a ata Usage Data ta stments Adjustments rendor Data ory / Transfer Gross Earning: loyee's Pay lance Data	s	
Master Use 1 12.02.00			Action				
		Action	Select F9	(F9 - (Update/Display	y FICA/Medicare	e Adjustments).	

📒 PCG Dist=8991 Rel=	14.02.01 08/20/2014 F	PCW 003 SV C:\	DEVSYS C:\S	ECOND		WHI	TE			_	.a×
	Display FICA/M Selec	Medicare Adj t Employee:	ustments							PAYFI	ND
Filter not active	2				1		nt Ord Number				
	Input:										13
Fkey Name		Empno	SSN	Loc	C15	Cert	Pens	ContMo	Job	Stat I	1th
	Input Employee Nu F16 to Exit, F18 F1-9 = Choose fr	Clear emplo	yee filter		Pres	s Ento	er Key				
ENTER F1 F2 F3 F16 SET 11 F2 F3	F4 F5 F6 PGUP▲ PGUN▼	F7 F8 F	F9 F10 T	He	elp		F15	2		13.02	. 00
Action											
Enton the or	mployee numbe	m on the C	CNI in th	. In		ald	cole	ENTE	V	(Enta	m) 075
to <i>Step 5</i> .	npioyee numbe	er of the S	SIN III UIO	e mp	μιΠ	ieiu,	selec	<u> </u>	2	(Ente	1), an
-	oyee number an	nd the SSN	are unk	nown	ı. en	ter tl	he en	iplove	ee's	com	olete of
	Name field, or									-	
	complete or pa				•	-	plays	the r	esul	ts mo	ost clos
<i>matching th</i>	he search criter	ia enterea	l. Proced	ed to	Step	94.					

