PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

4/3/2017

Section C: Payroll Check and Direct Deposit Processing

[Topic 5: Process Manual/Void Checks and Direct Deposit Statements from a Previous Payroll Run, V2.7]

Revision History

Date	Version	Description	Author
4/3/2017	2.7	17.01.00 –Remove *Void/Add Check to Direct Deposit Bank* option from *Manual/Void Check & Direct Deposit Menu*.	D. Ochala
01/29/2017	2.6	15.04.00 – Update *C1. Enter a Manual Payroll Check and/or Direct Deposit Statement* with warning message for direct deposit.	D. Ochala
12/26/2013	2.5	13.04.00 – Update *Procedure B: Set Up for a Manual/Void Only Check Run* with instructions for posting leave.	D. Ochala
07/25/2013	2.4	13.02.00 – Update *Section C4: Printing a Manual Check* with instructions for scrolling through manual checks. Update '**X**' and '**Y**' Process Type codes.	D. Ochala
03/27/2013	2.3	13.01.00 – Add *Section C4: Printing a Manual Check* instructions. Add **Pension Code** fields to the manual check screen.	D. Ochala
11/29/2012	2.2	12.03.00 – Remove GHI Gross from screenshots. Add *Section C3: Employer Contributions on Manual Payroll Checks and/or Direct Deposits*. Update screenshots.	D. Ochala
02/07/2011	2.1	10.04.01 – Update *AEIC* and *Pay Type* valid values. Update screenshots.	D. Ochala
10/01/2010	2.0	10.03.00 – Reformatted document and updated screen shots.	D. Ochala
12/13/2006	1.4	Updated document to PCGenesis Release 06.04.00 – Added check number drop-down selection icon information and instructions.	C. W. Jones
04/14/2006	1.3	Updated document to PCGenesis Release 06.01.00 - Updated the *Manual, Manual/Void, Void and Display/Delete Check* information screens, and instructions. Added instructions for the selection of the drop-down selection icon where appropriate.	C. W. Jones
10/28/2005	1.2	Updated document to PCGenesis Release 05.04.00 – Added information and instructions to enter account detail information on any line of the Manual Check for entry screen. Added new Manual Check/Direct Deposit – Select Employee screenshot examples to correct certification status. Added manual check date display information and instructions.	C. W. Jones
12/17/2004	1.1	Updated document to PCGenesis Release 04.03.01 –Added Scan/Next Record feature's instructions.	C. W. Jones

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Overview

Process manual payroll checks and direct deposits for a previous payroll cycle only.

The following manual check and direct deposit processing guidelines apply:

- Drop-Down Selection Icon Feature: Certain fields within PCGenesis contain the drop-down selection icon to aid in the entry of field information. When used, double-click the desired information to complete the entry.
- Account Information: Entries in the **Acct# Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** fields must exist in the *Budget Account Master* file. Refer to the *Financial Accounting and Reporting (FAR) System Operations Guide*, *Section A: Budget Account Master Processing* for instructions. Make entries on any account line.
- Do not process manual payroll checks and direct deposits until after printing the regular payroll run's results.
- As long as the *Transaction Date* is within an open Financial Accounting and Reporting (FAR) accounting period, users may create manual payroll checks and direct deposits as often as needed.
- An employee may have only one manual payroll check or direct deposit per payroll cycle.
- An employee may have only one voided payroll check or direct deposit per payroll cycle.
- If the *Enhanced Substitute Pay and Employee Leave System* is enabled, the *Setup Manual/Void Check Run Only* screen provides an option to allow employee leave to be posted during the *Manual/Void Only* check run. Setting the leave option to '**Y**' will allow employee leave to be entered into the *Enhanced Substitute Pay and Employee Leave System*, but will NOT allow substitute pay to be entered during the *Manual/Void Only* check run. Substitutes cannot be paid using the *Enhanced Substitute Pay and Employee Leave System* during a *Manual/Void Only* check run. The *Post Leave* step must be executed at any point before the *Update Earnings History with Current Pay* step is executed.
- Sometimes a *Manual/Void Only* payroll cycle may be set up in error and the user may not have any manual or voided checks to process. Even when there are no manual checks or voids which need to be entered, the *Manual/Void Only* payroll cycle can be cleared simply by executing all of the steps required for a *Manual/Void Only* check run. Similarly, if the leave option has been set to '**Y**' for posting leave in the *Enhanced Substitute Pay and Employee Leave System*, but the user determines there is not actually any leave that needs to be posted, as long as the *Post Leave* step is processed, the *Manual/Void Only* check run can be completed.
- Manual payroll checks may be printed from PCGenesis, if desired. Only one manual check may be printed at a time. (Manual direct deposit statements may not be printed from PCGenesis.)
- Process manual payroll checks or direct deposits during calendar year end processing to correct errors on employees' W-2 Statements or to reimburse an employee for deductions that were taken in error.

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- Generate the *Final Payroll Register*, *Deduction Register/Create Direct Deposit Export File*, and the *Final Payroll Distribution Report* from the *Payroll System Check and Direct Deposit Menu* after manual payroll checks or direct deposits have been processed. Review the results of the original and all subsequent reports. Refer to the *Payroll System Operations Guide*, *Section C: Payroll Check and Direct Deposit Statement Processing, Topic 4: Print the Payroll Pre-Posting Reports* for instructions and report examples.

The *Payroll Check/Direct Deposit Statement Manual/Void Only Checklist* has been included to assist in completing these procedures.

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

Selecting F15 (**F15** – Code Lookup) when offered provides additional assistance with the entry of information.

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Payroll Check/Direct Deposit Statement Manual/Void Only Checklist

✓	Step	Action
The following steps must be performed in the order provided.		
	1	Set up for a *Manual/Void Only* payroll run.
	2	If not posting employee leave from the *Enhanced Substitute Pay and Employee Leave System*, skip to *Step 6*.
***Steps 3 – 5* apply to systems with the *Enhanced Substitute Pay and Employee Leave System* enabled, and the *Post Leave for Manual/Void Run* set to *Y* (Yes) on the *Payroll Monitor* screen.**		
	3	**For systems with the *Enhanced Substitute Pay and Employee Leave System* enabled, and the *Post Leave for Manual/Void Run* set to *Y* (Yes)**: Enter the leave data by using the *Input Employee Leave and Substitute Pay* procedure or *Import Leave Data from CSV* procedure. The import process may be run in multiple batches, if desired. The leave data entered for the *Manual/Void Only* payroll cycle is collected in the *Current Leave Input File*. Setting the ***Post Leave for Manual/Void Run*** option to '**Y**' will allow employee leave to be entered into the *Enhanced Substitute Pay and Employee Leave System*, but will NOT allow substitute pay to be entered during the *Manual/Void Only* payroll run. Substitutes cannot be paid during a *Manual/Void Only* payroll run. Refer to the *Personnel System Operations Guide*, *Section E: Enhanced Substitute Pay and Employee Leave System, Topic 2: Leave Payroll Processing* for instructions.
	4	**For systems with the *Enhanced Substitute Pay and Employee Leave System* enabled, and the *Post Leave for Manual/Void Run* set to *Y* (Yes)**: Run the following reports as often as needed to verify the contents of the *Current Leave Input File*. Run the reports *at least one time* before posting the leave data. Current Leave Input File: • Employee Summary Reports • Employee Detail Reports Refer to the *Personnel System Operations Guide*, *Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 4: Leave Reporting* for instructions.

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✓	Step	Action
	5	**For systems with the *Enhanced Substitute Pay and Employee Leave System* enabled, and the *Post Leave for Manual/Void Run* set to *Y* (Yes)**: When all leave data has been entered into the system and verified, execute *Post Leave Input Data*. The *Current Leave Input Data* may only be posted ONE TIME during the *Manual/Void Only* payroll cycle. NOTE: If the *Post Leave for Manual/Void Run* is set to ***Y*** (Yes), the *Post Leave Input Data* step must be run, whether or not there is any leave data in the *Current Leave Input File*. Even if there is no leave data to post, the posting step must be executed. Refer to the *Personnel System Operations Guide*, *Section E: Enhanced Substitute Pay and Employee Leave System, Topic 2: Leave Payroll Processing* for instructions.
***Steps 6 – 11* must be completed only if *Manual* payroll checks or *Voided* payroll checks are being processed. (It is not necessary to enter any *Manual* or *Voided* payroll checks.)**		
	6	Calculate and display employees' payroll. Refer to *Section B: Topic 7: Calculate and Display an Employee's Payroll Information*.
	7	Enter the *Manual* payroll checks and direct deposits.
	8	Display/delete the *Manual* payroll checks and direct deposits from previous payroll cycles.
	9	Print a *Manual* payroll check, if desired. (Manual direct deposit statements may not be printed from PCGenesis.)
	10	Enter the *Voided* payroll checks and direct deposits from previous payroll cycles.
	11	Display/delete the *Voided* payroll checks and direct deposits from previous payroll cycles.
***Steps 12 – 17* are required and must be completed.**		
	12	Print the *Final Payroll Register*. Refer to *Section C: Topic 4: Print the Payroll Pre-Posting Reports*.
	13	Print the *Deduction Registers* and create the *Direct Deposit Export* file. Refer to *Section C: Topic 4: Print the Payroll Pre-Posting Reports*.
	14	Print the *Final Payroll Distribution Report.* Refer to *Section C: Topic 4: Print the Payroll Pre-Posting Reports*.

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✓	Step	Action
Verify all payroll reports have been printed, and all errors have been corrected before proceeding.		
	15	Verify all users are logged out of PCGenesis.
	16	Update employees' earning history with the current payroll. Refer to *Section C: Topic 6: Post Final Payroll* for instructions.
	17	Update the budget files with the current payroll. Refer to *Section C: Topic 6: Post Final Payroll* for instructions.

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Procedure A: Setting/Clearing Employee Search Criteria

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

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Procedure B: Set Up and Monitoring a Manual/Void Only Check Run

B1: Set Up for a Manual/Void Only Check Run

*** * * ATTENTION * * ***

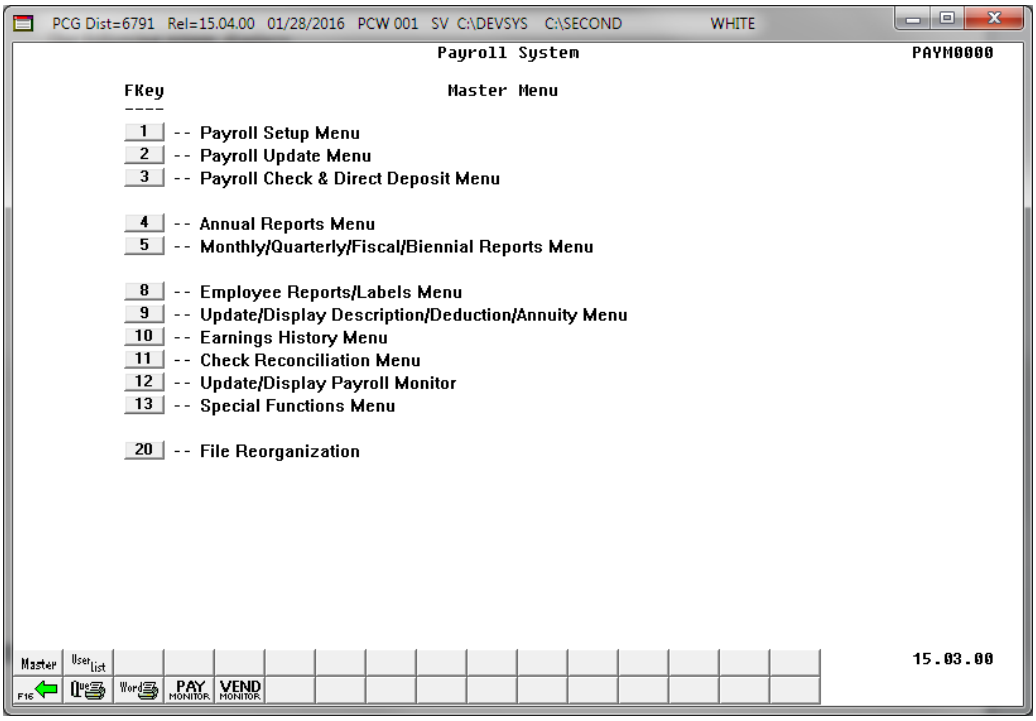
It is not necessary to set up for a Manual/Void Only payroll run when performing the Manual/Void Only procedure during a Regular payroll run.

PCGenesis performs the following when a *Manual/Void Only Check Run* is set up:

- Checks the *Payroll Sequence Monitor* and determines if *F13 – Update Employees' Earning's History with Current Pay* and *F14 – Update Budget Files with Current Pay* from the previous payroll cycle have been completed.
- Clears all payroll adjustments, overtime pay, and current leave days. If an employee has exceeded the allotted leave days, the employee's leave balance is reset to zero.
- Clears all deduction adjustments and resets the deduction amounts to the original deduction amounts.
- Creates the payroll files that are necessary to process the current *Payroll Run*.

Step	Action
1	From the *Business Applications Master Menu*, press 2 (**F2 -** Payroll System).

The following screen displays:



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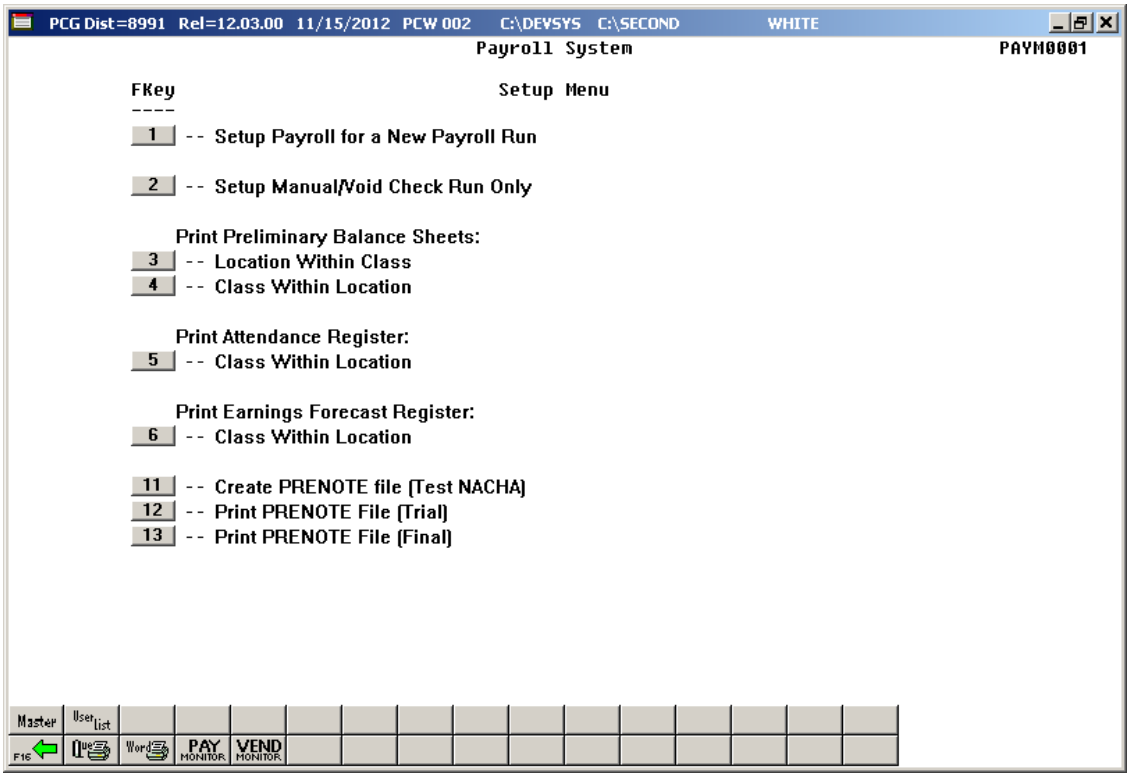
Step	Action
2	Press 1 (**F1** - Payroll Setup Menu).

The following screen displays:



Step	Action
3	Press 2 (**F2** - Setup Manual/Void Check Run Only).

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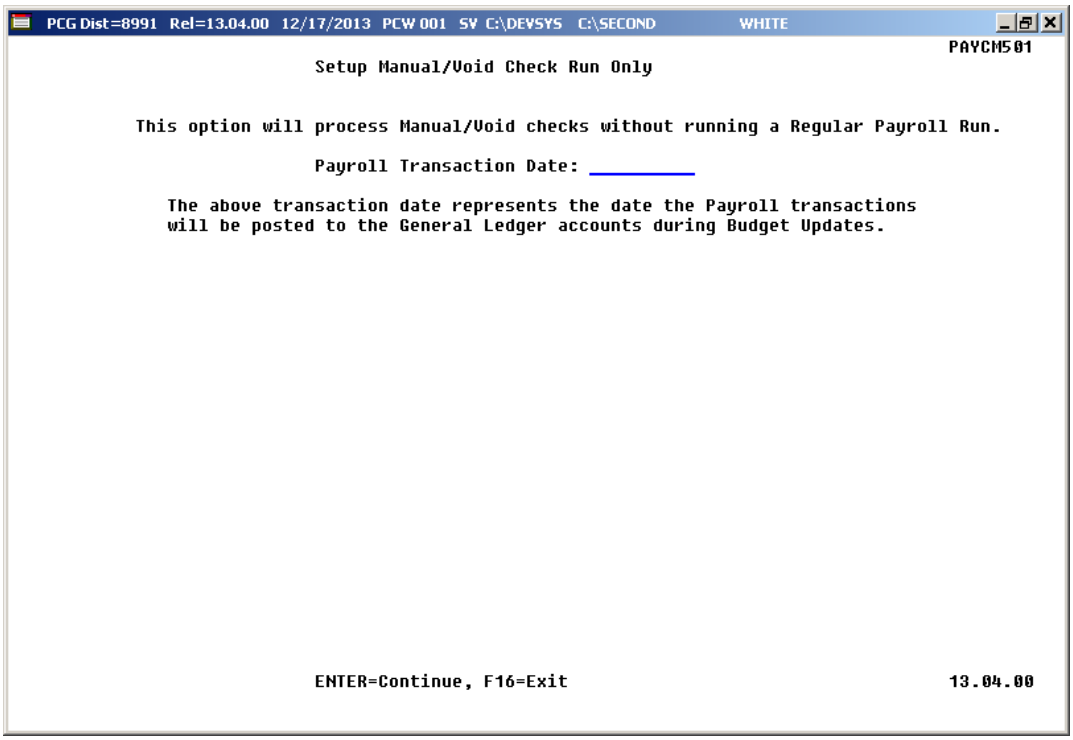
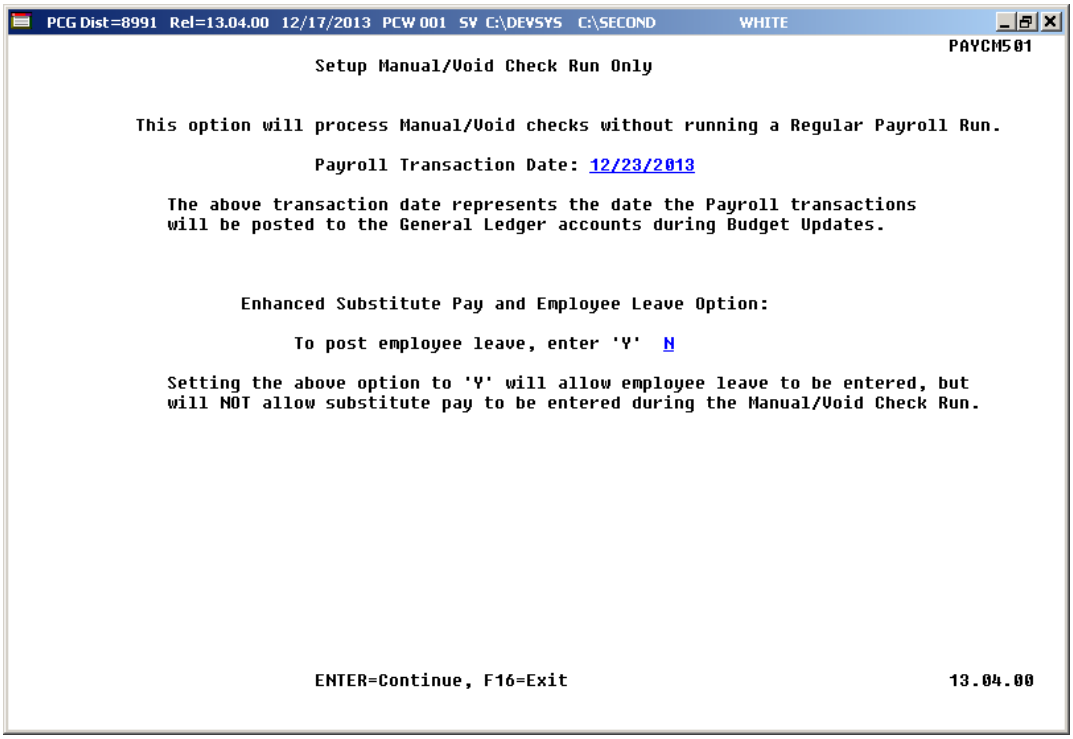
For systems that do NOT have the *Enhanced Substitute Pay and Employee Leave System* enabled, the following screen will be displayed when setting up a ***Manual/Void Only*** check run:



For systems with the *Enhanced Substitute Pay and Employee Leave System* enabled, the following screen will be displayed when setting up a ***Manual/Void Only*** check run:



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Step	Action
4	Enter the *General Ledger (G/L)* payroll transaction posting date (MM/DD/CCYY) in the **Payroll Transaction Date** field.
5	**For systems with the *Enhanced Substitute Pay and Employee Leave System* enabled**: Enter **Y** (Yes) in the **To post employee leave** field, if there is employee leave which needs to be posted. Enter **N** (No) if there is no employee leave which needs to be posted. If the *Enhanced Substitute Pay and Employee Leave System* is enabled, the *Setup Manual/Void Check Run Only* screen provides an option to allow employee leave to be posted during the *Manual/Void Only* check run. At the end of the **Leave Plan Year**, there might be the need to enter leave before the next normal payroll run. This feature allows users to post any outstanding leave taken by employees between the last normal payroll run of the leave plan year, and the end of the plan year. Without this option, if the leave cutoff date for the June payroll run was June 15th, and all leave taken through June 15th was posted in the June 30th payroll, users did not have a way to enter the leave taken between June 15th and June 30th into the leave system, before running the *Plan Year Rollover* and the *Leave Advance* processes. The option to post leave on a *Manual/Void Only* check run solves this problem. Even when there are no manual checks or voids which need to be entered, leave can still be posted as long as the user executes all of the steps required for a *Manual/Void Only* check run. Setting the leave option to '**Y**' will allow employee leave to be entered into the *Enhanced Substitute Pay and Employee Leave System*, but will NOT allow substitute pay to be entered during the *Manual/Void Only* check run. Substitutes cannot be paid during a *Manual/Void Only* check run.
6	Select **Enter** twice.

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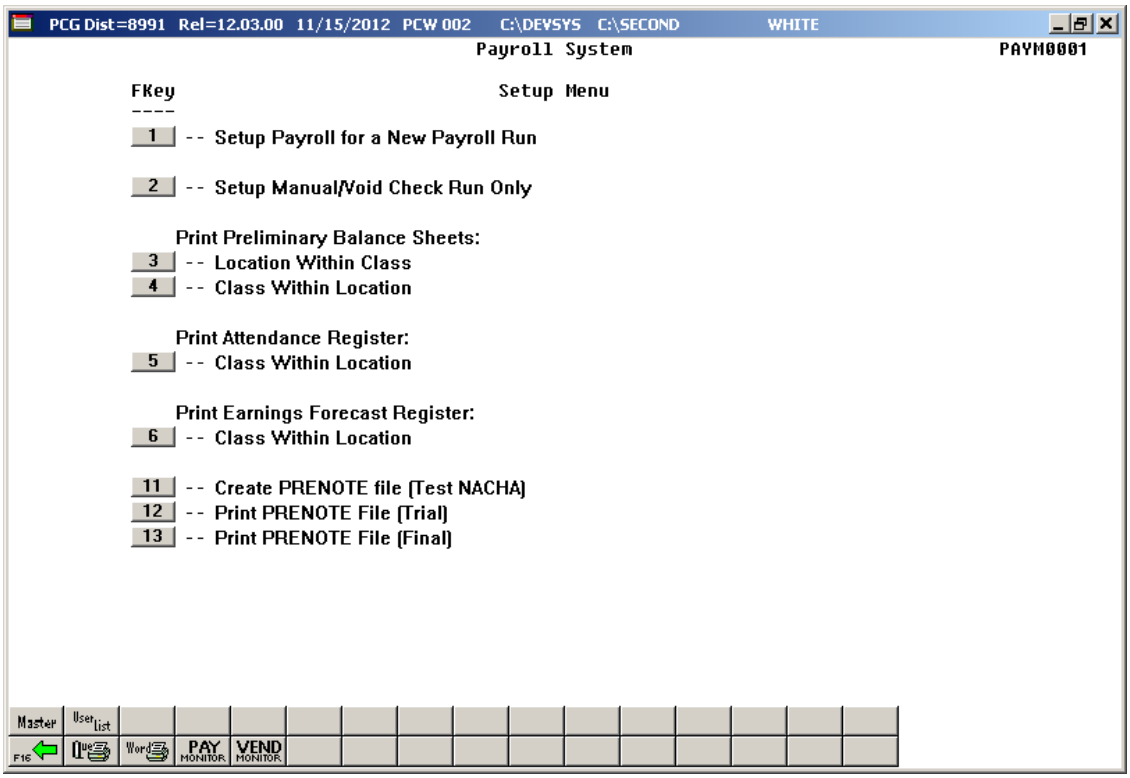
The following screen displays:



Step	Action
7	Press F16 (**F16** – Exit) to exit the *Payroll System Master Menu*.

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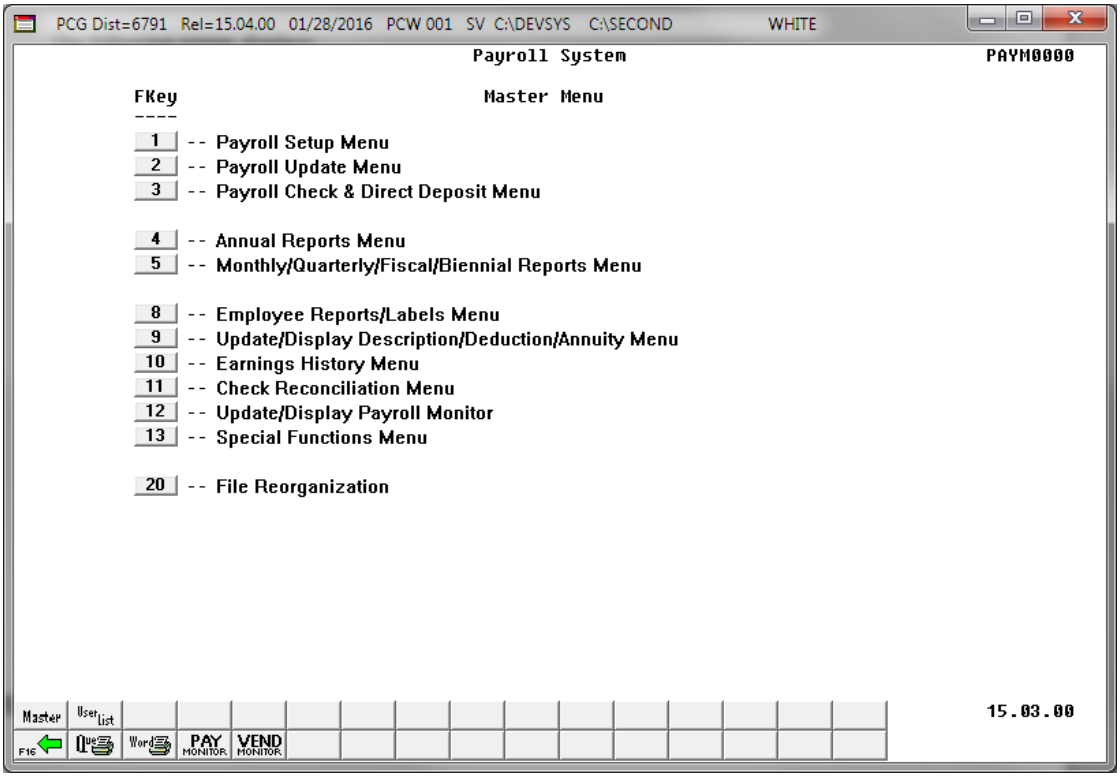
B2: Displaying the Payroll Sequence Monitor for a Manual/Void Only Check Run

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

The following screen displays:



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

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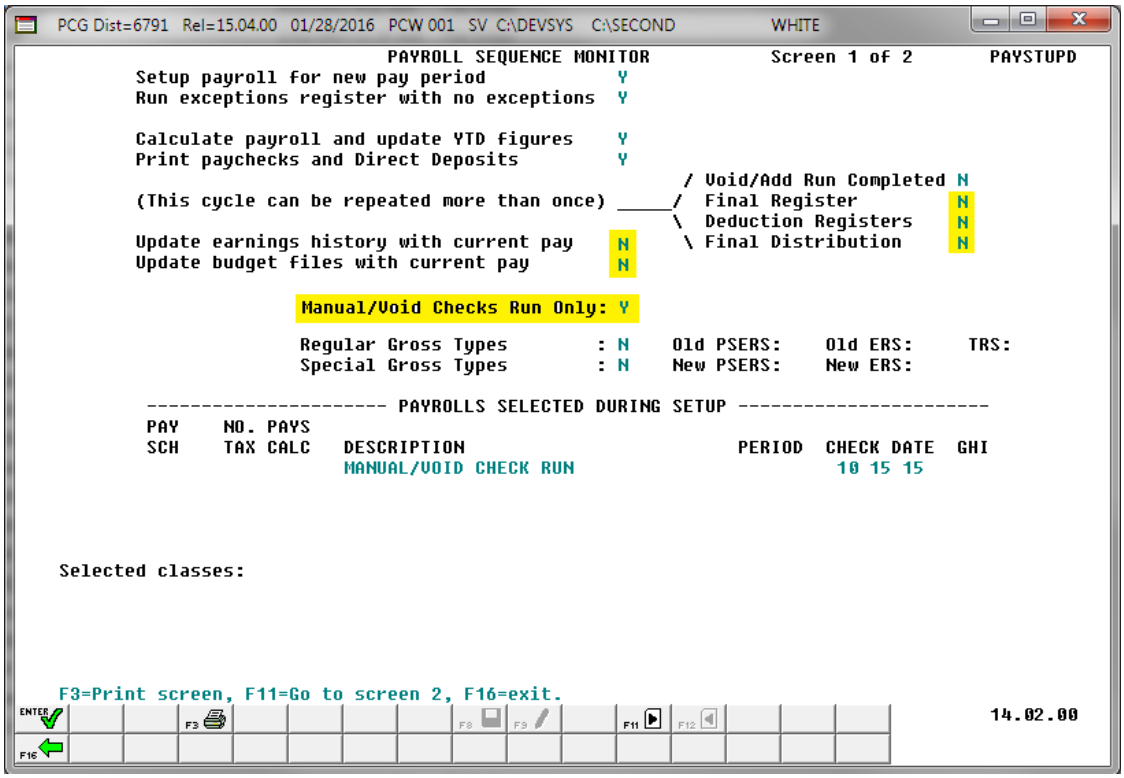
For systems <u>without</u> the *Enhanced Substitute Pay and Employee Leave System* enabled, the following screen displays:



The actual screen results are system-specific.

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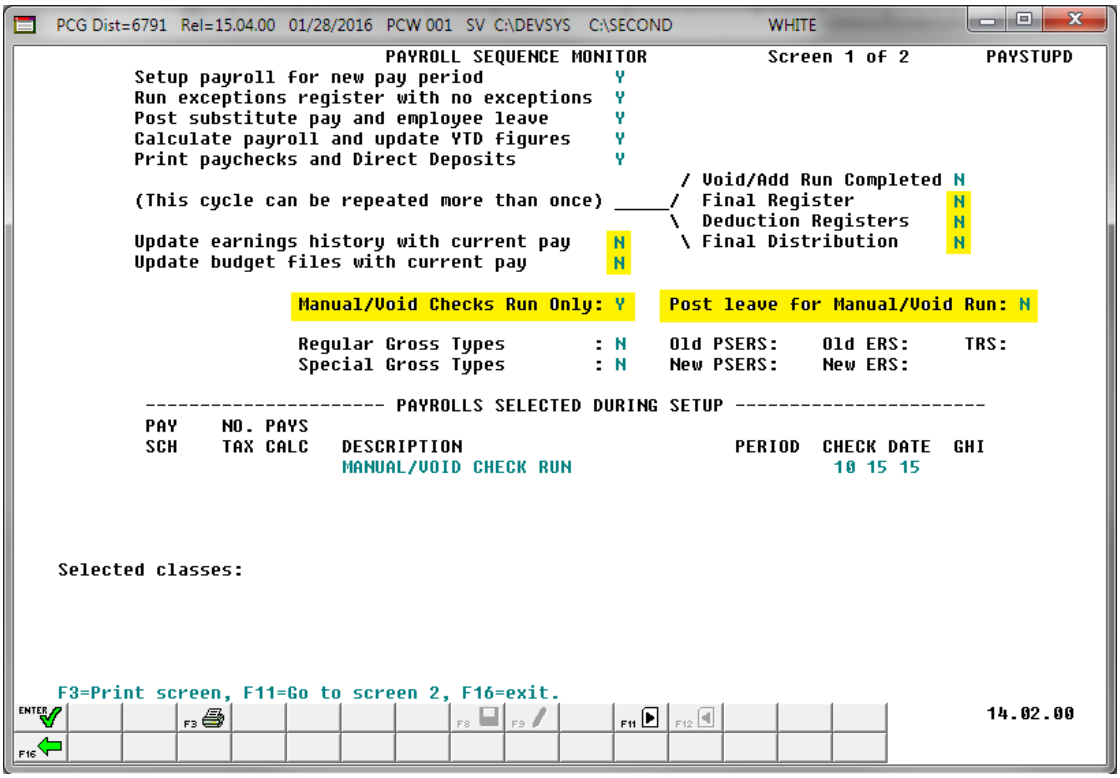
For systems <u>with</u> the *Enhanced Substitute Pay and Employee Leave System* enabled, and the *Post Leave for Manual/Void Run* set to ***N*** (No), the following screen displays:



The actual screen results are system-specific.

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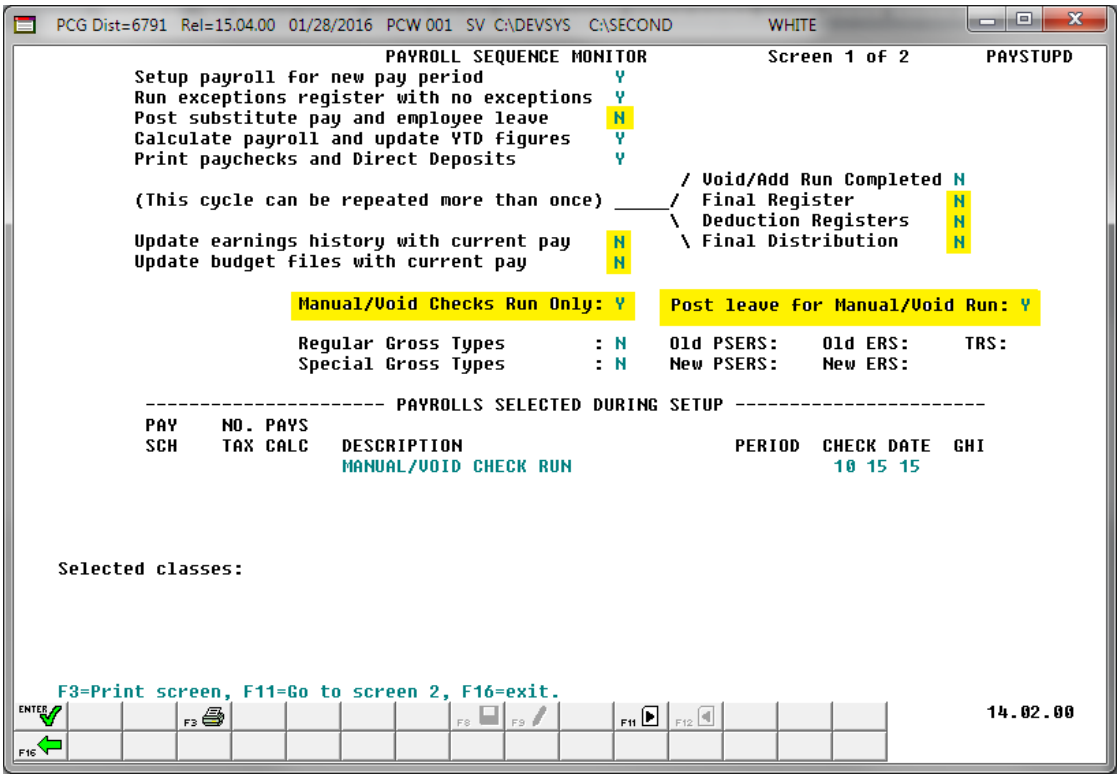
For systems <u>with</u> the *Enhanced Substitute Pay and Employee Leave System* enabled, and the *Post Leave for Manual/Void Run* set to ***Y*** (Yes), the following screen displays:



The actual screen results are system-specific.

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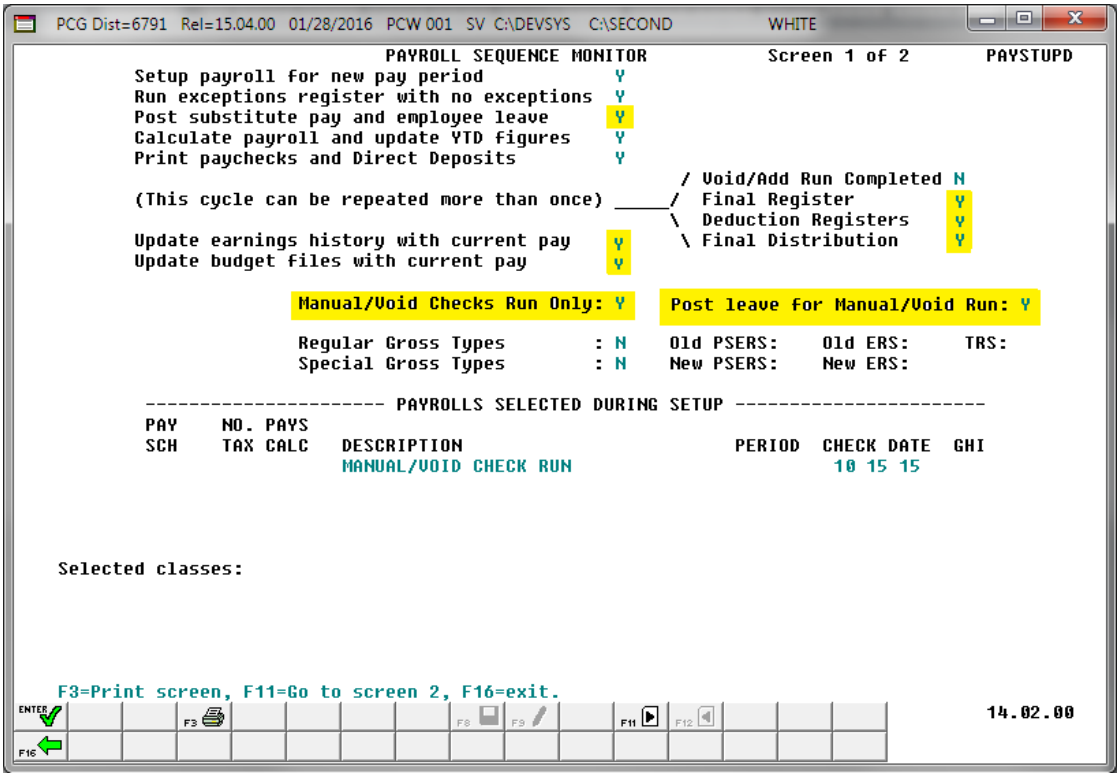
The following screen displays when the *Manual/Void Only* payroll cycle has been completed:



The actual screen results are system-specific.

Step	Action
3	If the user is finished reviewing the payroll monitor information, select **F16** (Exit) to return to the *Payroll System Master Menu.*

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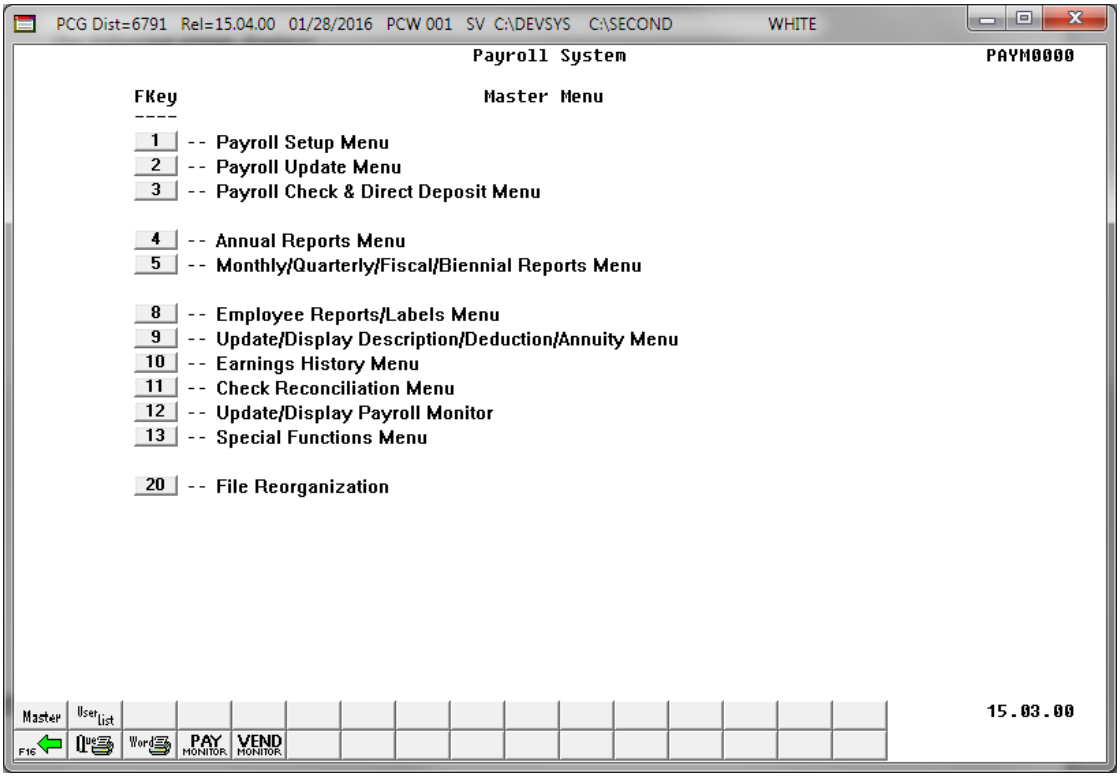
The following screen displays:



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

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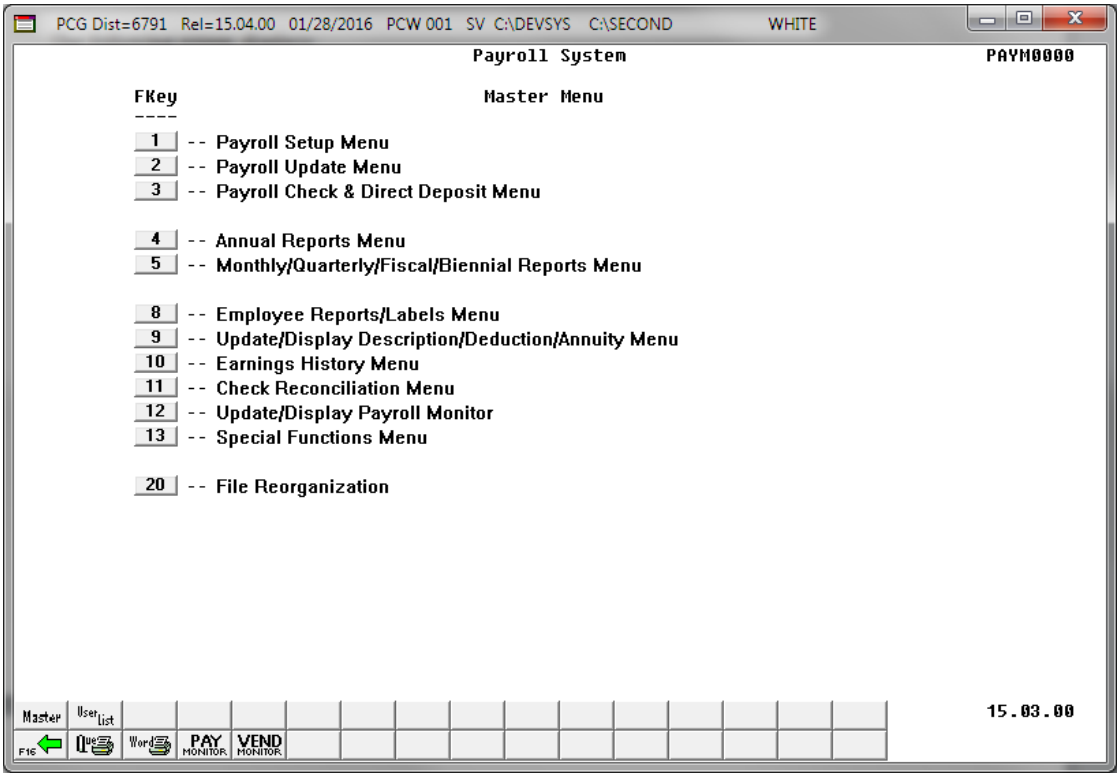
Procedure C: Manual Payroll Check and Direct Deposit Statement Processing

C1. Enter a Manual Payroll Check and/or Direct Deposit Statement



Step	Action
1	Press F3 (**F3** - Payroll Check and Direct Deposit Menu).

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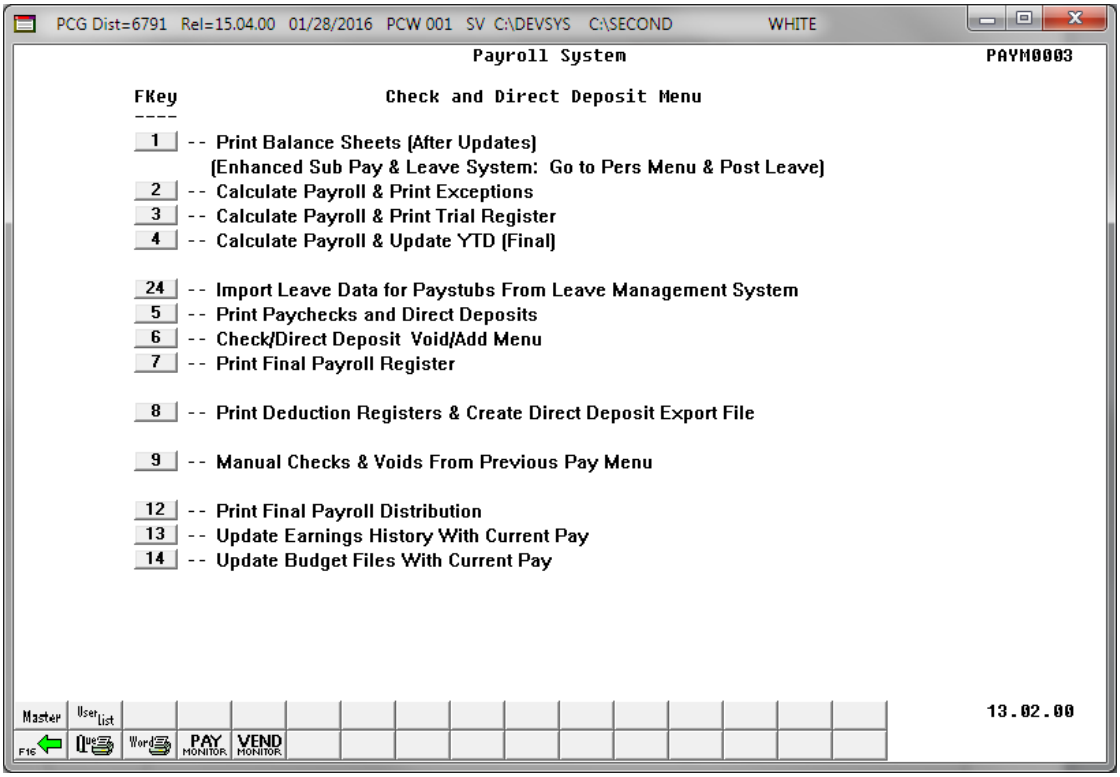
The following screen displays:



Step	Action
2	Press 9 (**F9** - Manual Checks & Voids From Previous Pay Menu).