🗎 PCG Dist=8991 Rel=14.02.01 08/2			ECOND		WHI	re 👘				_ 8 ×
	FICA/Medicare Ad Select Employee	justments							PAYF	IND
Filter set: Status				C	urrer Name	nt Ord	ler			
Current Fkey Name Enter AD2ER, TA2	Empno 88127	<u>SSN</u> 999-08-8127	Loc 111	4	N	2	ContMo 10	3	A	13 Mth
1 AD20CK, FR2DDA 2 AD3M, SA3	89375 89094	999-08-9375 999-08-9094	8014 111	3 14	N C	0 2	11	4 18	A	
3 AD4IR, CE4ESTA 4 AD4IR, HE4MA	89957 87557	999-08-9957 999-08-7557	8014 8012	3 21	N N	0 0		4 28	A	
5 AI2EN, LA2ARO 6 AL2NZO, EF2EN	89351 87223	999-08-9351 999-08-7223	3050 111	2 4 2	N C	0 2	10	41 2	A	
7 AL9ARD, RI9ARDA 8 AM8YA, MA8GRETT	89128 89417	999-08-9128 999-08-9417	8013 8013	42 42	N N	0 0		42 42	A A	
9 AN3EL, GA3E	89430	999-08-9430	3050	24	N	0		40	A	
or PgUp/P F16-new se	ecord Found Above gDn = Previous arch, F18-Clear E oose from Selecti	/Next 10 Re mployee Fil								
or PgUp/P F16-new se F1-9 = Ch Order changed to Alpha ENTEY F1 F2 F3 F4 F5 F16 F1 F2 F3 F4 F5 F16 F1 F2 F3 F4 F5	gDn = Previous arch, F18-Clear E oose from Selecti F6 F7 F8	/Next 10 Re mployee Fil		lp		FIE	2		13.0	2.00
or PgUp/P F16-new se F1-9 = Ch Order changed to Alpha ENTEV F1 F2 F3 F4 F5 F16 F1 F2 F3 F4 F5 F16 F10 F00 ► F00 ► F00 ►	gDn = Previous arch, F18-Clear E oose from Selecti F6 F7 F8	F9 Fro T	.ter He	<u>*</u>		FIE	<u>R</u>			
or PgUp/P F16-new se F1-9 = Ch Order changed to Alpha ENTEY F1 F2 F3 F4 F5 F16 F1 F2 F3 F4 F5 F16 F1 F2 F3 F4 F5	gDn = Previous arch, F18-Clear E oose from Selecti F6 F7 F8	F9 Fro T	.ter He	<u>*</u>	spor	Pie ⁽	g to the	e en		
or PgUp/P F16-new se F1-9 = Ch Order changed to Alpha F1 F2 F3 F4 F5 F6 F1 F2 F3 F4 F5 F6 F2 F2 F3 F4 F5 F70	gDn = Previous arch, F18-Clear E oose from Selecti F6 F7 F8) or select the I nter).	F9 FIO	.ter He	<u>*</u>	spor	nding	g to the	e en		
or PgUp/P F16-new se F1-9 = Ch Order changed to Alpha ENTEY F1 F2 F3 F4 F5 F16 F17 F2 F3 F4 F5 F16 F17 F1 F2 F3 F4 F5 F16 F17 F17 F17 F17 F10 F00 F Action Select Enter (Enter) and select ENTER (Enter) To sort by Name: Set To sort by Employee	gDn = Previous arch, F18-Clear E oose from Selecti F6 F7 F8) or select the I nter). elect Name (1 Number: Sele	F9 F10 F F9 F10 F F9 F10 F F10 F Function F Name).	He key c	orre	<i>.</i>).	ding	g to the	e en		
or PgUp/P F16-new se F1-9 = Ch Order changed to Alpha F1 F2 F3 F4 F5 FE F1 F2 F3 F4 F5 F5 F1 F2 F3 F3 F4 F5 F5 F1 F2 F3 F4 F5 F5 F5 F1 F3 F4 F5 F5 F5 F1 F2 F3 F4 F5 F5 F5 F1 F2 F3 F5 F1 F2 F3	gDn = Previous arch, F18-Clear E oose from Selecti F6 F7 F8) or select the I nter). elect Name (1 Number: Select curity Number:	F9 F0 F1 F9 F0 F1 F9 F0 F1 F0 F0 Function F Name). Pect Empro Select	He key c (<i>En</i> SSN	orre). SN).	-			nplo	yee's r
or PgUp/P F16-new se F1-9 = Ch Order changed to Alpha ENTEY F1 F2 F3 F4 F5 F16 F17 F2 F3 F4 F5 F16 F17 F1 F2 F3 F4 F5 F16 F17 F17 F17 F10 F00 F Action Select Enter (Enter) and select ENTER (Enter) To sort by Name: Set To sort by Employee	gDn = Previous arch, F18-Clear E coose from Selecti oose from Selecti F6 F6 F7 F8 oor select the I I nter). Select Name Number: Select curity Number: Select the oges: Select the	F9 F0 F1 F9 F0 F1 F9 F0 F1 F0 F0 F0 F0 F0 F1 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0	He key c (En SSN gDn	orre). SN).	-			nplo	yee's r

	01.00 03/21/2013 PCW 001		WHITE	<u>_ 8 ×</u>
Status Active	Update/Displa	y FICA/Medicare Adjus	stments	PAYADJ2
	Employee 89916 - H	E5RINGTON, PR5SCILA		
SSN 999-08-9916		Work-Loc (01 01	
FICA/Medicare f	lag is currently set	to: Y		
FICA/Medicare A OASDI GROSS HI GROSS	djustment: Amt. Amt.	in Fund/Fisc		
		v accomplished with a AY07).	Gross Type '2'	
		F10 F11 E F12	FIS Q	12.04.00
F16 F17 🛱 F18 📅	Per Ded G	irs W/H Lv Ytd He	Ip Adj FICA G ar	
Action				
Select 🗾 🖉	$(\mathbf{F9} - \mathbf{Switch to U})$	pdate mode).		