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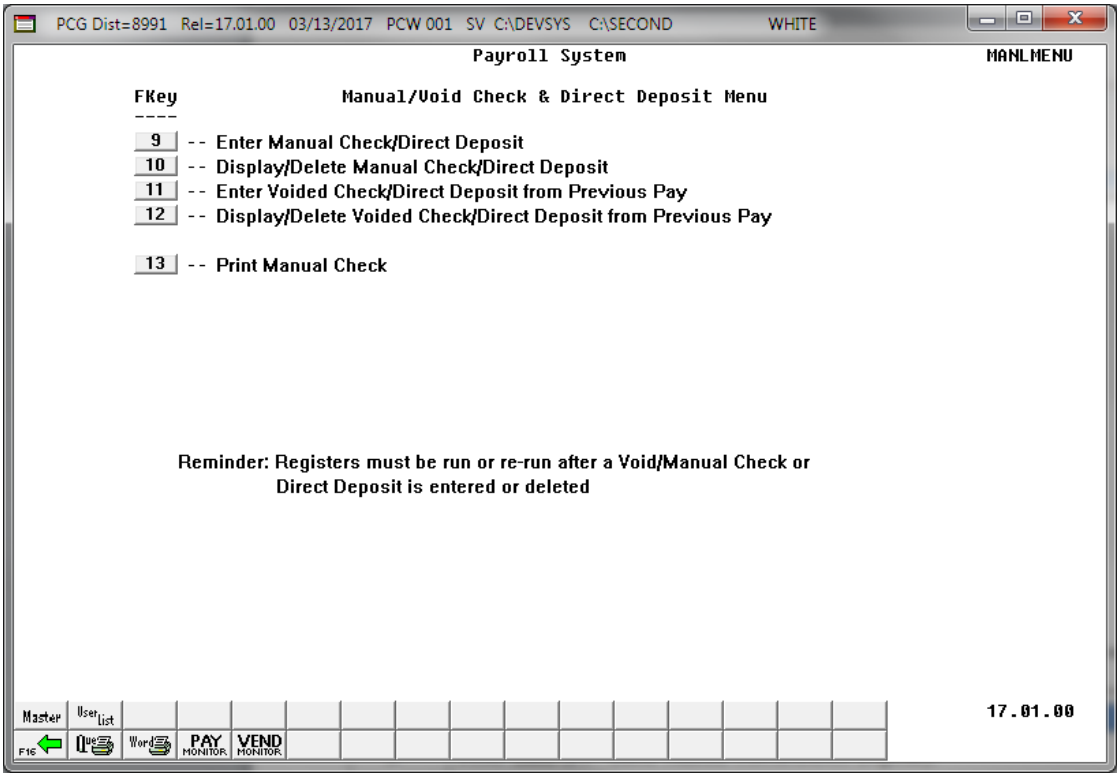
The following screen displays:



Step	Action
3	Press 9 (**F9** - Enter Manual Check/Direct Deposit).

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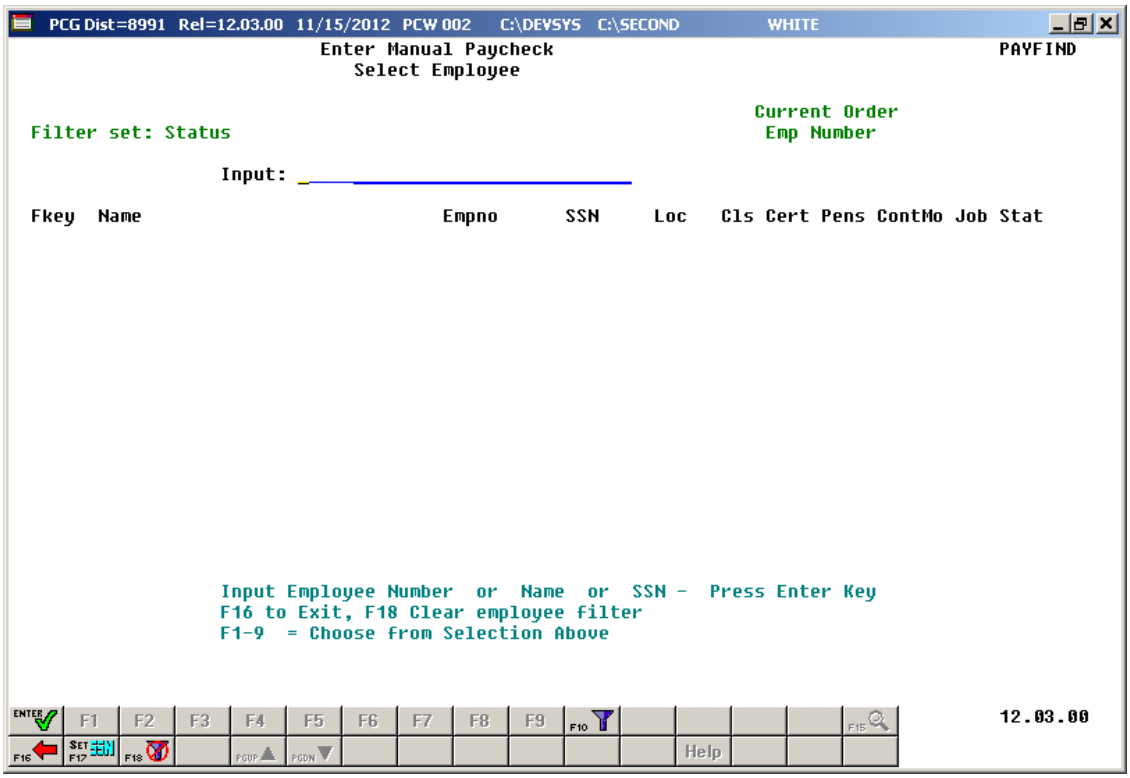
The following screen displays:



Step	Action
4	Enter the employee number in the **Input** field and click **(Enter)**. Proceed to *Step 6*. *If the employee number/SSN is unknown, enter the employee's complete or partial name in the* **Input** *field and select (Enter). Proceed to Step 5. Entering a complete or partial name in the* **Input** *field displays results most closely matching the search criteria entered. Continue to press Pg Down until the employee's record displays.*

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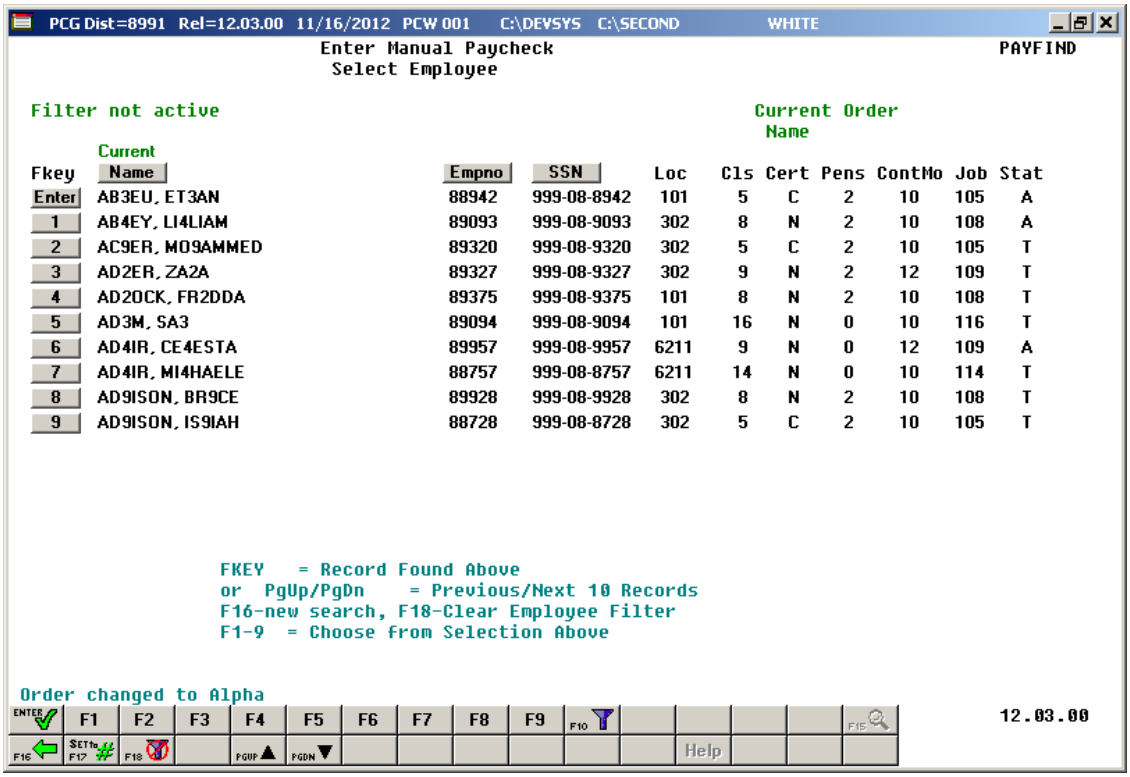
The following screen displays for partial name entries in the **Input** field:



Step	Action
5	Press ENTER (**Enter**) or the **Fkey** corresponding to the employee's record.

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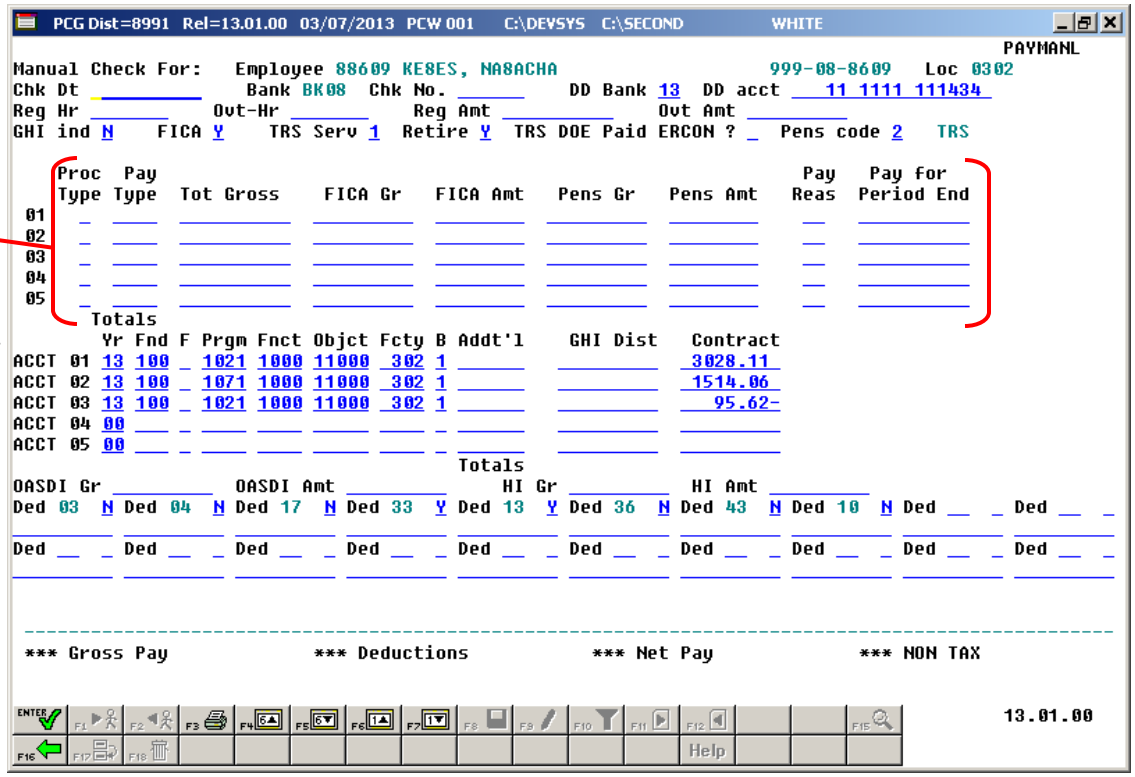
The following screen displays:

Entries may be made on any of the account detail lines. Press the appropriate Fkey to scroll between entries.



Step	Action
6	*PCGenesis defaults the payroll bank code in the* **Bank** *field based on the school district's Payroll Control Information.*
7	The entries in the **Loc** and **SSN** fields default from the employee's personnel information and are not modifiable on the *Manual Check/Direct Deposit* screen. The **Bank** code defaults from the school district's *Payroll Control Information*. *Refer to Section: B Payroll Update Processing, Topic 3: Update/Display Personnel Information, or Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing to make changes to the information displayed.*
8	Enter the date (MM/DD/CCYY) in the **Chk Date** (Check Date) field. *PCGenesis will convert dates entered in formats such as MDDYY to MM/DD/CCYY when using the Tab key to access the next field and selecting Enter.* *PCGenesis will default the* **Pay for Period End** *field(s) on the account lines to the date entered for the* **Chk Date** *(Check Date). Modify the* **Pay for Period End** *entries as needed.*
9	**Required – Payroll Checks** Enter the payroll check or direct deposit number in the **Chk No.** (Check Number) field.
10	**Required – Direct Deposit Statements** Enter the bank code in the **DD Bank** (Direct Deposit Bank) field, where applicable.

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Step	Action
11	**Required – Direct Deposit Statements** Enter the direct deposit account code in the **DD Acct** (Direct Deposit Account) field, where applicable.
12	**Optional** Enter the employee's total number of regular hours or days in the **Reg Hr** (Regular Hours) field.
13	**Optional** Enter the employee's total number of overtime hours or days in the **Ovt-Hr** (Overtime-Hours) field.
14	**Optional** Enter the employee's regular pay amount in the **Reg Amt** (Regular Amount) field.
15	**Optional** Enter the employee's overtime pay amount in the **Ovt Amt** (Overtime Amount) field.
16	**Required** Enter **Y** (Yes) or **N** (No) in the **GHI IND** (Georgia Health Insurance Indicator) field to define the employee's Georgia Health Insurance (GHI) plan participation. *If GHI will not be deducted from the Manual check, the* **GHI IND** *should be '**N**' even if the employee is normally a GHI participant.*
17	**Required** Verify or enter the FICA tax switch code in the **FICA** (Federal Insurance Contributions Act) field. Valid Values: **Y** = Compute OASDI/Medicare **N** = Do NOT compute OASDI/Medicare M = Compute Medicare only
18	**Required** Verify the existing entry is correct or enter **0** (Out of Service) or **1** (In Service) in the **SERV** (Service) field to define the employee's Teacher Retirement System (TRS) participation.

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Step	Action
19	**Required** Verify the existing entry is correct or enter the appropriate value in the **Retire** field to define the employee's pension participation. Valid values: **Y** = Calculate pension **N** = Do NOT calculate pension **R** = TRS Retiree – 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 **Retire Switch**, PCGenesis suspends the pension calculation for this employee for the current Payroll Run. This entry neither affects other employees' pension calculations, nor requires the employee's pension code to be changed.* *When entering '**Y**' (Yes) in the **Retire Switch** field, and '**0**' in the **Pension Code** field, PCGenesis does not calculate a pension deduction for the employee.* *For HB210/SB 327 TRS Retirees: Use **Retire 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 **Pens Amt** field reflects '0.00', and the **TRS service ind** field reflects '**1**' (In-Service).*
20	**Required** Verify the existing entry is correct or enter **Y** (Yes) or **N** (No) in the **TRS DOE Paid ERCON?** (Teacher Retirement System - *Georgia Department of Education* Paid Employer Contribution) field to identify that the *Georgia Department of Education* pays the employer's contribution for this employee's Teacher Retirement System (TRS) participation.
21	**Required** Verify the existing entry is correct or enter the appropriate value in the **Pens code** (Pension Code) field to define the employee's pension participation. Valid Values: **0** = No Pension **1** = Old PSERS Participation **2** = TRS Pension Participation **3** = Old ERS Participation **4** = New ERS Participation **5** = New PSERS Participation

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Step	Action
***Steps 22 – 34* describe the steps for entering a normal or adjustment pay amount for an employee.**	
22	Enter the code or click on the drop-down selection icon in the **Proc Type** (Processing Type) field to identify the employee's processing type. Valid values: Regular Gross Types: **S** – Regular salary with pension and taxes **D** – Regular daily with pension and taxes **H** – Regular hourly with pension and taxes Special Gross Types: **A** –Daily/Hourly adjustment NO pension calculation **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 **Q** –Salary adjustment with taxes and pension calculation **P** – Daily/Hourly adjustment with taxes and pension calculation **Z** – Pension adjustment only *The field's entry determines how payroll pension contributions are calculated and/or if PCGenesis will clear the entry during payroll setup.* *If entering an account number in the* **Acct# Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** *field(s), enter information in the* **Proc Type** *field.*
Complete *Steps 23 - 34* for each Proc Type entered/selected in *Step 22*.	
23	**Optional** Enter the pay type code or click on the drop-down selection icon in the **Pay Type** field to define the employee's pay type. The **Pay Type** is used to define earnings categories for printing on the new detailed pay stub. *The defaulting entry '0000' prints as 'Regular Pay' on the detailed check stub.*
24	**Optional** Enter the employee's gross salary in the **Tot Gross** (Total Gross) field.
25	**Required – If the FICA indicator is 'Y'** Enter the employee's FICA gross salary in the **FICA Gr** (Federal Insurance Contributions Act Gross) field.
26	**Required – If the FICA indicator is 'Y'** Enter the employee's FICA deduction amount in the **FICA Amt** (Federal Insurance Contributions Act Amount) field.

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Step	Action
27	**Required – If a pension amount will be deducted from the Manual check** Enter the salary amount in the **Pens Gr** (Pension Gross) field which is subject to pension. The pension gross determines the employer pension contribution. If an employer pension contribution is not desired, the pension gross should be zero.
28	**Required – If the Pens Gr contains a dollar amount** Enter the employee's pension deduction amount in the **Pens Amt** (Pension Amount) field.
29	Enter the pay reason code or click on the drop-down selection icon next to 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 employee's adjusted new salary line, as well as any one time retroactive salary adjustment lines entered for the employee. The pay reason code clears 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. This field clears during payroll setup. Proper use of this field will eliminate manual follow-up reporting with TRS for pay variances.*
30	**For Pension 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. *This field is not used with normal salary 'S', 'D' and 'H' lines. Whenever prior payroll period salary adjustment records exist, enter the affected payroll period's date. Do not enter future payroll period dates. Because payroll adjustment lines clear during payroll setup, the pay for period date field also clears.* *Proper use of this field will eliminate manual follow-up reporting with TRS and ERS for pay variances.*
31	Click on the drop-down selection icon or enter the employee's gross salary account information in *either* of the **Acct# Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** field(s). *If the employee has more than five account lines, enter additional information by selecting the appropriate Fkey.*

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Step	Action
32	**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 a positive number, if entered. Manual checks will no longer refund employer GHI since negative GHI distribution percentages are not allowed. The GHI distribution percentage must be zero if the* **GHI Ind** *(GHI Participation Switch) is '**N**'.* *Distribute the employer GHI contribution across multiple account lines when charging GHI to multiple state programs.*
33	**(Optional for Pay Tracking)** Enter the employee's gross salary amount that to apply to the employee's annual contract salary in the **Contract** field. *Use this field to track an employee's pay to help prevent over payments.*
34	If there are additional **Proc Types:** Select the **Tab** key to access the next **Proc Type** field and repeat this procedure at *Step 22*.
35	**Required – If the FICA indicator is 'Y'** Enter the employee's OASDI calculation amount of the employee's gross salary in the **OASDI Gr** (Old Age, Survivors and Disability Insurance Gross) field.
36	**Required – If the OASDI Gr contains a dollar amount** Enter the employee's OASDI amount in the **OASDI Amt** (Old Age, Survivors, and Disability Insurance Amount) field.
37	**Required – If the FICA indicator is 'Y' or 'M'** Enter the employee's gross salary calculation amount in the **HI Gr** (Health Insurance Gross) field.
38	**Required – If the HI Gr contains a dollar amount** Enter the employee's deduction calculation dollar amount in the **HI Amt** (Health Insurance Amount) field.

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Step	Action
***Steps 39 – 41* apply to individual deductions requiring the entry or verification of the deduction code, deduction indicator, and the deduction amount. PCGenesis will automatically reposition the cursor after each entry or selection.**	
39	Enter or click on the drop-down selection icon in the **Ded** (Deduction) field to identify the type of deduction. *PCGenesis defaults the entries based on the employee's current deductions. Refer to Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information to modify these entries as needed.*
40	**For school district/system deduction contributions:** Enter **Y** (Yes) in the *Deduction Indicator* 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 *Deduction Indicator* field.
41	For each deduction, enter the deduction calculation amount in the **Amount** field located below the *Deduction Indicator* field.
42	Verify the screen's entries are correct and click (**Enter**). Select (**F3** – Print this data) to obtain a screen print of the *Enter Manual Check/Direct Deposit* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

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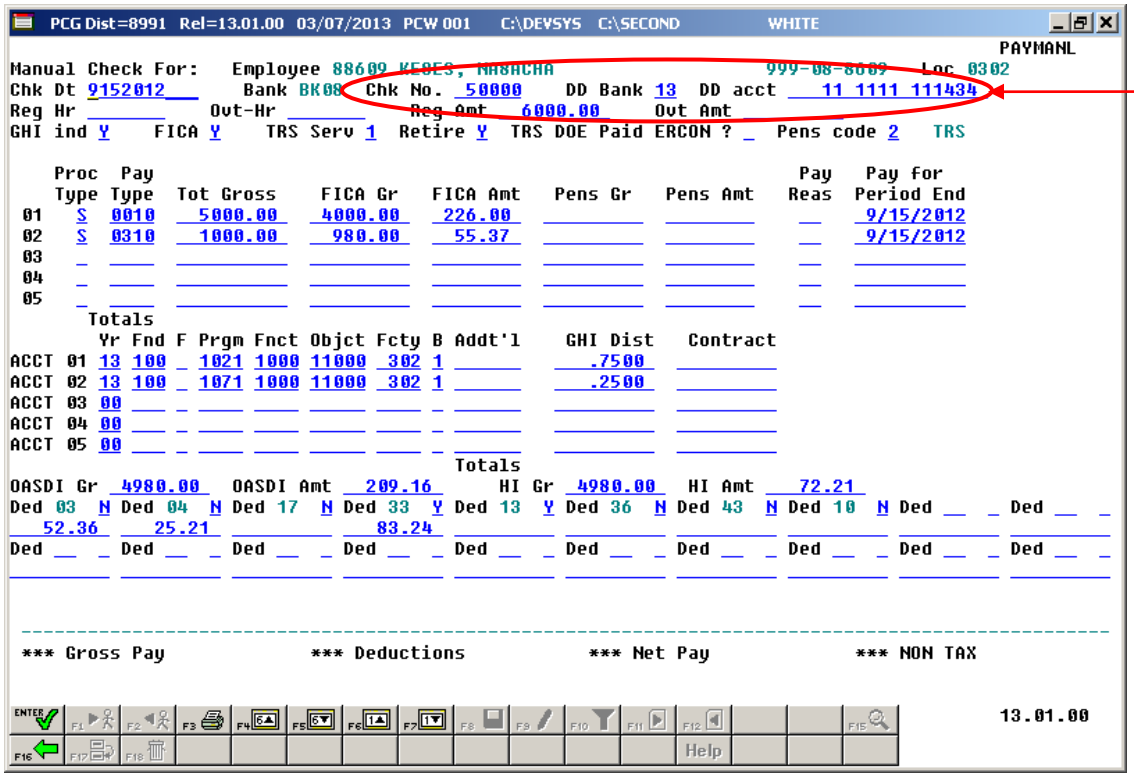
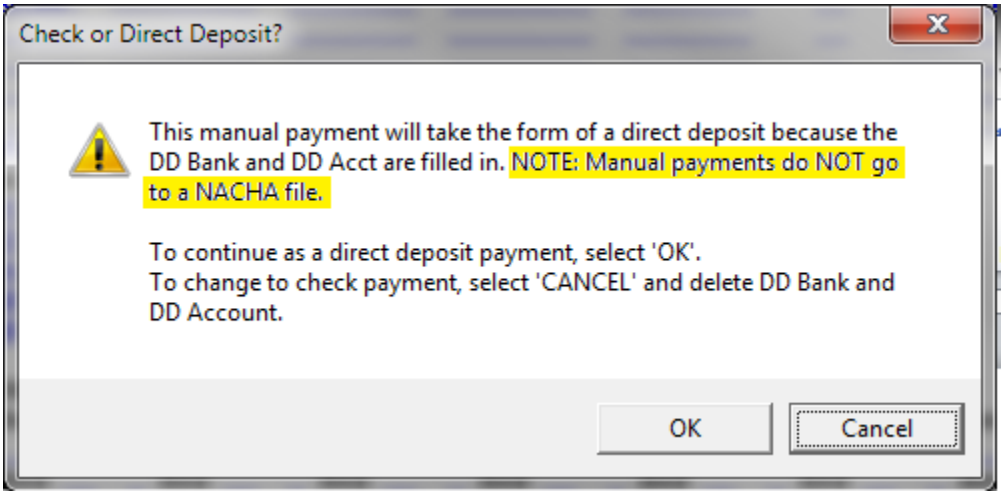
The following screen displays:



When data is entered into DD Bank and DD Acct, a manual direct deposit is created.

When the DD Bank and DD Acct fields are filled in, the following message box will be displayed:



Step	Action
43	To continue as a direct deposit payment, select 'OK'. To change to a check payment, select Cancel (CANCEL), and then delete the **DD Bank** and **DD Account**.

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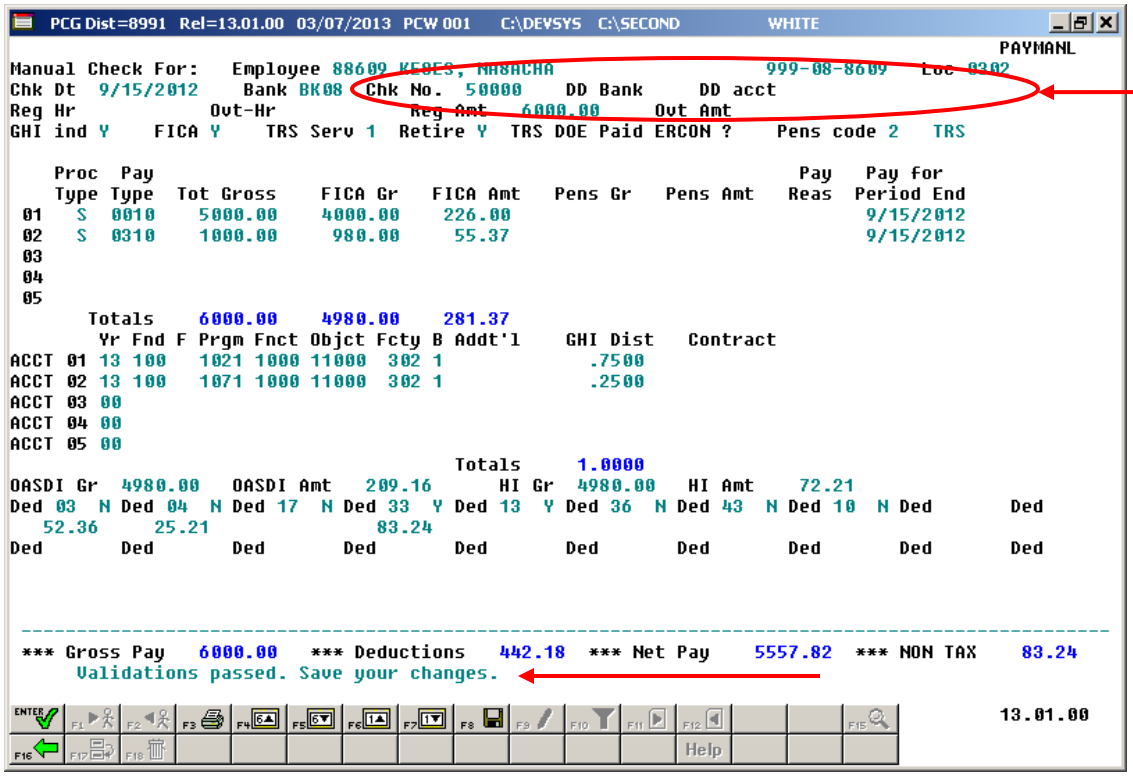

Insert spaces into DD Bank and DD Acct in order to create a manual check.

Step	Action
44	Verify *"Validations passed. Save your changes."* displays, and click (**F8** – Save changes).

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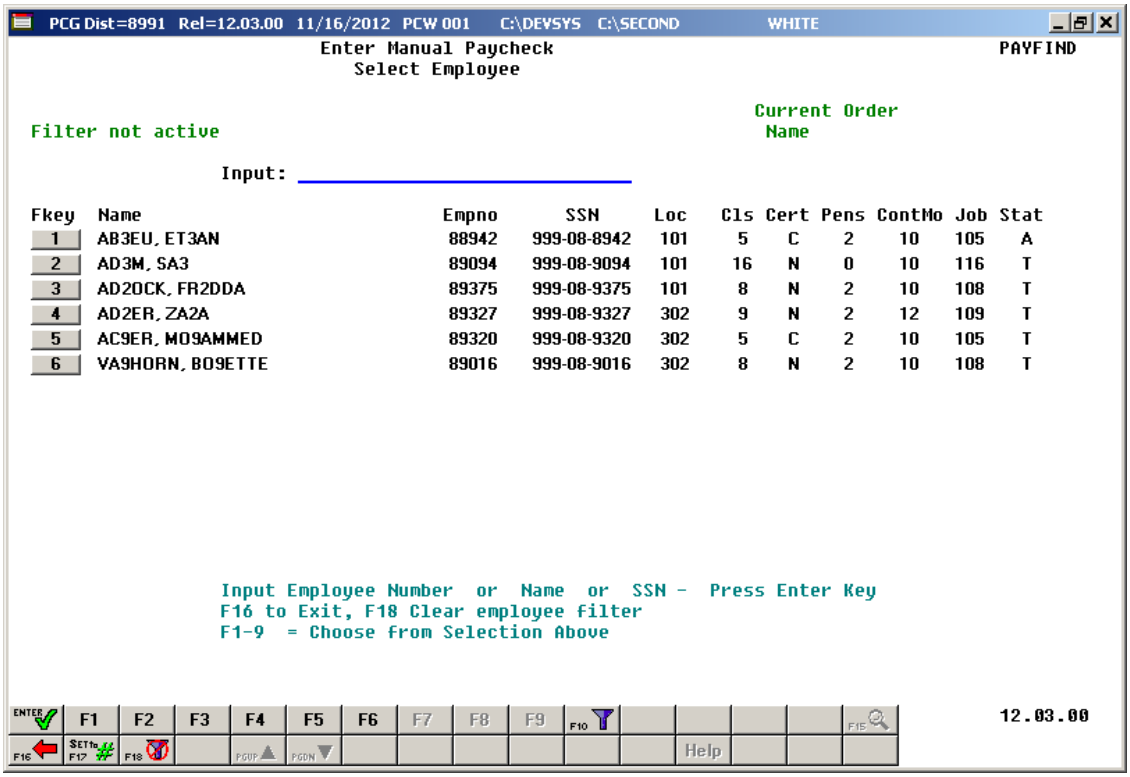
The following screen displays:



Step	Action
45	Click F16 (**F16** – Exit) to the *Payroll System – Manual/Void Check and Direct Deposit Menu.*

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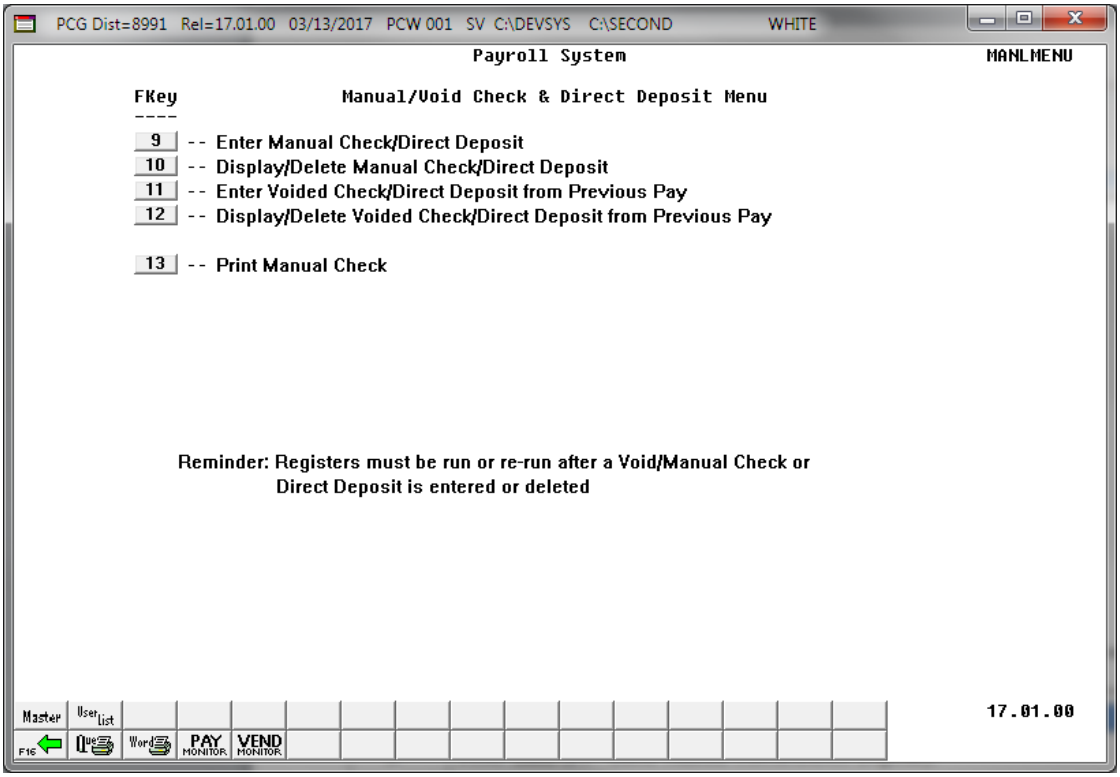
The following screen displays:



Step	Action
46	Press F16 (**F16** – Exit) to exit the *Payroll System – Check and Direct Deposit Menu.*
47	Press F16 (**F16** – Exit) to exit the *Payroll System Master Menu.*
48	**To Print the Final Payroll Register and Payroll Distribution Report:** Refer to *Section C: Payroll Check and Direct Deposit Statement Processing, Topic 4: Print the Payroll Pre-Posting Reports* for instructions and report examples.

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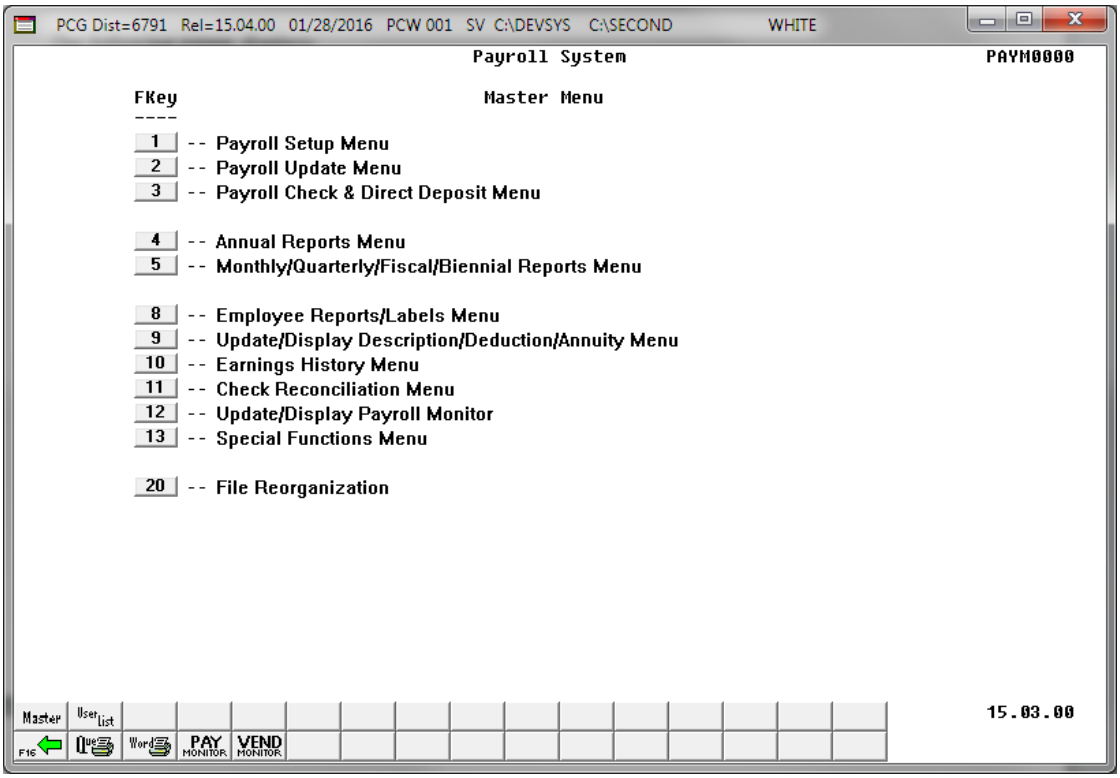
C2. Display/Delete a Manual Payroll Check and/or Direct Deposit Statement



Step	Action
1	Press 3 (**F3** - Payroll Check and Direct Deposit Menu).

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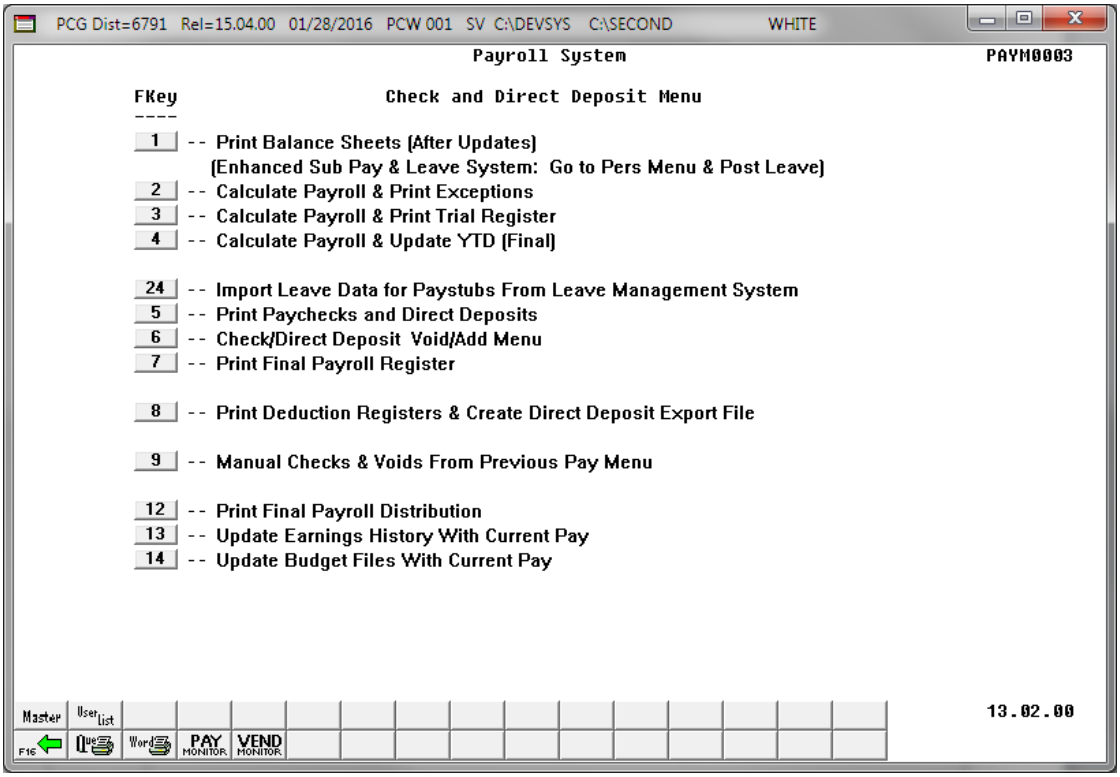
The following screen displays:



Step	Action
2	Press 9 (**F9** - Manual Checks & Voids From Previous Pay Menu).

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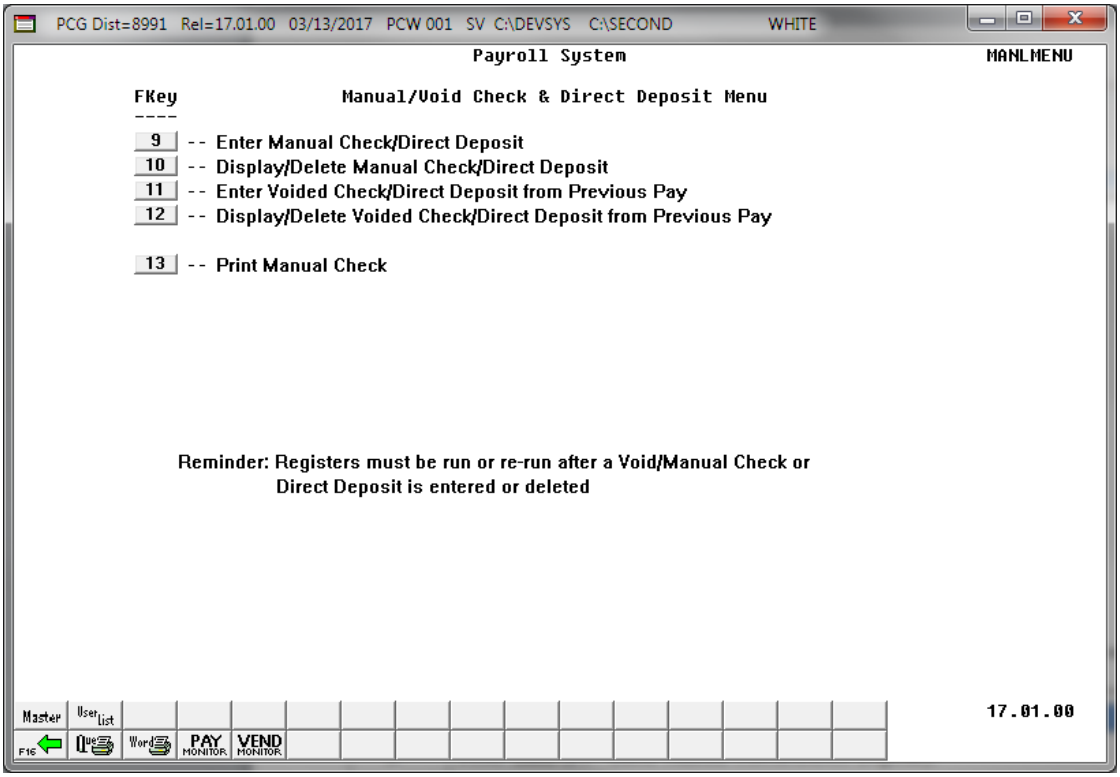
The following screen displays:



Step	Action
3	Press 10 (**F10** - Display/Delete Manual Check/Direct Deposit).

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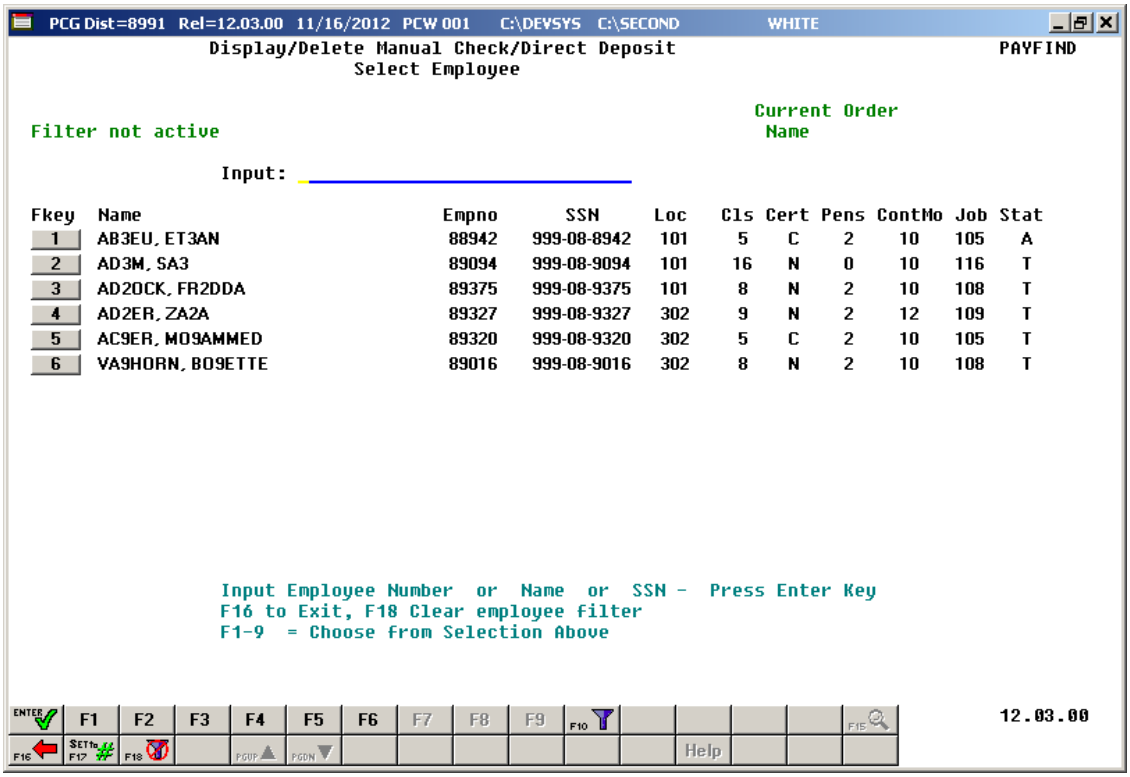
The following screen displays:



Step	Action
4	Enter the employee number in the **Input** field and click ENTER **(Enter)**. Proceed to *Step 6*. *If the employee number/SSN is unknown, enter the employee's complete or partial name in the* **Input** *field and select* ENTER *(Enter). Proceed to Step 5. Entering a complete or partial name in the* **Input** *field displays results most closely matching the search criteria entered. Continue to press Pg Down until the employee's record displays.*

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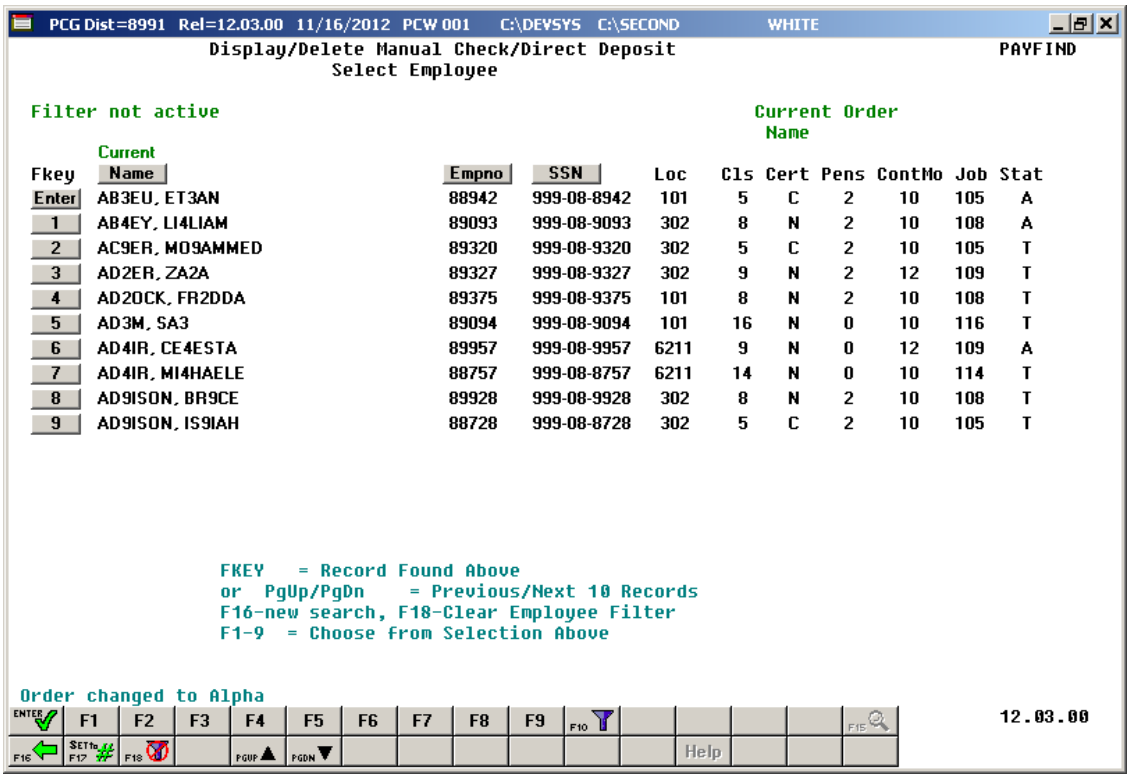
The following screen displays for partial name entries in the **Input** field:



Step	Action
5	Press ENTER (**Enter**) or the **Fkey** corresponding to the employee's record.