PCG Dist=8991 Rel=13.01.0			<u>_ 8 ×</u>
Status Active	Update/Display FICA/Medicare A	5	PAYADJ2
	Employee 89916 - HE5RINGTON, PR5SCI		
SSN 999-08-9916	work-L q is currently set to: Y	oc 0101	
-	-		
FICA/Medicare Adju OASDI GROSS <u>.00</u> HI GROSS	Amt in Fund/Fisc	<u> </u>	
Pension Adjustment Pension a			
Mode changed to update	Fref ref ref ref ref ref ref ref ref ref		12.04.00
Action			
Verify "Mode	changed to update" display	vs and enter the	adjusted amour
	e Adjustment: OASDI Gross		augustea amour
	e Aujustinent. OASDI Gloss	s neiu.	

distribute an employer contribution amount, based upon the gross amount.

When entering an amount in this field, an entry is also required in Step 7.

Step	Action
7	Enter the dollar amount in the FICA/Medicare Adjustment: OASDI Amt field.
8	Enter the fund code and fiscal year for the <u>employer's share</u> amount for the FICA/Medicare payment in the Fund/Fisc field.
9	Enter the dollar amount in the FICA/Medicare Adjustment: HI Gross field.
	Entering an amount in the HI Gross field will trigger the system to calculate and distribute an employer contribution amount, based upon the gross amount.
	If entering an amount in this field, an entry is also required in Step 10.
10	Enter the dollar amount in the FICA/Medicare Adjustment: HI Amt. field.
11	Pension Adjustments: <i>Refer to Procedure C: Updating/Displaying Gross Data for instructions.</i>
12	Select (Enter).
	Select $\mathbf{F3} \oplus (\mathbf{F3} - \text{Print this data})$ to obtain a screen print of the <i>Update/Display FICA/Medicare Adjustments</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

E PCG Dist=8991 Rel=13.01.00 03/21/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE	_ 8 ×
Status Active Update/Display FICA/Medicare Adjustments	PAYADJ2
Employee 89916 - HE5RINGTON, PR5SCILA	
SSN 999-08-9916 Work-Loc 0101	
FICA/Medicare flag is currently set to: Y	
FICA/Medicare Adjustment: OASDI GROSS <u>100.00</u> Amt. <u>6.20</u> in Fund/Fisc <u>100</u> HI GROSS <u>100.00</u> Amt. <u>1.45</u>	
Pension Adjustment: Pension adjustments are now accomplished with a Gross Type 'Z' on the Gross Data screen (PAY07).	
Ualidations passed. Save your changes.	12.04.00
Image: state	

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Step	Action
13	Verify "Validations passed. Save your changes." displays, and select F8 – Save changes).

	PCG Dist=8991 Rel=13.01.00 03/21/20		C:\DEVSYS		WHITE	<u>_ 8 </u> 2
Stat	us Active Upda	ate/Display	FICA/Med:	icare Adju	stments	PAYADJ2
	Employee	89916 - HE	5RINGTON,	PR5SCILA		
	SSN 999-08-9916			Work-Loc	0101	
	FICA/Medicare flag is curre	ently set t	o: Y			
	FICA/Medicare Adjustment: OASDI GROSS <u>100.00</u> Amt HI GROSS <u>100.00</u> Amt			1/Fisc <u>10</u>	<u>10</u> _	
	Pension Adjustment: Pension adjustmen on the Gross Data			hed with a	Gross Type 'Z'	
		·	-			
Data	saved					
			<mark></mark>			<u>Q</u> 12.04.00 Gar
	F1 - X F3 - F1 - F5 - F5 - F5					Q 12.04.00 Sar

14	Verify "Data saved" displays, and select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to return to the Update/Display	
	FICA/Medicare/Pension Adjustments – Select Employee screen.	