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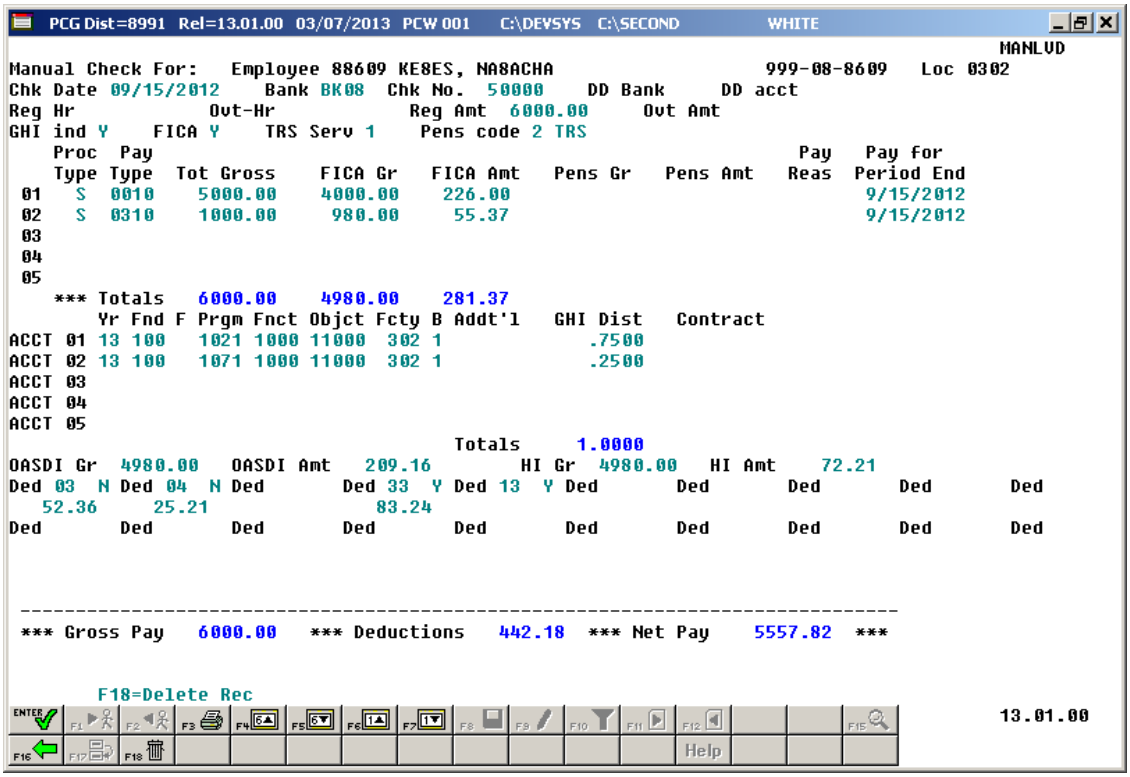
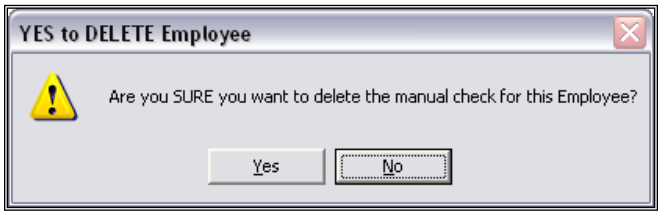
The following screen displays:



Step	Action
6	**To display the Payroll Check/Direct Deposit Statement only:** Review the information on, and screen-print the *Manual Payroll Check For: (Employee ##### Employee Name)* screen. Proceed to *Step 9*. Select F3 (**F3** – Print this data) to obtain a screen print of the *Display/Delete Manual Check/Direct Deposit* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'. **To delete the Payroll Check/Direct Deposit Statement**: Verify the check displayed check information is correct, click F18 (**F18 - Delete**), and proceed to *Step 7*.

When selecting **F18** in *Step 6*: the following dialog box displays:



Step	Action
7	Select Yes (**Yes**).

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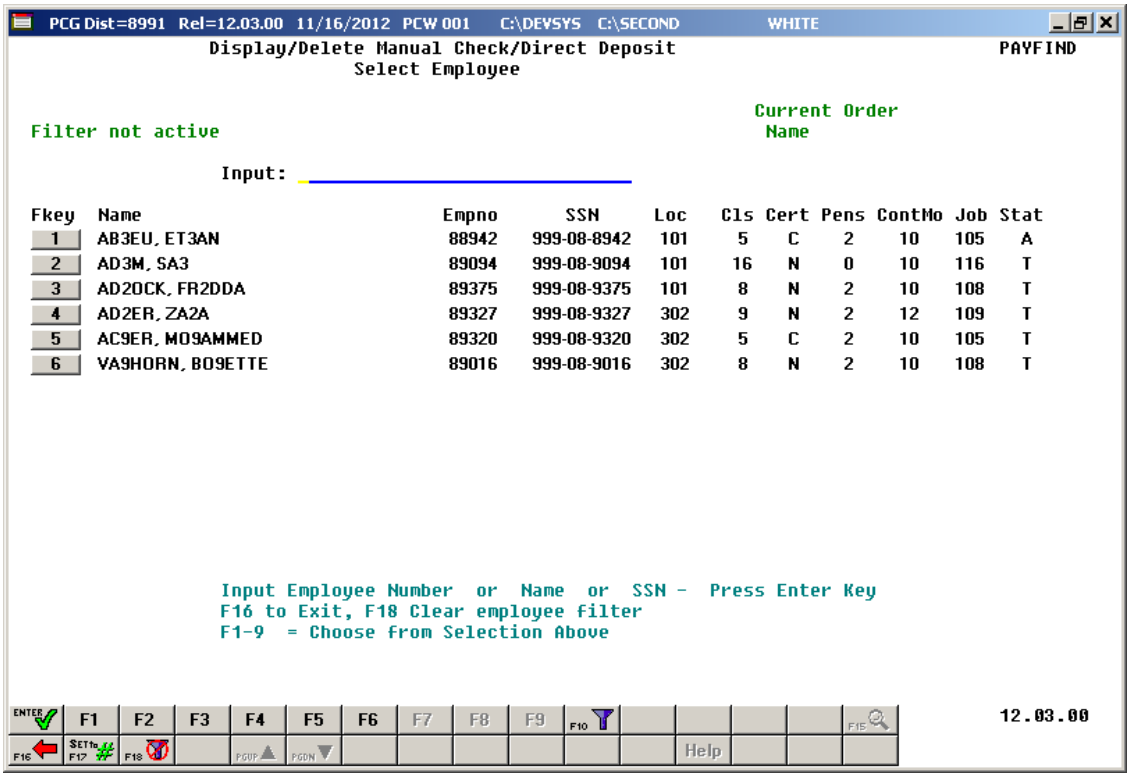
The following dialog box displays:

Step	Action
8	Select OK (**OK**).

The following screen displays:



Step	Action
9	Click F16 (**F16** – Exit) to the *Payroll System – Manual/Void Check and Direct Deposit Menu.*

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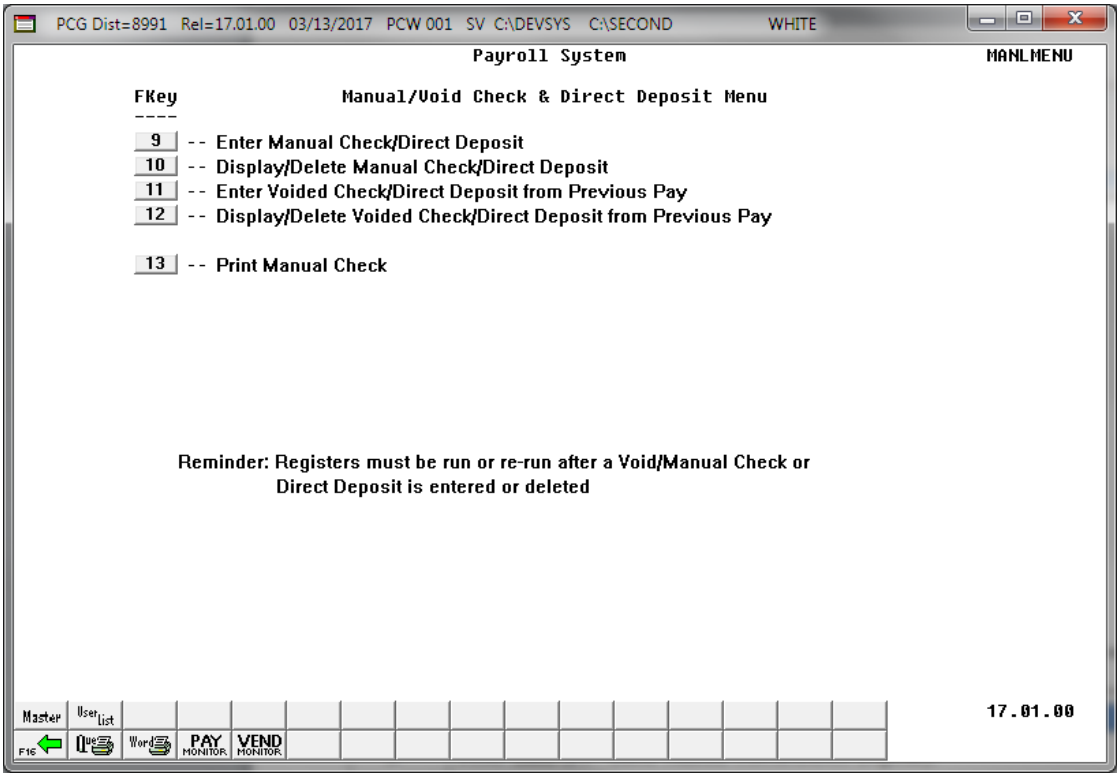
The following screen displays:



Step	Action
10	Press F16 (**F16** – Exit) to exit to the *Payroll System – Check and Direct Deposit Menu.*
11	Press F16 (**F16** – Exit) to exit to the *Payroll System Master Menu.*
12	**To Print the Final Payroll Register and Payroll Distribution Report:** Refer to *Section C: Payroll Check and Direct Deposit Statement Processing, Topic 4: Print the Payroll Pre-Posting Reports* for instructions and report examples.

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C3. Employer Contributions on Manual Payroll Checks and/or Direct Deposits

PCGenesis uses the following guidelines when calculating the employer contribution amounts for manual checks and direct deposits:

- The **FICA switch** and **FICA gross** determine the employer FICA contribution.
  - If the **FICA switch** is '**N**', then the **FICA gross** must be zero and an employer FICA contribution will not be calculated.
  - If the **FICA switch** is '**Y**', then the **FICA gross** must be entered. The **OASDI gross** plus the **HI (Medicare) gross** must add up to the **FICA gross**. In this case, PCGenesis will calculate the OASDI employer contribution as the OASDI gross times the OASDI employer percentage. PCGenesis will calculate the HI employer contribution as the HI gross times the HI employer percentage.
  - If the **FICA switch** is '**M**', the **FICA gross** and **HI gross** must be entered. In this case, PCGenesis will calculate the HI employer contribution as the HI gross times the HI employer percentage. The **OASDI gross** and the **OASDI amount** must be zero.
- The employee **Pension Switch** and **Pension Gross** determine the employer pension contribution. The pension switch indicates the employee's pension participation in either TRS, Old ERS, New ERS, Old PSERS, or New PSERS. In this case, PCGenesis will calculate the employer pension contribution as the pension gross times the appropriate employer pension percentage.
- The **GHI Ind** (GHI Participation Switch) and the **GHI Dist** (GHI % Distribution) determine the employer GHI contribution.
  - If the **GHI Participation Switch** is '**N**', then the **GHI % Distribution** must be zero and an employer GHI contribution will not be calculated.
  - If **GHI Participation Switch** is '**Y**', then the **GHI % Distribution** must be entered and must be a positive number. Entering the **GHI % Distributions** triggers the system to calculate and distribute to the General Ledger account numbers an employer GHI contribution. The GHI employer share dollar amount for certified and non-certified employees is entered on the *Tax/Withholding/Control Menu*.
  - If **GHI Participation Switch** is '**Y**', then the **GHI distribution percentages** for all GL accounts must add to 100%.
  - The **GHI distribution percentage** must be a positive number, if entered. Manual checks will no longer refund employer GHI since negative GHI distribution percentages are not allowed. If refunding a GHI employee deduction amount to an employee, the employer GHI contribution must be refunded with a negative claim on the financial side.
  - Voided Checks will refund the actual employer GHI amount from the original check. (Employer GHI is refunded correctly when voiding a check with the *Enter Voided Check/Direct Deposit from Previous Pay* process.)

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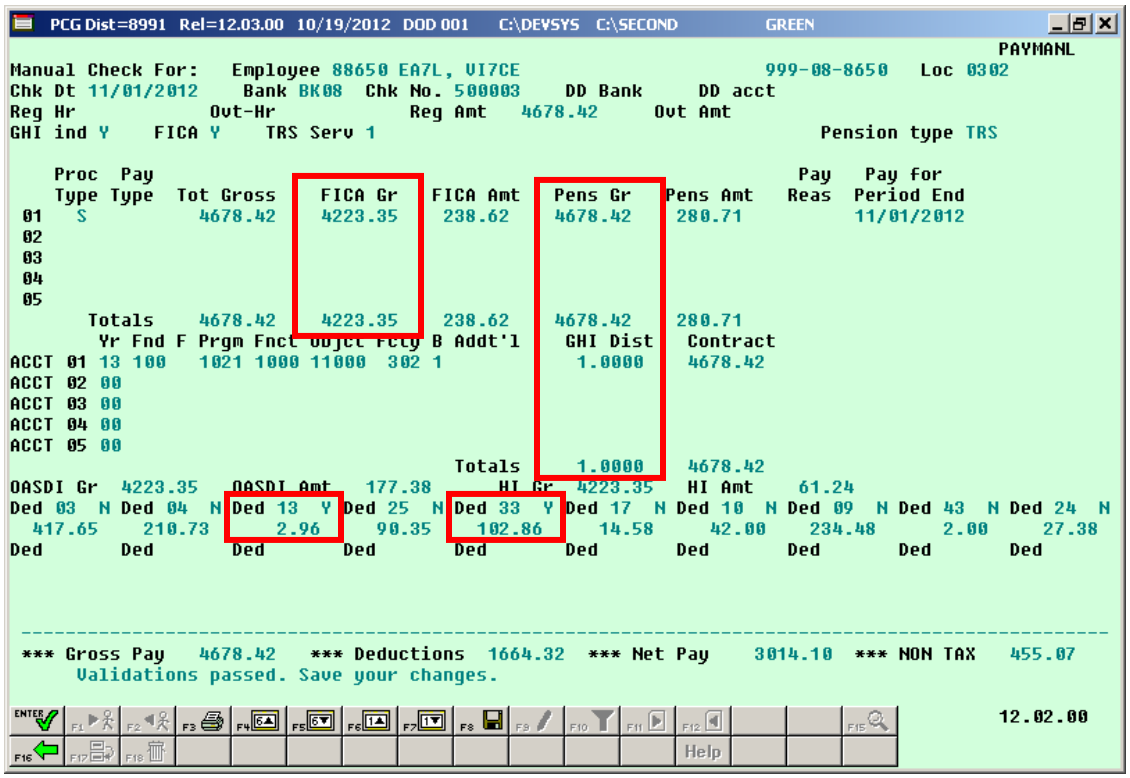
- The employer switch on individual deductions determines the employer deduction contribution. If the individual deduction's **employer switch** is '**Y**', then the employer contribution for the deduction will be calculated.
  - The deduction's employer contribution participation is defined in the *Deduction File*. Refer to the *Payroll System Operations Guide*, *Section F: Description/Deduction/Annuity File Processing* for instructions.

Example 1:

The following example illustrates the relationship between the gross amounts, distribution percentages, and participation switches entered on the manual check and the generated employer contribution amounts. In *Example 1*, employer contributions are generated for Medicare (HI), OASDI, TRS pension, GHI, and deductions 13 and 33.



Example 1 – Manual Check with FICA Gross, Pension Gross, GHI % Distribution, and Employer Deduction Switches set to 'Y'

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The *Final Payroll Distribution* process for *Example 1* produces the *Employer Deduction Contribution Report by Employee*, as shown below.

```
REPORT DATE: 10/19/2012                    EMPLOYER DEDUCTION CONTRIBUTION REPORT                                PAGE    1
    PROGRAM: PAYDR101                            BY EMPLOYEE FOR 11/30/12

     DEDUCTION   #: 13    VENDOR 002920                                  CONTRIBUTION TYPE: 1     1 = FIXED AMOUNT
          VENDOR #: 2920  VENDOR 002920                                                           2 = % OF PROC TYPE GROSS
                                                EMPLOYER OBJECT: 29000     EMPLOYER BLNC: 0421     3 = % OF EMPLOYEE CONTRIBUTION

                     EMP. #                  NAME                 EMPLOYER CONTRIBUTION AMOUNT          SOC. SEC. NO.

                     88650        EA7L, VI7CE                                   5.75                    999-08-8650

                                       DEDUCTION TOTAL CONTRIBUTION AMOUNT       5.75
```

```
REPORT DATE: 10/19/2012                    EMPLOYER DEDUCTION CONTRIBUTION REPORT                                PAGE    2
    PROGRAM: PAYDR101                            BY EMPLOYEE FOR 11/30/12

     DEDUCTION   #: 33    VENDOR 002920                                  CONTRIBUTION TYPE: 1     1 = FIXED AMOUNT
          VENDOR #: 2920  VENDOR 002920                                                           2 = % OF PROC TYPE GROSS
                                                EMPLOYER OBJECT: 29000     EMPLOYER BLNC: 0421     3 = % OF EMPLOYEE CONTRIBUTION

                     EMP. #                  NAME                 EMPLOYER CONTRIBUTION AMOUNT          SOC. SEC. NO.

                     88650        EA7L, VI7CE                                  16.69                    999-08-8650

                                       DEDUCTION TOTAL CONTRIBUTION AMOUNT      16.69
```

Example 1 – The Employer Deduction Contribution Report resulting from the Manual Check with Employer Deduction Switches set to 'Y'

Review the *Employer Deduction Contribution Report*:

- Because the manual check had individual deductions with the **employer switch** set to '**Y**', the *Employer Deduction Contribution Report* shows employer deduction contributions for deductions 13 and 33.

In *Example 1*, the *Final Payroll Distribution* process produces the *Payroll Employer Benefit Distribution by Employee Report*, as shown below.

```
REPORT DATE: 10/19/2012          PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/30/12                PAGE    1
    PROGRAM: PAYPR103
                                          22000 ******* 22000 ***************************** 21000 ******* 21000 **********
                                                                PENSION     PENSION                                (OBJECT)
        EMPLOYEE NAME          SALARY GROSS     OASDI GROSS    HI GROSS  (OBJECT)      GROSS                       PEN EMPR
EMP. #                                          OASDI   AMT    HI   AMT  TYPE         AMOUNT     C GHI AMT     N GHI AMT  SHR/EMPL

EA7L, VI7CE                      4,678.42       4,223.35       4,223.35              4,678.42
88650                                             261.85          61.24  TRS            533.81        912.34

   EMPLOYER SHARE GRAND TOTAL    4,678.42       4,223.35       4,223.35  (23000)     4,678.42
                                                  261.85          61.24  TRS            533.81        912.34

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

Example 1 – The Payroll Employer Benefit Register resulting from the Manual Check with FICA Gross, Pension Gross, and GHI % Distribution

Review the *Payroll Employer Benefit Register*:

- Because the manual check had a **FICA gross** and the **FICA Switch** was '**Y**', the *Payroll Employer Benefit Register* shows contributions for employer Medicare (HI) and OASDI.

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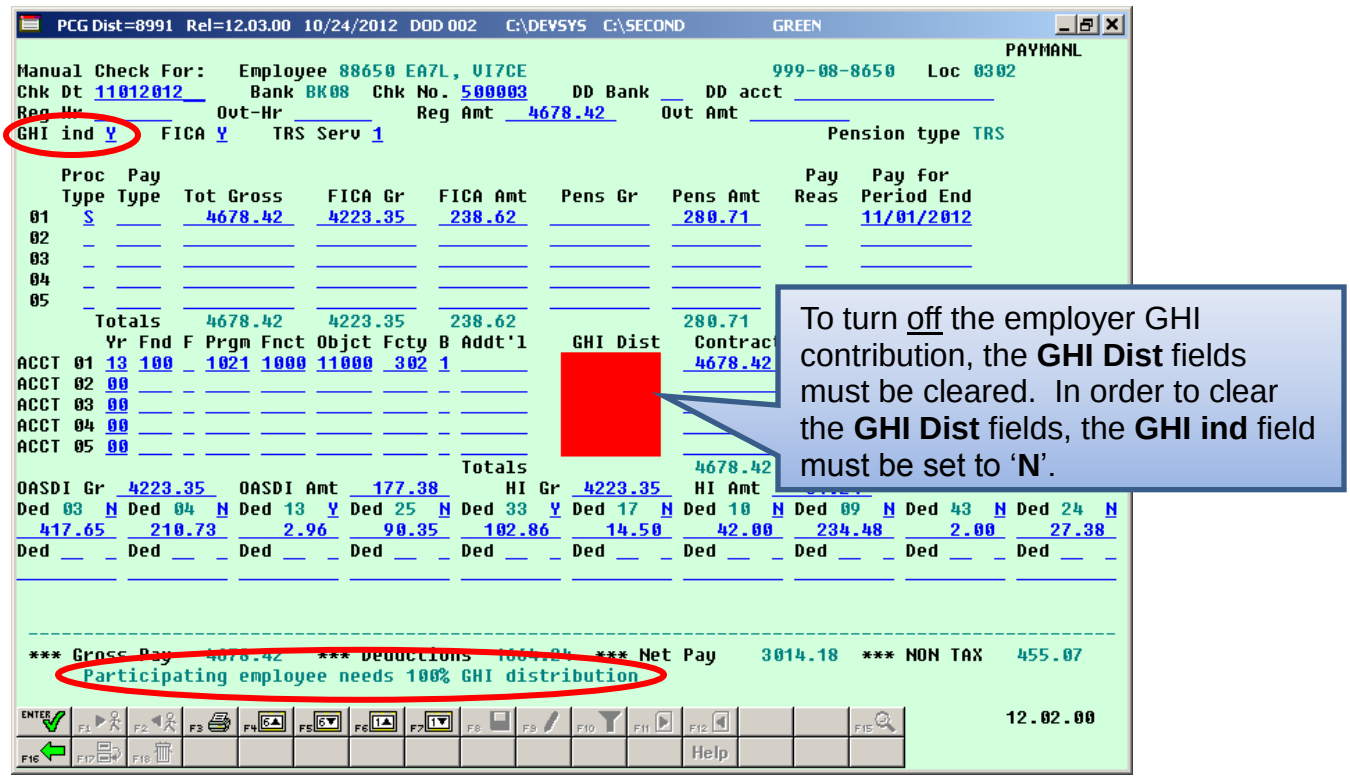
- Because the manual check had a **pension gross** and displayed the **pension switch** as '**TRS**', the *Payroll Employer Benefit Register* shows an employer TRS contribution.
- Because the manual check had a **GHI % Distribution** and the **GHI Indicator** was '**Y**', the *Payroll Employer Benefit Register* shows an employer GHI contribution.

Example 2:

Example 2 further illustrates the relationship between the gross amounts, distribution percentages, and participation switches entered on the manual check and the generated employer contribution amounts. In *Example 2*, employer contributions are generated for Medicare (HI), OASDI, and deductions 13 and 33. However, employer contributions are not generated for TRS pension and GHI.



Example 2 – Manual Check with a total GHI % Distribution of zero requires the GHI Ind to be set to 'N'

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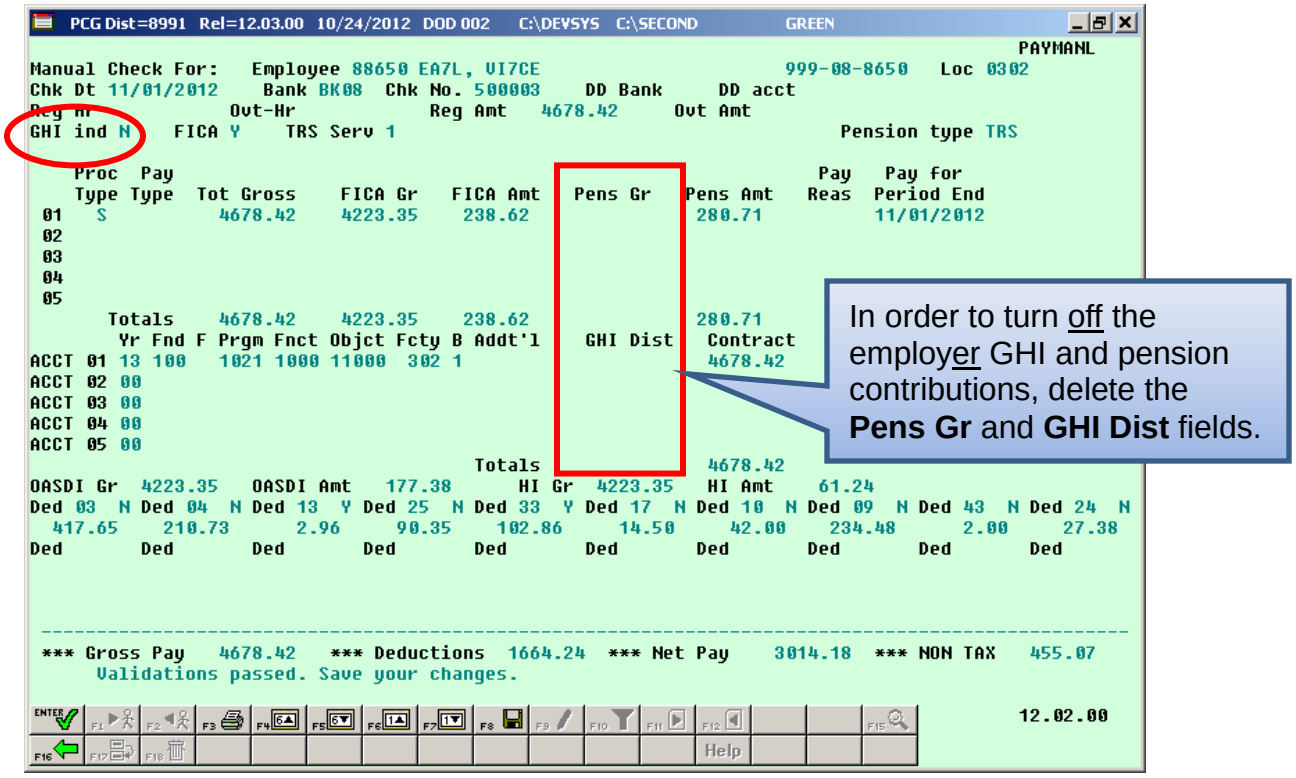
In *Example 2*, to turn off the GHI employer contribution, the **GHI % Distribution** fields must be deleted. In order to do that, the **GHI participation switch** (GHI Ind) must be turned off.



Example 2 – Manual Check with zero Pension Gross and zero GHI % Distribution

In *Example 2*, to turn off the TRS employer contribution, the **Pension Gross** fields must be deleted. With the **GHI participation switch** (GHI ind) turned off, the **GHI % Distribution** (GHI Dist) fields may be deleted. If the manual check has an employee FICA contribution (entered on the screen as the **FICA Amount**), it is not possible to turn off the employer FICA contribution because the **FICA gross** amount is required. In *Example 2*, the **FICA gross** is entered and therefore, the employer FICA contribution will be calculated.

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In *Example 2*, the *Final Payroll Distribution* process produces the *Payroll Employer Benefit Distribution by Employee Report*, as shown below.