		Display FICA/M			ELUND		WHI	TE			PAYFIND	<u>9 ×</u>
Filte	er set: Status					I	Curre Name	nt Ord	ler			
Fkey 1 2 3 4 5		put:	Empno 89730 88946 88222 88768 88127	SSN 999-08-9730 999-08-8946 999-08-8222 999-08-8768 999-08-8127	Loc 3050 8010 8014 3050 111	Cls 4 13 15 15 4	Cert N N N N	Pens 2 2 0 2 2 2	ContMo 10 12 12 10	Job 3 17 20 20 3	13 Stat Mtr A A A A A	
	F1	put Employee Nu 6 to Exit, F18 1-9 = Choose fr	Clear empl	loyee filter		Pres	s Ento	er Ke <u></u>)			
	F1 F1 F1 F2 F3	6 to Exit, F18	Clear empl	loyee filter			s Ent	er Kej			13.02.00	0
F16	F1 F1 F1 F2 F3	6 to Exit, F18 -9 = Choose fr -4 F5 F6	Clear emp] om Selecti	loyee filter Ion Above			5 Ent	-			13.02.00	0

Step

16

📕 PCG Dist=8991 R	el=13.01.00 03/20/2013 PCW 001	C:\DEVSYS C:\SECOND	WHITE	
		ayroll System		PHYUPDIP
FKey 	Pay	roll Update Menu		
-	- Add New Employee			
3 - 4 - 5 -	 Update/Display Personnel Dat Update/Display Deduction Dat Update/Display Gross Data Update/Display Withholding D Update/Display Current Leave 	a Iata		
<u>8</u> - 9 -	 Update/Display YTD/Fiscal Da Update/Display Deduction Adji Update/Display FICA/Medicare Update/Display Garnishment \ 	ustments e Adjustments		
<u>11</u> - <u>12</u> -	 Add Earnings History Record Update/Display Earnings History Print Earnings History 		gs	
<u>15</u> - 17 -	 Calculate and Display An Emp Delete Employee Update/Display Leave YTD/Ba Detailed Pay Stub - Employee 	alance Data		
Master User _{list}	PARY VEND			12.02.00
Action				
	(F16 -Exit) to return eturn to the <i>Busines</i> .			r <i>Menu</i> , or sel

Procedure I: Updating/Displaying Garnishment Vendor Data

Payroll System PAYM0000 FKey Master Menu 1 Payroll Setup Menu 2 Payroll Update Menu 3 Payroll Check & Direct Deposit Menu 4 Annual Reports Menu 5 Monthly/Quarterly/Fiscal/Biennial Reports Menu
 2 Payroll Setup Menu 3 Payroll Check & Direct Deposit Menu 4 Annual Reports Menu
 2 Payroll Update Menu 3 Payroll Check & Direct Deposit Menu 4 Annual Reports Menu
3 Payroll Check & Direct Deposit Menu 4 Annual Reports Menu
4 Annual Reports Menu
Multinavagaterian iscandiciliar reports MCIIU
8 Employee Reports/Labels Menu 9 Update/Display Description/Deduction/Annuity Menu
10 Earnings History Menu 11 Check Reconciliation Menu
12 Update/Display Payroll Monitor
13 Special Functions Menu
20 File Reorganization
Ister User List 15.03.00
Action
Select F2 (F2 - Payroll Update Menu).

Step 2

FKey Payroll Update Menu Image: Im	 Add New Employee 2 Add New Employee 2 Update/Display Personnel Data 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Current Leave Usage Data 7 Update/Display YTD/Fiscal Data 8 Update/Display FICA/Medicare Adjustments 9 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 18 Detailed Pay Stub - Employee Message 	📕 PCG Dist=8991	el=13.01.00 03/20/2013 PCW 001 C:\DEVSY5 Payroll Sys		WHITE	PAYUPDTP
 2 Update/Display Personnel Data 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Withholding Data 8 Update/Display YTD/Fiscal Data 9 Update/Display PICA/Medicare Adjustments 9 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Update/Display Leave YTD/Balance Data 	 2 Update/Display Personnel Data 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Withholding Data 8 Update/Display YTD/Fiscal Data 8 Update/Display YTD/Fiscal Data 9 Update/Display PICA/Medicare Adjustments 10 Update/Display FICA/Medicare Adjustments 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 18 Detailed Pay Stub - Employee Message 	FKey	Payroll Updat	e Menu		
 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Vurnet Leave Usage Data 7 Update/Display YD/Fiscal Data 8 Update/Display YD/Fiscal Data 9 Update/Display FICA/Medicare Adjustments 9 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display A EvropyBalance Data 	 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Current Leave Usage Data 7 Update/Display YTD/Fiscal Data 8 Update/Display Deduction Adjustments 9 Update/Display FICA/Medicare Adjustments 10 Update/Display Garnishment Vendor Data 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 18 Detailed Pay Stub - Employee Message 		- Add New Employee			
		3 4 5 6 7 7 8 9 10 11 12 13 14 15 17	 Update/Display Deduction Data Update/Display Gross Data Update/Display Withholding Data Update/Display Withholding Data Update/Display YTD/Fiscal Data Update/Display FTCA/Medicare Adjustments Update/Display FICA/Medicare Adjustment Update/Display Garnishment Vendor Data Add Earnings History Record Update/Display Earnings History / Transfe Print Earnings History Calculate and Display An Employee's Pay Delete Employee Update/Display Leave YTD/Balance Data 	S		
faster Viset Marcon 12.02.00 Integration Integration <thintegration< th=""> Integration</thintegration<>		Action				
	Action	Select 10	(F10 - Update/Display Garr	nishment V	endor Data).	

E PCG Dist=899	01 Rel=14.02.01 08/20/2014	PCW 003 SV C:\	DEVSYS C:\!	SECOND	Wi	HITE			_ 8 ×	1
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Filter not						ent Ord Number				l
Fkey Name	Input:	Empno	SSN	Loc	Cls Cer	t Pens	ContMo	Job Sta	13 t Mth	l
										l
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										l
										I
										1
	Input Employee N F16 to Exit, F18 F1-9 = Choose f	Clear emplo	yee filte	SSN - r	Press En	ter Key	1			l
ENTEE F1 F2 F16 F12 F13 F18 €		F7 F8 F	-9 F10	H	elp	F15	2	13.	02.00	
p Actior	1									
Enter to Step	he employee number 5.	er or the S	SN in th	e Inp	out field	l, seleo	ct	🖌 (Er	nter), an	a d proo
If the end of the end	employee number and the Name field, of the Name fie	r Social Se	ecurity N	lumbe	er in the	SSN	field, c	and set	lect Ent	er.
	ng a complete or paing the search criter				•	splays	the re	esults i	nost clo	sely

_	030-0351 KCI-14.02.01	08/20/2014	F PCW 001 SV	C:\DEVSYS C:\S	ECOND		WHI	TE				_ 8 ×
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Fkey Enter	Current Name AD2ER, TA2		Empno 88127	SSN 999-08-8127	Loc 111	C1s 4	Cert N	Pens 2	ContMo 10	Job 3	Stat A	13 Mth
1	AD2OCK, FR2DDA AD3M, SA3		89375 89094	999-08-9375 999-08-9094	8014 111	3 14	N C	0 2	11	4 18	A	
3	AD4IR, CE4ESTA		89957	999-08-9957	8014	3	N	0		4	A	
4 5	AD4IR, HE4MA Al2EN, LA2ARO		87557 89351	999-08-7557 999-08-9351	8012 3050	21 24	N N	0 0		28 41	A	
<u>6</u> 7	AL2NZO, EF2EN Al9ARD, RI9ARDA		87223 89128	999-08-7223 999-08-9128	111 8013	2 42	C N	2 0	10	2 42	A	
8	AM8YA, MA8GRETT AN3EL, GA3E		89417 89430	999-08-9417 999-08-9430	8013 3050	42 24	N N	0		42 40	A	
3	ANJEL, WAJE		03430	JJJ-00-J4JU	0000	24	М	U		40	А	
	changed to Alpha F1 F2 F3 F4	F5 F6	F7 F8	F9 _{F10} T	He	lo		FIE	Q		13.0	2.00
		F5 F6 PGDN▼	F7 F8	F9 _{F10} Y	He	lp		FIE	Q		13.0	2.00
ENTER I	F1 F2 F3 F4	reen▼	select the			~	spor			e er		
ENTER I FIG	F1 F2 F3 F4 $rac{1}{2}$ F1 F2 F3 F4 $rac{1}{2}$ F1	ter) or s (Enter)	select the).	Function		~	spor			e er		
ENTEN I FIE SE FIE A A S a 7 7	F1 F2 F3 F4 F1 F2 F3 F4 Section F0 F0 F0 Color Enter (Enter) (Enter) Ind select Enter (Enter) Co sort by Name Co sort by Emploit	ter) or s (Enter) : Select	select the). Name (nber: Sel	Function (Name). ect Empro	key c	corre	<i>.</i> ,	nding		e er		
ENTEN I FIE SE FIE SE SE A S a 7 7	F1 F2 F3 F4 F8 F8 F0 F0 Ction elect Enter (Enter) nd select ENTER Co sort by Name	ter) or s (Enter) : Select	select the). Name (nber: Sel	Function (Name). ect Empro	key c	corre	<i>.</i> ,	nding		e er		