```
REPORT DATE: 10/24/2012            PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/30/12                    PAGE    1
    PROGRAM: PAYPR103
                                          22000 ******* 22000 ***************************** 21000 ******* 21000 **********
                                                                                                                   (OBJECT)
        EMPLOYEE NAME          SALARY GROSS     OASDI GROSS    HI GROSS  (OBJECT)      GROSS                      PEN EMPR
EMP. #                                          OASDI   AMT    HI   AMT  TYPE        AMOUNT     C GHI AMT     N GHI AMT  SHR/EMPL

EA7L, VI7CE                       4,678.42       4,223.35      4,223.35
88650                                              261.85         61.24  TRS

   EMPLOYER SHARE GRAND TOTAL     4,678.42       4,223.35      4,223.35
                                                   261.85         61.24

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

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

Example 2 – The Payroll Employer Benefit Register resulting from the Manual Check with zero Pension Gross and zero GHI % Distribution

Review the *Payroll Employer Benefit Register*:

- Because the manual check had a **FICA gross** and the **FICA Switch** was '**Y**', the *Payroll Employer Benefit Register* shows contributions for employer Medicare (HI) and OASDI.
- Because the manual check did not have a **pension gross**, the *Payroll Employer Benefit Register* shows zero employer TRS contribution.
- Because the manual check did not have a **GHI % Distribution**, the *Payroll Employer Benefit Register* shows zero employer GHI contribution.

Example 3: Refund Employee GHI Deduction with a Manual Check - Correct Method

A limitation of the new **GHI % Distribution** fields is that employer GHI cannot be refunded on a manual check. Users need to be aware of this restriction. The following guidelines are advised when refunding an employee GHI deduction amount on a manual check:

- Employer GHI cannot be refunded on a manual check.
- The employer GHI contribution must be refunded through financials.
- When refunding a pre-tax deduction such as GHI, FICA must be withheld on the amount of the refund.
- GHI is a pre-tax deduction. Therefore, to refund an employee GHI deduction, the FICA gross and FICA tax amounts must be increased and the non-taxable total must be decreased. Also, the employer FICA amounts must be withheld.
- (Employer GHI is refunded correctly when voiding a check with the *Enter Voided Check/Direct Deposit from Previous Pay* process.)

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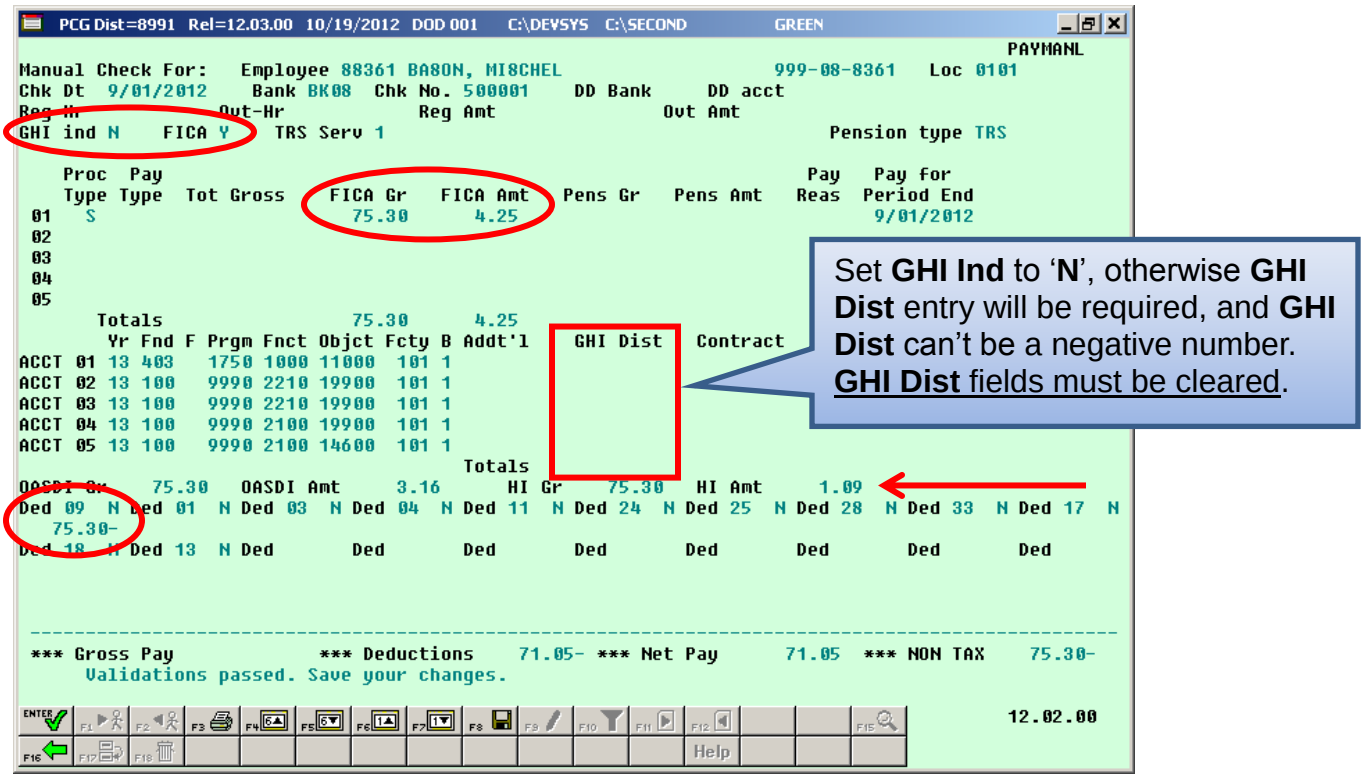
Example 3 illustrates the correct method for refunding an employee GHI deduction. GHI is a pre-tax deduction. Therefore, to refund GHI, the FICA gross and FICA tax amounts must be increased and the non-taxable total must be decreased. Also, because the FICA gross amount is entered, the employer FICA contributions are generated for Medicare (HI) and OASDI. However, employer contributions are not generated for TRS pension and GHI.



Set **GHI Ind** to '**N**', otherwise **GHI Dist** entry will be required, and **GHI Dist** can't be a negative number. **GHI Dist** fields must be cleared.

Example 3 – Correct Method of Refunding Employee GHI Deduction

In *Example 3*, even if the employee is a GHI participant, the **GHI Participation Switch** (GHI ind) must be turned off (set to '**N**') and the **GHI % Distribution** (GHI Dist) fields must be zero. If the **GHI Participation Switch** is '**N**', and the **GHI % Distribution** fields are zero, then the employer GHI contribution will not be calculated.

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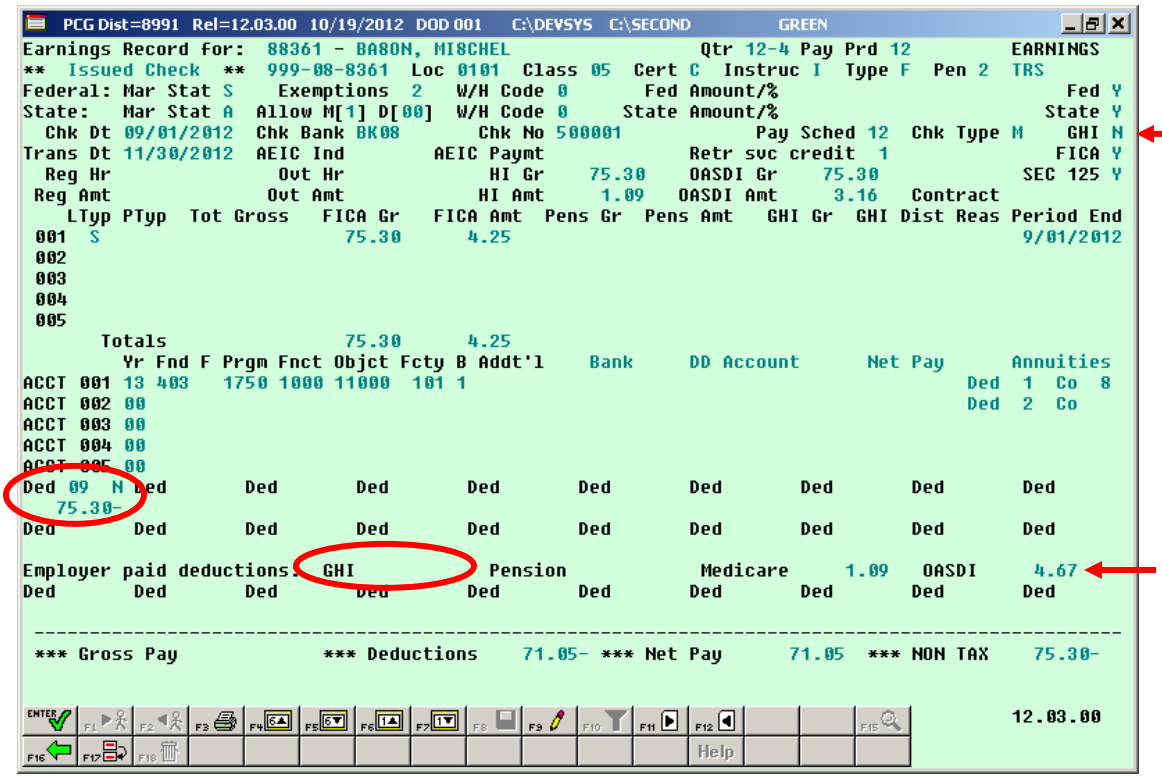
The manual check created in *Example 3* produces the following *Earnings History Record* for the employee after the payroll process is complete, as shown below.



Example 3 – Resulting Earnings History Record From Correct Method of Refunding Employee GHI Deduction

Example 3 shows the *Earnings History Record* created from the manual check with the employee GHI refund. Because the **GHI Participation switch** was set to '**N**' and the **GHI Distribution** (GHI Dist) fields were cleared, the employer GHI amount was NOT calculated. The system calculates the employer FICA amounts because FICA Gross was entered on the manual check.

Example 3 shows the correct method for refunding an employee GHI deduction. If the user needs to refund the employer GHI contribution, the user must enter a negative claim for the amount of the refunded contribution on the financial side. Entering a negative claim will allow the employer to recoup their contribution. Then, an *Earnings History Adjustment Record* must be entered to reflect the negative employer GHI amount so that the employee's W-2 is correct at the end of the year.

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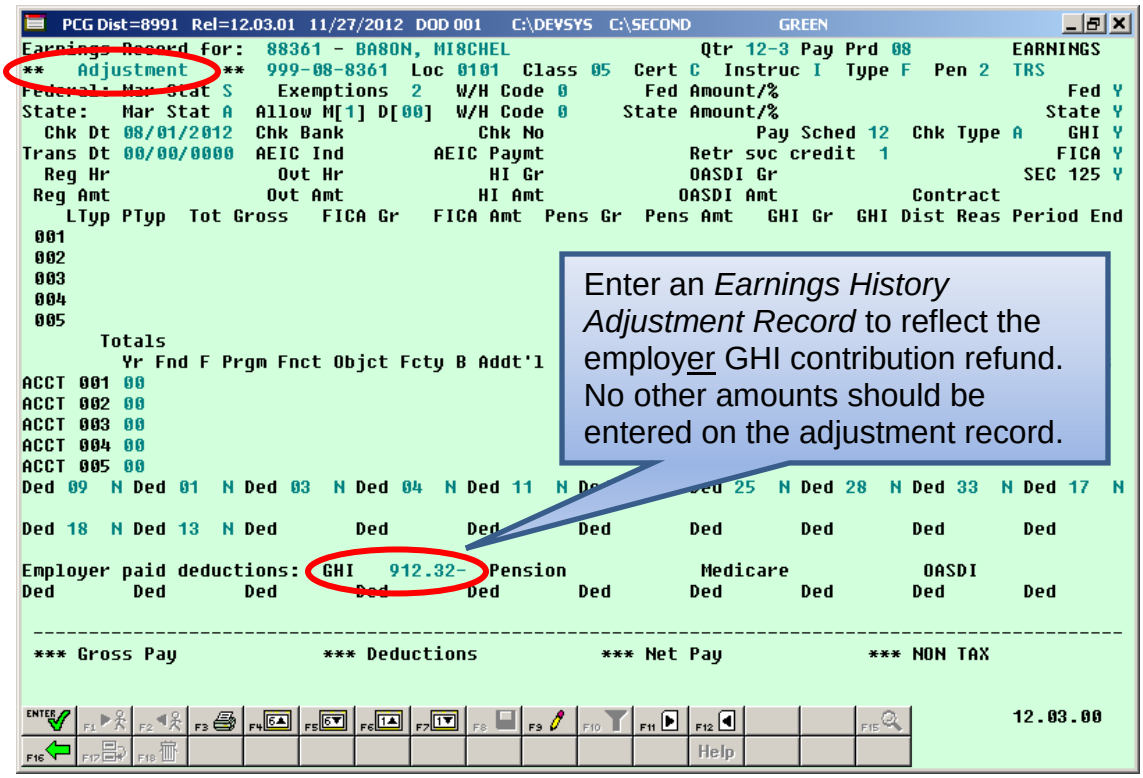
The *Earnings History Adjustment Record* reflecting the negative employer GHI claim amount is shown below:



Example 3 – Correct Method of Refunding Employee GHI Deduction
Earnings History Adjustment Record For Employer GHI Refund

The only amount needed on the *Earnings History Adjustment Record* is the negative employer GHI amount which was refunded to the employer through a negative claim on the financial side. The **Employer Paid GHI** contribution amount should equal the amount of the negative claim entered on the financial side.

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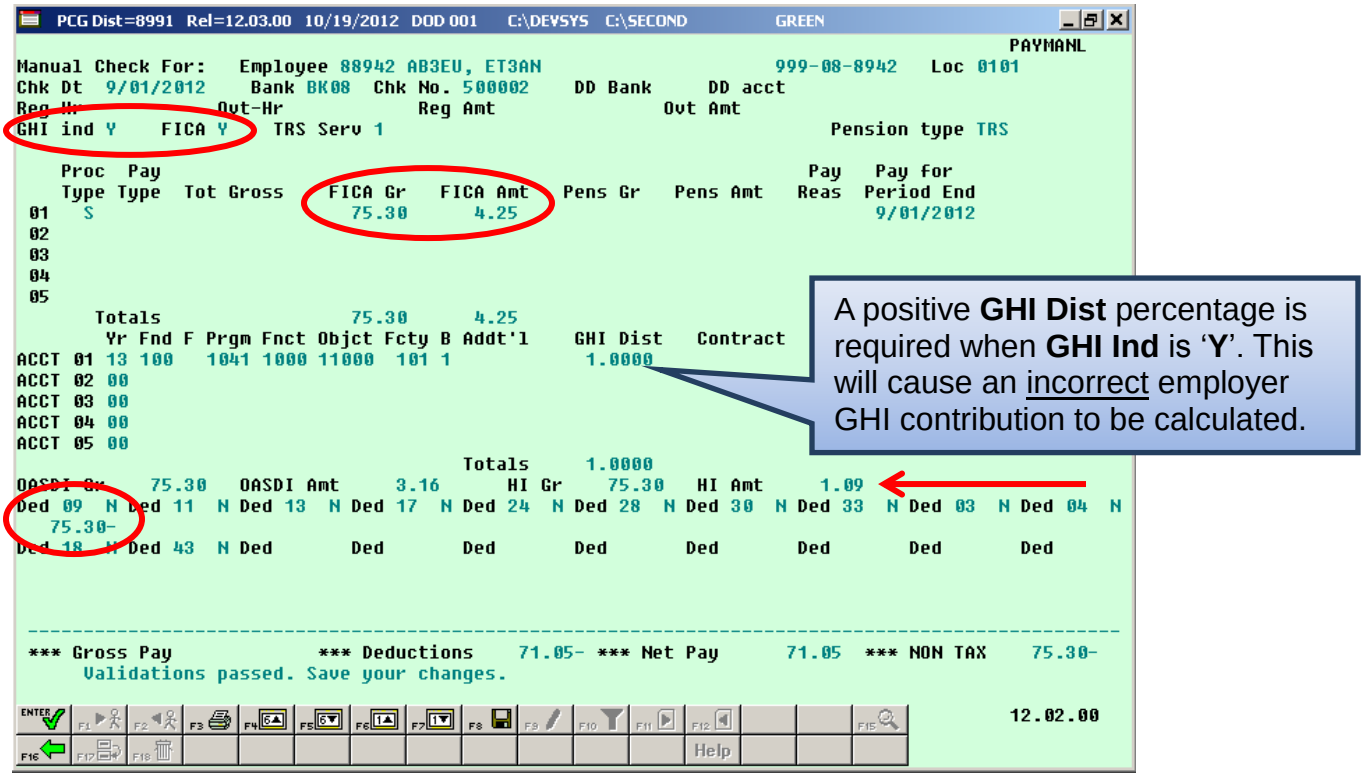
Example 4: Refund Employee GHI Deduction with a Manual Check - Incorrect Method

Example 4 illustrates the incorrect method for refunding an employee GHI deduction. GHI is a pre-tax deduction. Therefore, to refund GHI, the FICA gross and FICA tax amounts must be increased and the non-taxable total must be decreased. Also, because the FICA gross amount is entered, the employer FICA contributions are generated for Medicare (HI) and OASDI. However, an incorrect employer contribution for GHI is generated when positive numbers are entered into the **GHI % Distribution** (GHI Dist) fields.



Example 4 – Incorrect Method of Refunding Employee GHI Deduction

A limitation of the new **GHI % Distribution** (GHI Dist) fields is that employer GHI cannot be refunded on a manual check. Users need to be aware of this restriction. If the **GHI Participation Switch** is '**Y**', the system will require a positive **GHI Distribution** percentage. This will cause a positive employer GHI contribution to be calculated instead of the desired negative employer GHI contribution. This is incorrect because the employer GHI contribution will effectively be taken twice, instead of refunded.

Refunding a pre-tax deduction like GHI, must take into account FICA. When refunding GHI, add the amount back to FICA gross and FICA tax as shown on the screen in *Example 4* above.

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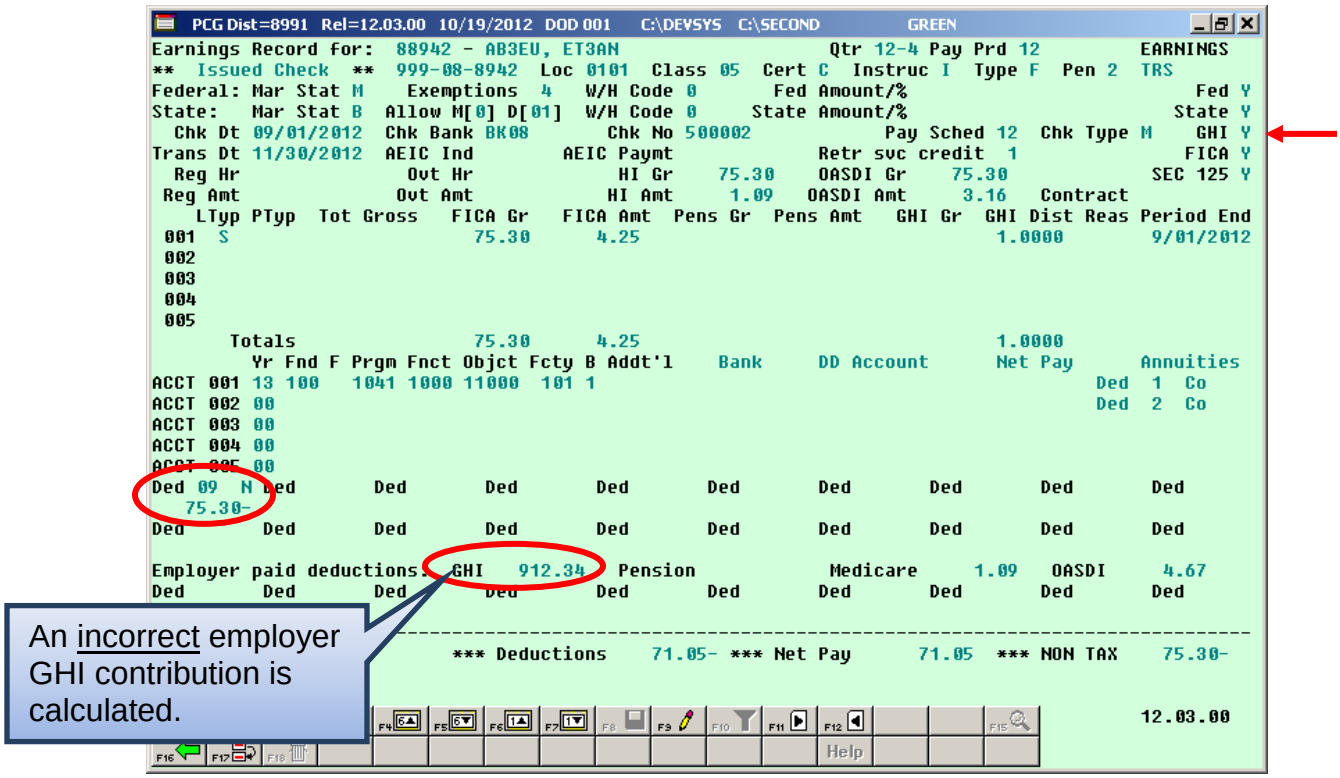
The manual check created in *Example 4* produces the following *Earnings History Record* for the employee after the payroll process is complete, as shown below.