	PCG Dist=8991	Rel=16.03.00 09	9/21/2016 PCW 00	SV C:\DEVSYS	C:\SECOND	WHITE	
Sta	tus Active		Update/Disp	lay Garnishme	ent Vendor Da	ita	PAYDM301
		Employee:	87431 AM2R05	F NII2			
		• •					
1)ed Code	Descripti	ion Ver	dor Number	Vendor	Name	
	26	COURT W/H					
	NOTE: *	= Available f	For deletion -	Garnishment	(s) not in pa	uroll.	
					,	·····	
ENTER	e changed t 7►%			F8 📕 F9 66 F10	Y N A	F15 🔍	13.03.00
F16			Per Ded		v Ytd Help	Adj FICA Gar	

Enter the appropriate amount on the employee's Deduction screen corresponding to the deduction code displayed. Refer to Procedure B: Updating/Displaying Deduction Data for instructions.

Step	Action
5	Verify Employee, Ded Code Description, and Vendor Name fields have defaulted correctly.
	PCGenesis automatically defaults these entries based on the entries in the employee's Deduction record and the Financial Accounting and Reporting (FAR) system's VENDOR file. Refer to Procedure B: Updating/Displaying Deduction Data for the instructions to modify these fields' entries.

Step	Action
6	Enter the vendor's number or select the drop-down selection icon in the Vendor Number field to select the vendor's information from the <i>PCG Select Value dialog box</i> .
	When the Update/Display Garnishment Vendor screen redisplays with the vendor's information populated within the field, proceed to Step 7.
	To delete a garnishment vendor's information: Continue to select the spacebar within the field to delete the existing entry, and proceed to <i>Step 7</i> .
	Delete a garnishment vendor's information if the vendor has no outstanding garnishments. If the vendor's information may be deleted, an asterisk (*) will be displayed to the left of the Deduction Code field, and the "NOTE: * = Available for deletion – Garnishment(s) not in payroll." message will be displayed. <u>Do not delete</u> a garnishment vendor until W2 processing is complete for the current year.
7	Select (Enter).
	Select $\mathbf{F3} \bigoplus (\mathbf{F3} - \mathbf{Print this data})$ to obtain a screen print of the <i>Update/Display</i>
	<i>Garnishment Vendor Data</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

	PCG Dist=899	1 Rel=16.03.00 09/21/2	016 PCW 001 SV C:\DEVSY	C:\SECOND	WHITE	
Sta	tus Active	U	odate/Display Garnist	ment Vendor Data		PAYDM301
		Employee: 874	31 AM2ROSE, NU2			
	Ded Code	Description	Vendor Number	Vendor Nam	ie	
	26	COURT W/H	<u>16</u>	VENDOR 000016		
i - 1						
	NOTE: *	= Available for	deletion - Garnishmer	nt(s) not in pauro	11.	
llal	idations of	assed. Save your	hanges			
				F10 F11 E F12 4	F15 🔍	13.03.00
F16	<mark>5 回</mark> 5 崩	ř –	Per Ded Grs W/H		lj FICA Gar	

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Step	Action
8	Verify "Validations passed. Save your changes." displays and select F8 – Save changes).

The following screen displays:

Sta	atus Activo	e	Updat	e/Display Gam	nishment Vendo	r Data		PAYDM301	
		Employee:	87431	AM2ROSE, NU2					
	Ded Code	Descri	ption	Vendor Nur	nber Ven	dor Name			
	26	COURT W/H		<u>16</u>	VENDOR 00	0016			1
	NOTE: 4	* = Availabl	e for dele	etion - Garnis	shment(s) not i	n payroll.			
	NOTE: 4	* = Availabl	e for dele	etion - Garnis	5hment(s) not i	n payroll.			
	NOTE: 4	* = Availabl	e for dele	tion – Garni≤	shment(s) not i	n payroll.			
	NOTE: *	* = Availabl	e for dele	etion – Garnis	shment(s) not i	n payroll.			
	NOTE: 4	* = Availabl	e for dele	etion - Garnis	shment(s) not i	n payroll.			
	NOTE: 4	* = Availabl	e for dele	etion – Garnis	shment(s) not i	n payroll.			
Dat	a saued	* = Availabl	e for dele	etion - Garnis	shment(s) not i	n payroll.			
Dat	ca saved	* = Availabl			shment(s) not i 66α μα Υ μι ⊨		FIS Q	13.03.00	
	ta saved V ri▶Å r2] F7 TV F8 🖬 F3	966° F10 ▼ F11 ▶ F	-12 4	FIS Q FICA Gar	13.03.00	
ENTE	ca saved ✓ F1 ► X F2 ► F7 ⊕ ₹ F8	€ 23 2 1 1 1 1 1 1 1 1 1 1	PERT PETA] F7 TV F8 🖬 F3	966 F10 Y F11 P F	-12 4		13.03.00	
ENTE	ta saved V ri▶Å r2	€ 23 2 1 1 1 1 1 1 1 1 1 1	PERT PETA] F7 TV F8 🖬 F3	966 F10 Y F11 P F	-12 4		13.03.00	
ENTE	ta saved Vr.►Å r2 Fr:FA r2 Action	₹≵ p3 ∰ p4 (ÉEE) 1 1	Per	〕 F?III F8 🖬 F3 Ded Grs ¥	9.66° ₽10 ₽11 ₽11 ₽1 //H Lv Ytd	Help Adj F	FICA Gar	13.03.00	

PCG Dist=8991 Rel=14.02.01 08/20, Update/Dis	/2014 PCW 001 SV C play Garnishment Select Employee	: Vendor Dat			WHIT	TE			PAYFI	<u> </u>
Filter set: Status				C	urrer Name	nt Oro	ler			
Input: Fkey Name 1 BE7M, KR7S 2 BE7KETT, TO7RIE 3 BA3R, FL3RRIE 4 AS9BY, RA9HAL 5 AD2ER, TA2	Empno 89730 88946 88222 88768 88127	SSN 999-08-9730 999-08-8946 999-08-8222 999-08-8768 999-08-8127	Loc 3050 8010 8014 3050 111	C1s 4 13 15 15 4	Cert N N N N N	Pens 2 2 0 2 2 2	ContMo 10 12 12 10	Job 3 17 20 20 3	Stat A A A A A	13 Mth
F16 to Exit	yee Number or , F18 Clear empl ose from Selecti	oyee filter.		Press	; Ente	er Ke <u></u>)			
ENTER F1 F2 F3 F4 F5 F16 SET16# F12 F18 F0 PCUP PCUP PCUN	F6 F7 F8	F9 F10 Y	He	lp		FIE	2		13.02	2.00
	F6 F7 F8	F9 F10	He	Ip		FIS	2		13.0	2.00