Example 4 – Resulting Earnings History Record From Incorrect Method of Refunding Employee GHI Deduction

Example 4 shows the *Earnings History Record* created from the manual check with the GHI refund for the employee, where positive **GHI Distribution** (GHI Dist) fields were entered. Because the **GHI Participation switch** was set to '**Y**' and positive **GHI Distribution** (GHI Dist) fields were entered, the employer GHI amount was incorrectly calculated with a positive employer paid GHI contribution instead of a negative contribution. This is incorrect if the user expected to be refunded the employer GHI share. In this case, the employer GHI contribution will effectively be taken twice, instead of refunded.

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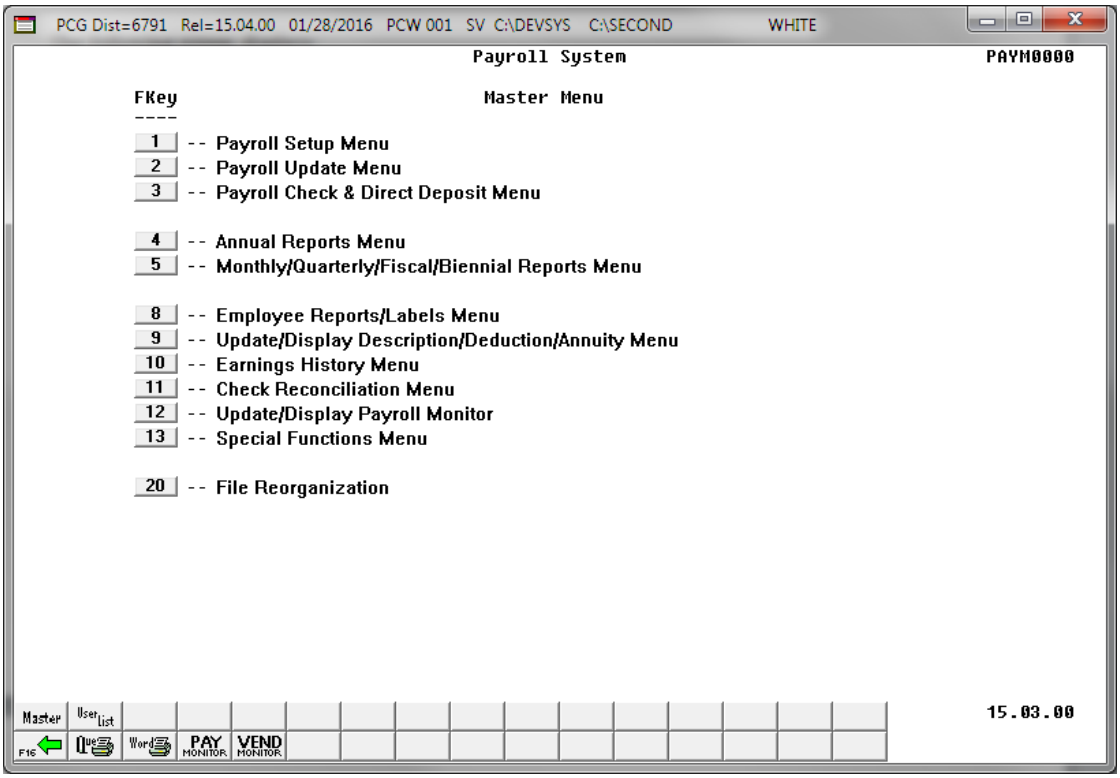
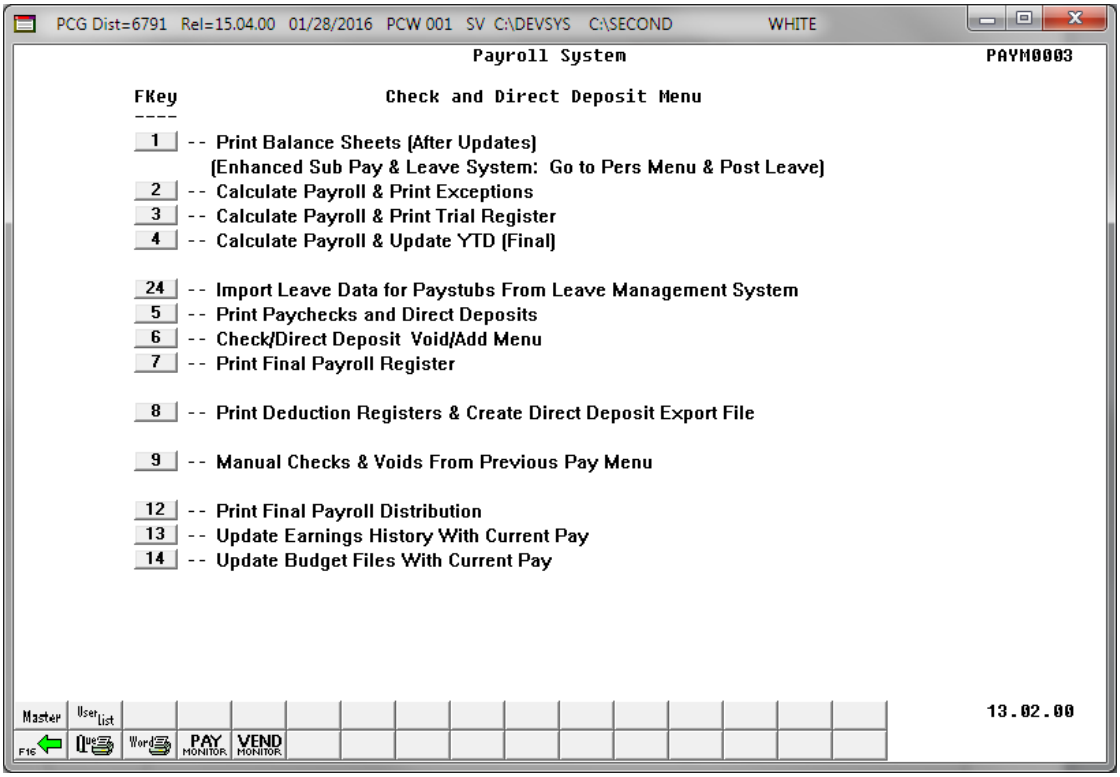
C4. Printing a Manual Payroll Check



Step	Action
1	Press 3 (**F3** - Payroll Check and Direct Deposit Menu).

All Rights Reserved.

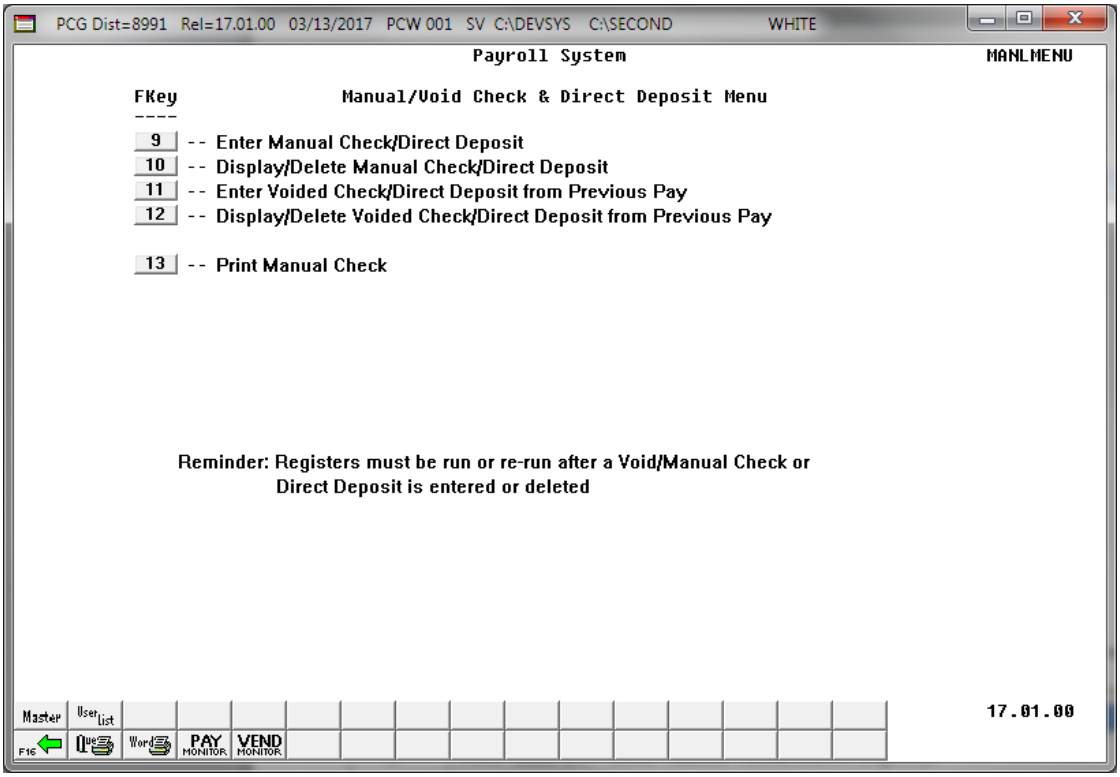
The following screen displays:



Step	Action
2	Press 9 (**F9** - Manual Checks & Voids From Previous Pay Menu).

All Rights Reserved.

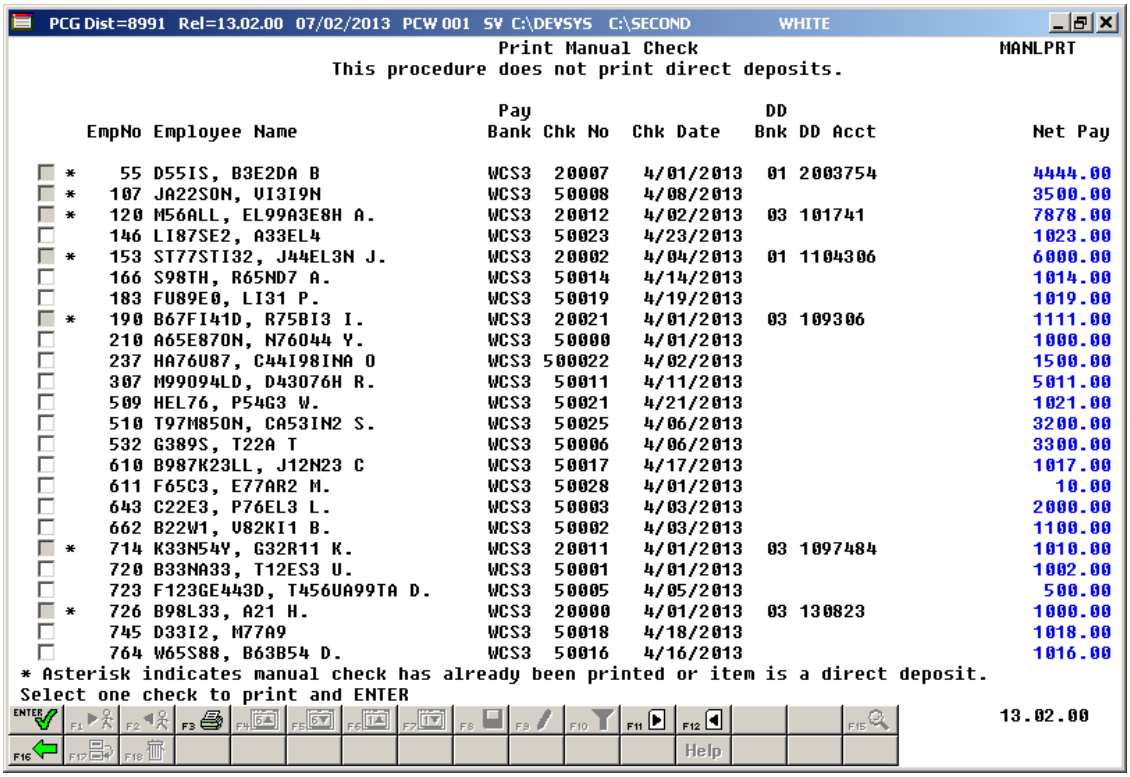
The following screen displays:



Step	Action
3	Press **F13** (**F13** – Print Manual Check).

All Rights Reserved.

The following screen displays:



```
PCG Dist=8991  Rel=13.02.00  07/02/2013  PCW 001  SV C:\DEVSYS  C:\SECOND          WHITE
                                   Print Manual Check                                  MANLPRT
                          This procedure does not print direct deposits.

                                   Pay                          DD
     EmpNo Employee Name          Bank Chk No   Chk Date    Bnk DD Acct                Net Pay

  *    55 D55IS, B3E2DA B         WCS3  20007    4/01/2013   01 2003754               4444.00
  *   107 JA22SON, VI3I9N         WCS3  50008    4/08/2013                            3500.00
  *   120 M56ALL, EL99A3E8H A.    WCS3  20012    4/02/2013   03 101741                7878.00
      146 LI87SE2, A33EL4         WCS3  50023    4/23/2013                            1023.00
  *   153 ST77STI32, J44EL3N J.   WCS3  20002    4/04/2013   01 1104306               6000.00
      166 S98TH, R65ND7 A.        WCS3  50014    4/14/2013                            1014.00
      183 FU89E0, LI31 P.         WCS3  50019    4/19/2013                            1019.00
  *   190 B67FI41D, R75BI3 I.     WCS3  20021    4/01/2013   03 109306                1111.00
      210 A65E87ON, N76044 Y.     WCS3  50000    4/01/2013                            1000.00
      237 HA76U87, C44I98INA O    WCS3 500022    4/02/2013                            1500.00
      307 M99094LD, D43076H R.    WCS3  50011    4/11/2013                            5011.00
      509 HEL76, P54G3 W.         WCS3  50021    4/21/2013                            1021.00
      510 T97M85ON, CA53IN2 S.    WCS3  50025    4/06/2013                            3200.00
      532 G389S, T22A T           WCS3  50006    4/06/2013                            3300.00
      610 B987K23LL, J12N23 C     WCS3  50017    4/17/2013                            1017.00
      611 F65C3, E77AR2 M.        WCS3  50028    4/01/2013                              10.00
      643 C22E3, P76EL3 L.        WCS3  50003    4/03/2013                            2000.00
      662 B22W1, V82KI1 B.        WCS3  50002    4/03/2013                            1100.00
  *   714 K33N54Y, G32R11 K.      WCS3  20011    4/01/2013   03 1097484               1010.00
      720 B33NA33, T12ES3 U.      WCS3  50001    4/01/2013                            1002.00
      723 F123GE443D, T456UA99TA D.WCS3 50005    4/05/2013                             500.00
  *   726 B98L33, A21 H.          WCS3  20000    4/01/2013   03 130823                1000.00
      745 D33I2, M77A9            WCS3  50018    4/18/2013                            1018.00
      764 W65S88, B63B54 D.       WCS3  50016    4/16/2013                            1016.00
* Asterisk indicates manual check has already been printed or item is a direct deposit.
Select one check to print and ENTER
ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15 F16 F17 F18 Help                    13.02.00
```

Step	Action
4	The *Print Manual Check* screen displays a list of all manual payroll checks and direct deposits which have been keyed into the system. The procedure does <u>not</u> allow direct deposits to be printed. The user is allowed to print <u>one</u> manual check at a time. Check the selection box ☐ to the left of the manual payroll check to be printed. When checked, the selection box displays ☑ to indicate that the manual check has been selected for print. Only <u>one</u> item may be selected at a time. A grey check box ◻ and an asterisk (*) next to an item indicates that the manual check has already been printed, or the item is a direct deposit and cannot be printed. Select F3 (**F3** – Print this data) to obtain a screen print of the *Print Manual Check* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'. To examine additional manual checks, select F11 (**F11** – Next 24 recs) or select F12 (**F12** – Prev 24 recs) where appropriate.
5	Select ENTER **(Enter)** to print the manual payroll check.

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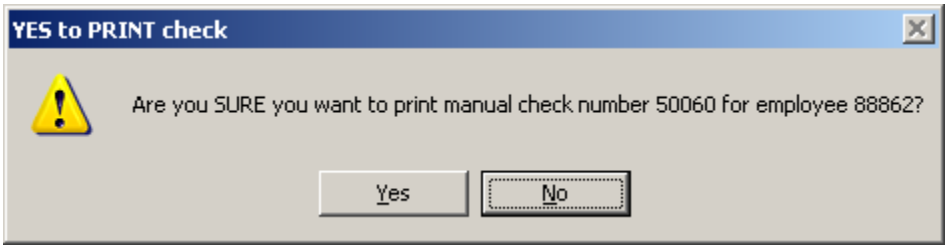
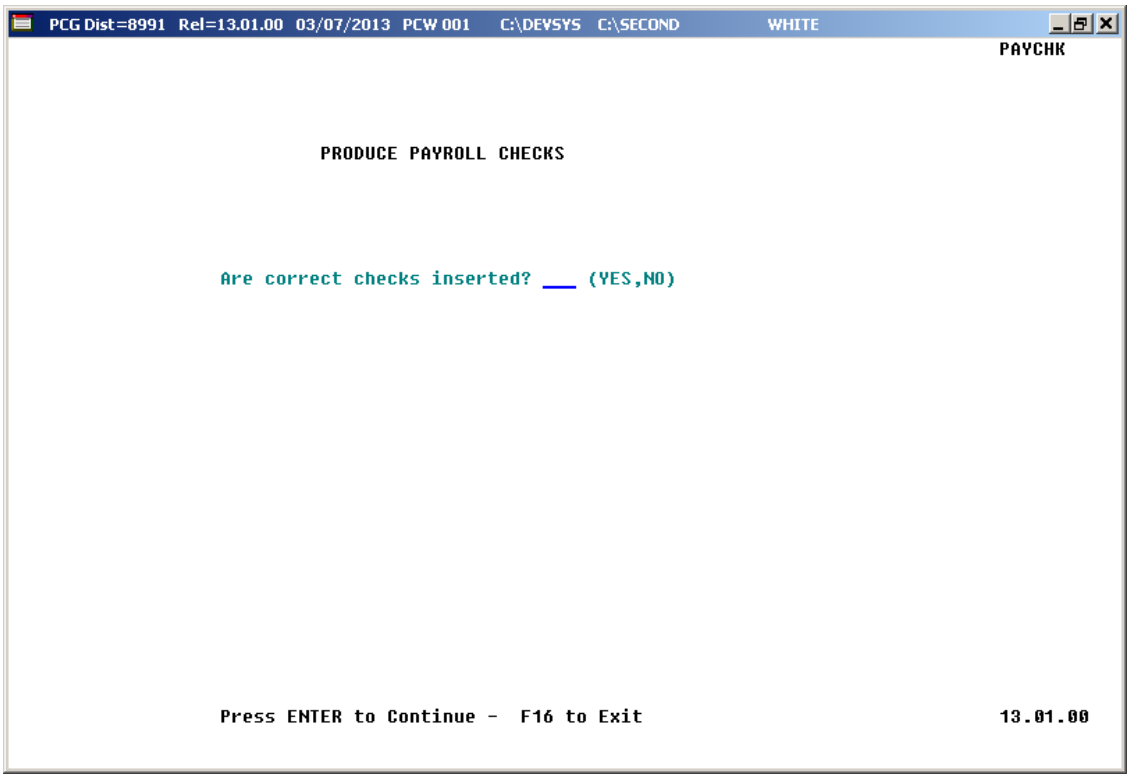
The following dialog box displays:



Step	Action
6	Select Yes (**Yes**) to print the manual check.

The following screen displays:



Step	Action
7	Insert the payroll checks, or when using the MICR feature, insert the blank check stock. *DO NOT use standard paper for this purpose. Use an actual payroll check.*
8	Verify that the correct manual check number is loaded into the printer. The check number was identified when the user created the manual check in *Procedure C1. Enter a Manual Payroll Check and/or Direct Deposit Statement.* Enter **Yes** in the field, and select **Enter** (to Continue). *To abort the check print process, select **F16** to exit the procedure.*

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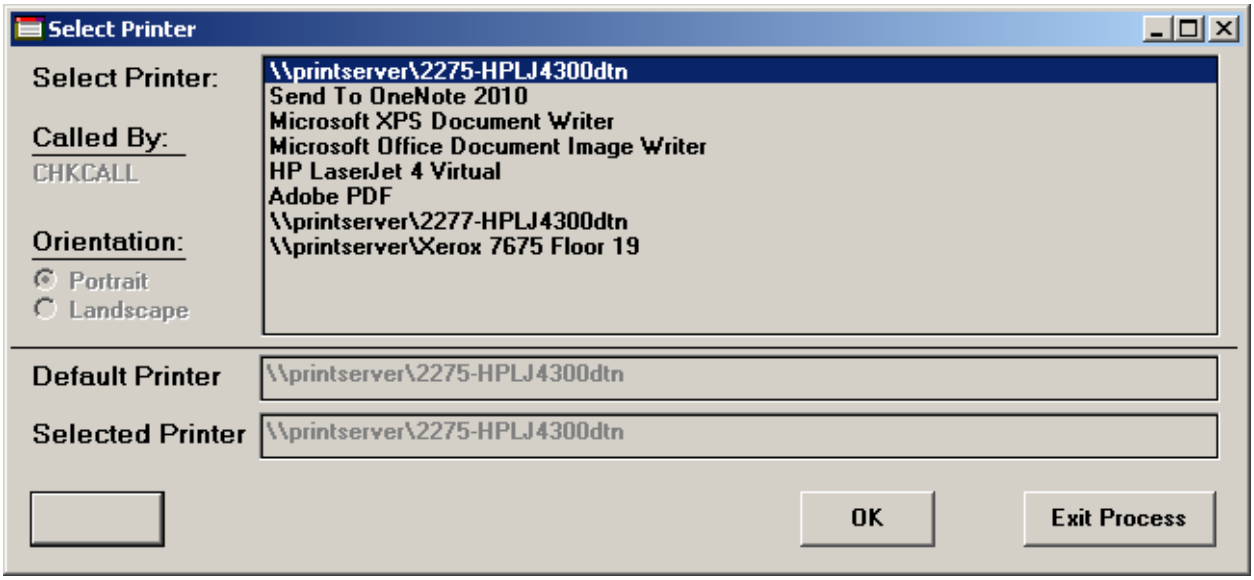
The following window displays:



Step	Action
9	Within the *Select Printer* window, verify or highlight the appropriate printer's name. Verify that the correct printer displays in the **Selected Printer** text box. *The printer selected must have already been set up with the appropriate signature card.*
10	Select **OK** OK.