Step

11

🔲 PCG Dist=8991	Rel=13.01.00	03/20/2013 PCW 001	C:\DEVSYS C:\SECOND	WHITE	
		F	°ayroll System		PAYUPDTP
FKe	y	Pay	yroll Update Menu		
	- Add Nev	v Employee			
7 8 9 10 11 12 13 14	Update/ Print Ea Calculat Delete E Update/	rnings History e and Display An Emp	ta Data e Usage Data ata iustments e Adjustments Vendor Data ory / Transfer Gross Ea oloyee's Pay alance Data	rnings	
Master User _{List}	PAY VEND MONITOR MONITOR				12.02.00
Action					
			n to the Payro s Applications	•	<i>ter Menu</i> , or sel

Appendix A: PCGenesis Federal Tax Calculation Method

1. Percentage Method Tables for Automated Payroll Systems

If you have an automated payroll system, use the worksheet below and the Percentage Method tables that follow to figure federal income tax withholding. This method works for Forms W-4 from 2019 or earlier and Forms W-4 from 2020 or later. This method also works for any amount of wages. If the Form W-4 is from 2019 or earlier, this method works for any number of withholding allowances claimed.

Worksheet 1. Employer's Withholding Worksheet for Percentage Method Tables for Automated Payroll Systems Keep for Your Records

Table 3:

Semiannually	Quarterly	Monthly	Semimonthly	Biweekly	Weekly	Daily
2	4	12	24	26	52	260

Step 1. Adjust the employee's wage amount

1a. Enter the employee's total taxable wages this payroll period	1a \$
1b. Enter the number of pay periods you have per year (see Table 3)	1b
1c. Multiply the amount on line 1a by the number on line 1b	1c \$

If the employee **HAS** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

1d. Enter the amount from Step 4(a) of the employee's Form W-4	. 1d \$
1e. Add lines 1c and 1d	. 1e \$
1f. Enter the amount from Step 4(b) of the employee's Form W-4	. 1f \$
1g. If the box in Step 2 of Form W-4 is checked, enter -0 If the box is not checked, er	nter \$12,900 if
the taxpayer is married filing jointly or \$8,600 otherwise.	. 1g \$
1h. Add lines 1f and 1g	. 1h \$
1i. Subtract line 1h from line 1e. If zero or less, enter -0 This is the Adjusted Annua	l Wage
Amount	1i \$

If the employee **HAS NOT** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

1j. Enter the number of allowances claimed on the employee's most recent Form W-4 1j \$
1k. Multiply line 1j by \$4,300
11. Subtract line 1k from line 1c. If zero or less, enter -0 This is the Adjusted Annual Wage
Amount

Step 2. Figure the Tentative Withholding Amount based on the employee's Adjusted Annual Wage Amount; filing status (Step 1(c) of the 2020 Form W-4) or marital status (line 3 of Form W-4 from 2019 or earlier); and whether the box in Step 2 of 2020 Form W-4 is checked.

Note. Don't use the Head of Household table if the Form W-4 is from 2019 or earlier.

2a. Enter the employee's Adjusted Annual Wage Amount from line 1i or 11 above	. 2a \$
2b. Find the row in the appropriate Annual Percentage Method table in which the amo	unt on line 2a is
at least the amount in column A but less than the amount in column B, then enter h	ere the amount
from column A of that row	. 2b \$
2c. Enter the amount from column C of that row	. 2c \$
2d. Enter the percentage from column D of that row	. 2d%
2e. Subtract line 2b from line 2a,	, 2e \$
2f. Multiply the amount on line 2e by the percentage on line 2d	. 2f \$
2g. Add lines 2c and 2f	. 2g \$
2h. Divide the amount on line 2g by the number of pay periods on line 1b. This is the 7	Fentative
Withholding Amount	2h \$

Step 3. Account for tax credits

3a. If the employee's Form W-4 is from 2020, enter the amount from Step 3 of that form; otherwise
enter -0
3b. Divide the amount on line 3a by the number of pay periods on line 1b 3b \$
3c. Subtract line 3b from line 2h. If zero or less, enter -0

Step 4. Figure the final amount to withhold

4a. 4a Enter the additional amount to withhold from the employee's Form W-4 (Step 4(c) of the 2020
form or line 6 on earlier forms)
4b. 4b Add lines 3c and 4a. This is the amount to withhold from the employee's wages this pay
period

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