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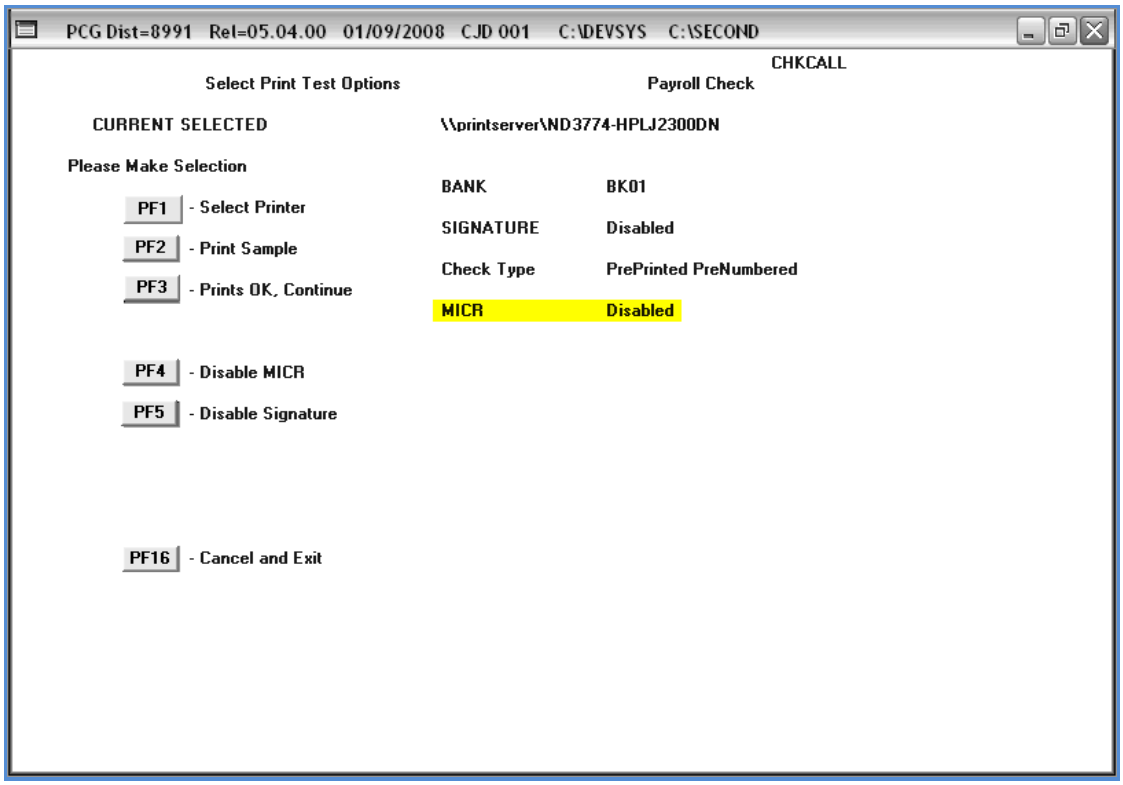
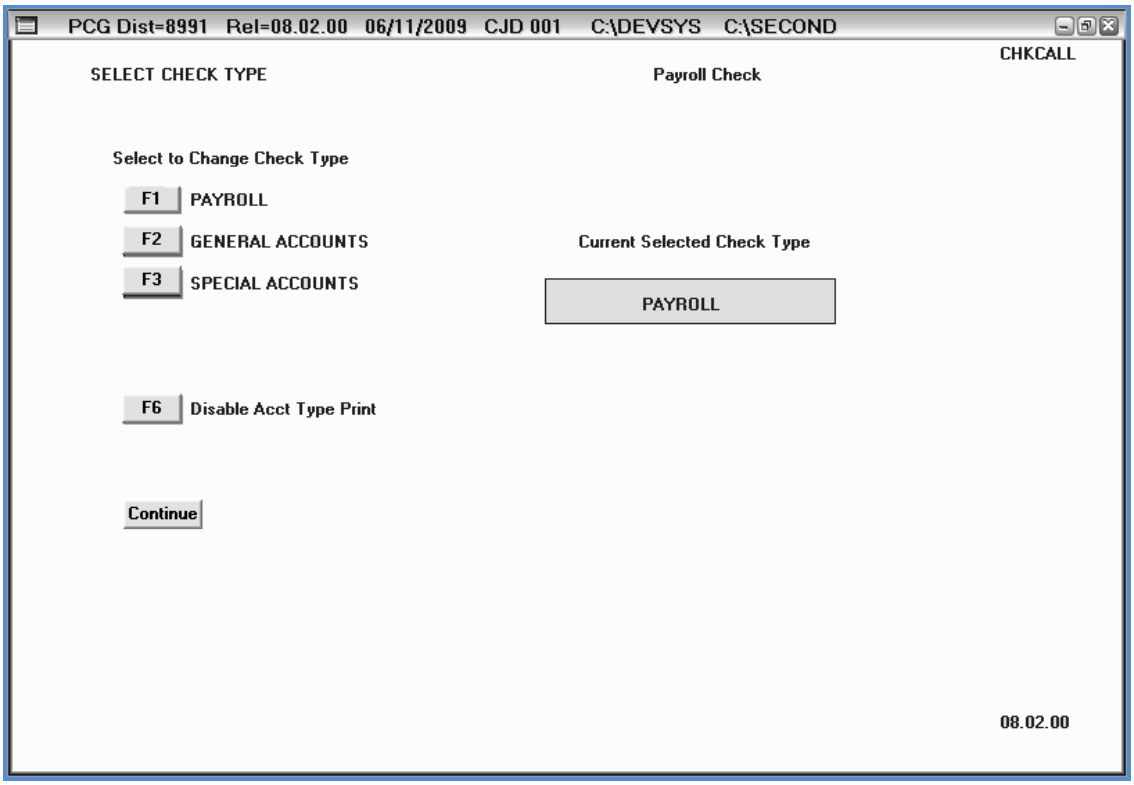
For **non MICR-enabled banks**, the following screen displays:



For **MICR-enabled banks**, the following screen displays:



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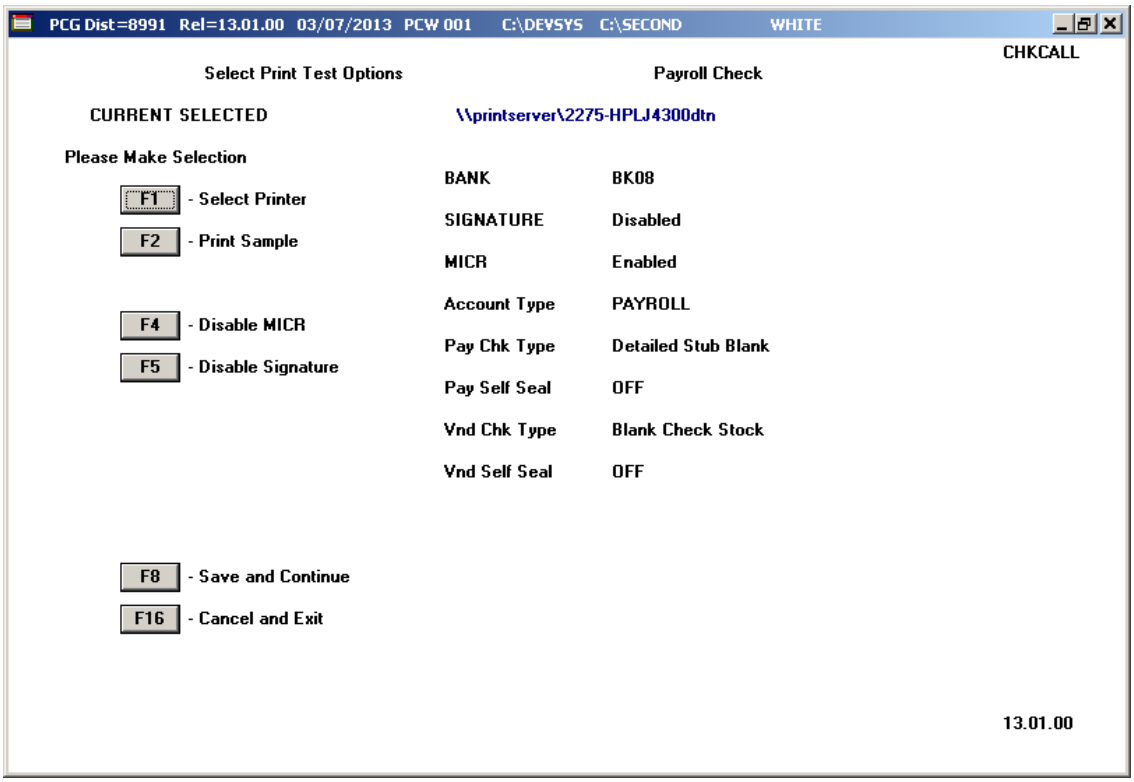
Step	Action
11	**For MICR-enabled banks**: Verify the selection, or select the appropriate account type, and select Continue (**Continue**). *When using the same bank for check processing, up to five different account types may display on the Account Type screen. The account types displayed are system-specific, and the configuration for the same was during MICR setup.* **For Non MICR-enabled banks:** Proceed to *Step 13.*

For **MICR-enabled banks**, the following screen displays:



Step	Action
12	Verify the entries in the **BANK, SIGNATURE (status), Check Type, MICR (status), Account Type** and **Self Seal (status)** fields are correct. These entries default based on the payroll check signature card and/or the MICR configuration selections. *If incorrect, select* F16 *(**F16** – Exit) and refer to the appropriate procedures to correct any errors, and repeat this process.* *When* F1 *(**F1** -Select Printer),* F2 *(**F2** - Print Sample),* F4 *(**F4** - Disable MICR) or* F5 *(**F5** - Disable Signature) are selected, a sample payroll check is automatically printed.*

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Step	Action
13	Insert an actual payroll check or the blank check stock in the printer's feeder, and select F2 (**F2 –** Print Sample). *Do not insert standard paper for this purpose*. *When using pre-printed and pre-numbered checks, spoil the sample payroll check when the procedure completes. Print the sample copy of the payroll check to ensure all information is correct before continuing.*
14	Verify the information on the *sample* payroll check is as intended. *Even if no errors are displayed when saving the MICR configuration, verify the MICR line. If the Transit and ONUS symbols are identified with the letters "B" or "C", the information is incorrect.*
15	**If the MICR line is correct**: On the *Payroll Check Printing – Option Selection* screen, select F8 (**F8** – Save and Continue). **If the MICR line is incorrect:** Remove and reinsert the *Signature Card*. On the *Payroll Check Printing – Option Selection* screen, select F2 (**F2** – Print Sample), and proceed to *Step 14*.

The following screen displays:

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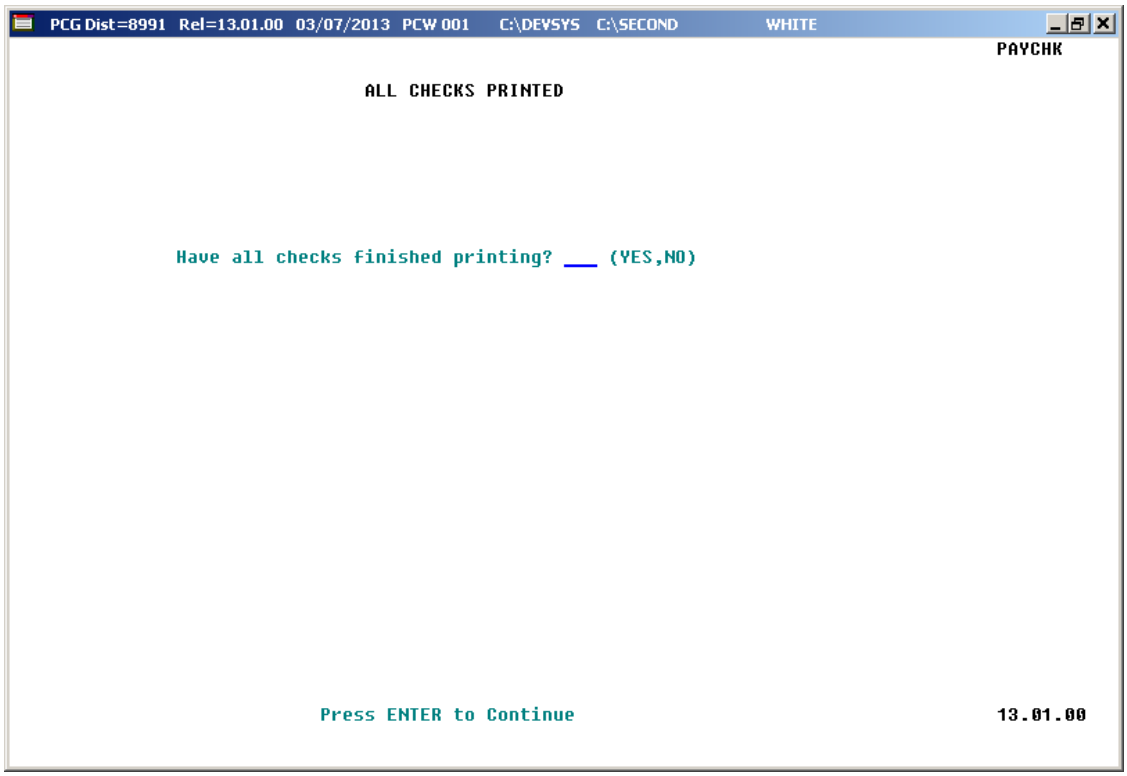
Step	Action
16	**To enter a message:** Enter up to seventy-nine (79) characters and spaces in the field, and select **Enter** twice. **To delete an existing message:** Using either the *Spacebar* or the *Delete key*, remove the field's entries. **To bypass entering a message:** Select **Enter** twice.

The following screen displays:



*** * * * *ATTENTION* * * * ***

Do not continue payroll processing until payroll check printing is complete. Verify <u>each</u> payroll check before continuing.

Step	Action
17	Make sure the payroll check printed correctly and that there are no blank checks.

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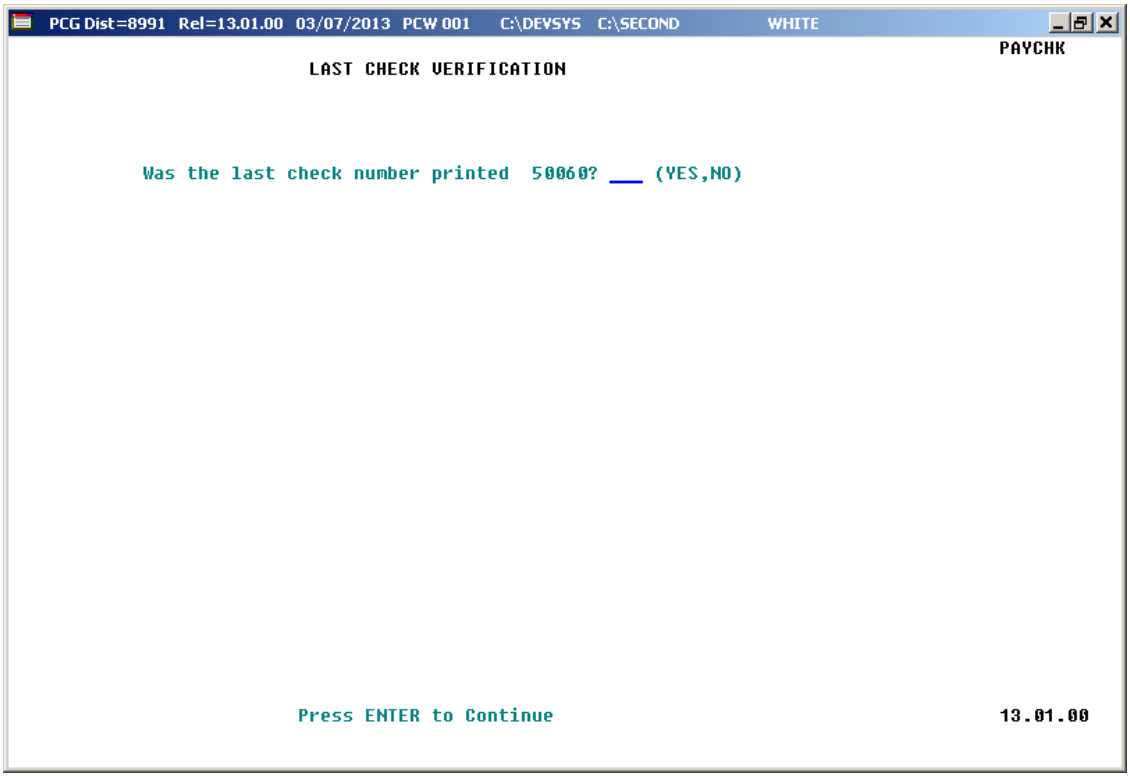
Step	Action
18	Enter **Y** (Yes) or **N** (No) in the **Have all checks finished printing?** field, and select **Enter** (to Continue). *Enter Y (Yes) in the field even when payroll checks jam, and after the resolution of printer malfunctions during check printing etc., regardless of the assigned check numbers at this point. Later in the check printing procedure, PCGenesis displays the Payroll Check Printing – Skipped Check Entry screen for the entry of skipped check numbers where appropriate. Topic 4: Print the Payroll Pre-Posting Reports, Procedure A: Printing the Final Payroll Register provides the instructions to enter spoiled check number information.* *When entering N (No) within the field, exercise extreme caution! PCGenesis automatically exits the check printing procedure. If conditions contrary to those mentioned in Step 17 exist, contact the Technology Management Customer Support Center for assistance.*

The following screen displays:



Step	Action
19	Verify the last check number printed corresponds to the number displayed in the field, enter **YES** or **NO** in the field, and select **Enter** (to Continue). *When entering* **YES** *in the field, proceed to Step 24.*

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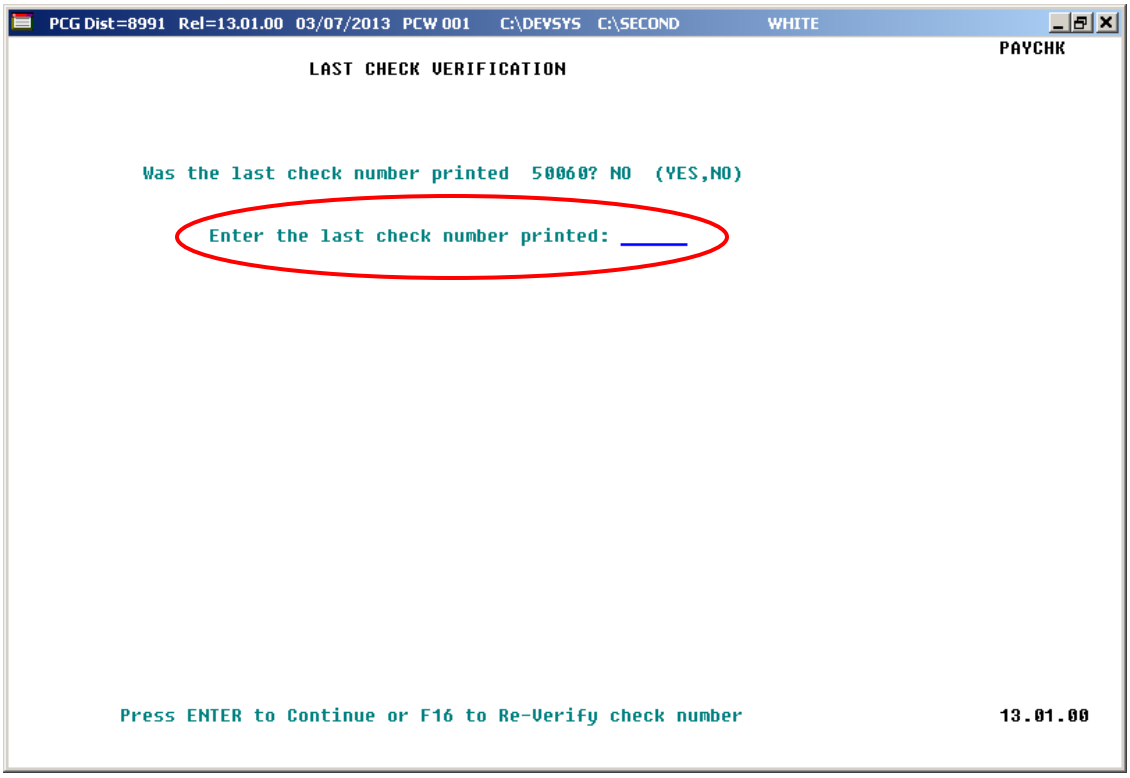
For ***Step 19*** **- NO** entries, the following screen displays:



Step	Action
20	Enter the number of last correctly printed check in the field, and select **Enter** (to Continue).

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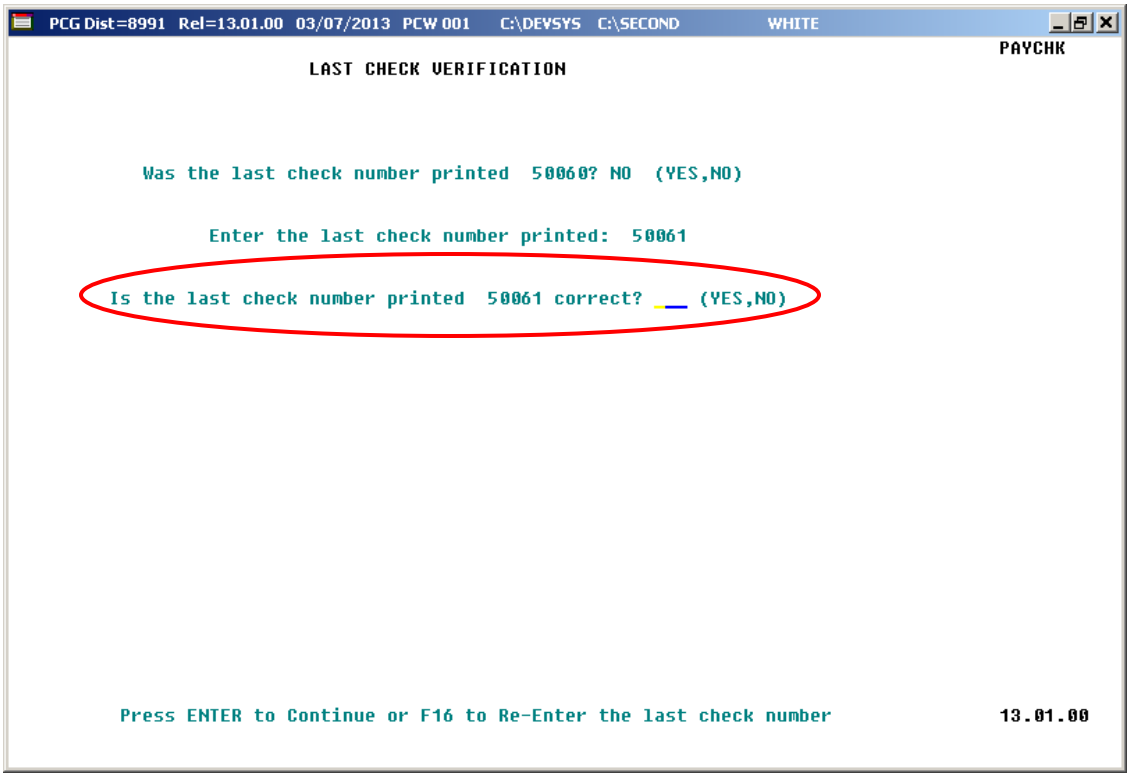
The following screen displays:



Step	Action
21	Verify the **Is the last check number printed** field's entry defaults correctly, enter **YES** in the field, and select **Enter** (to Continue).

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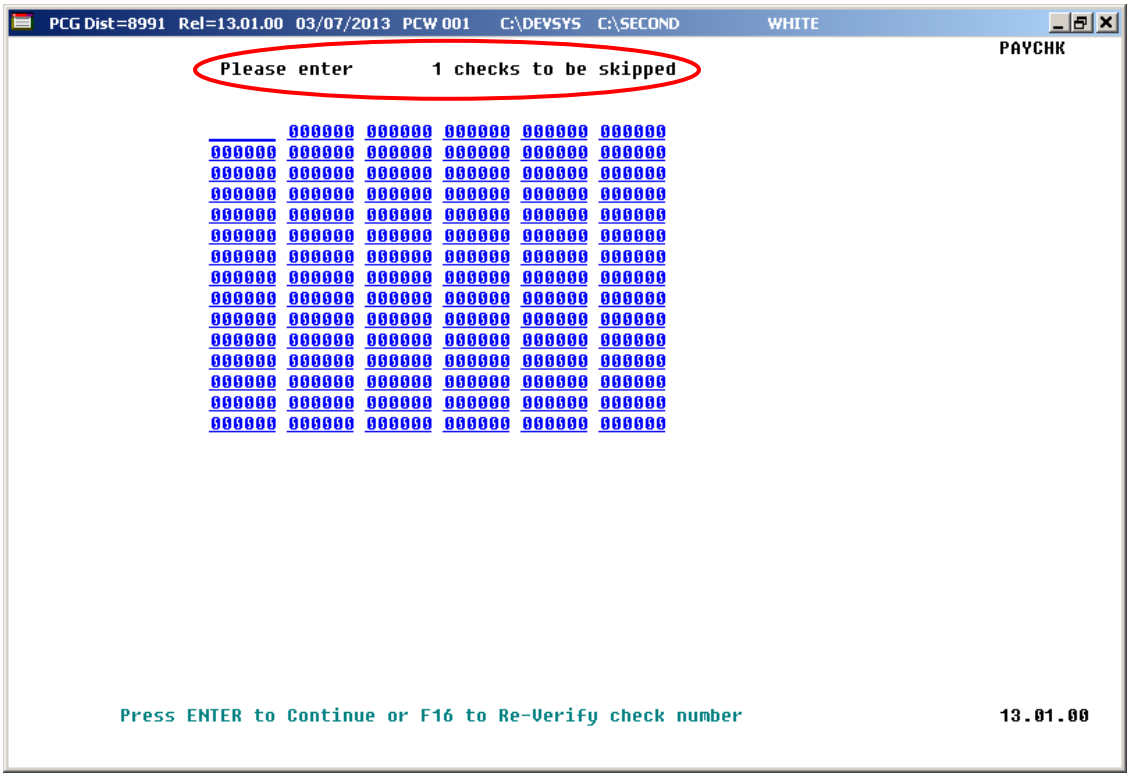
For skipped checks, the following screen displays:



Step	Action
22	Enter the number of the check(s) omitted during payroll check printing, and select **Enter** (to Continue) once.

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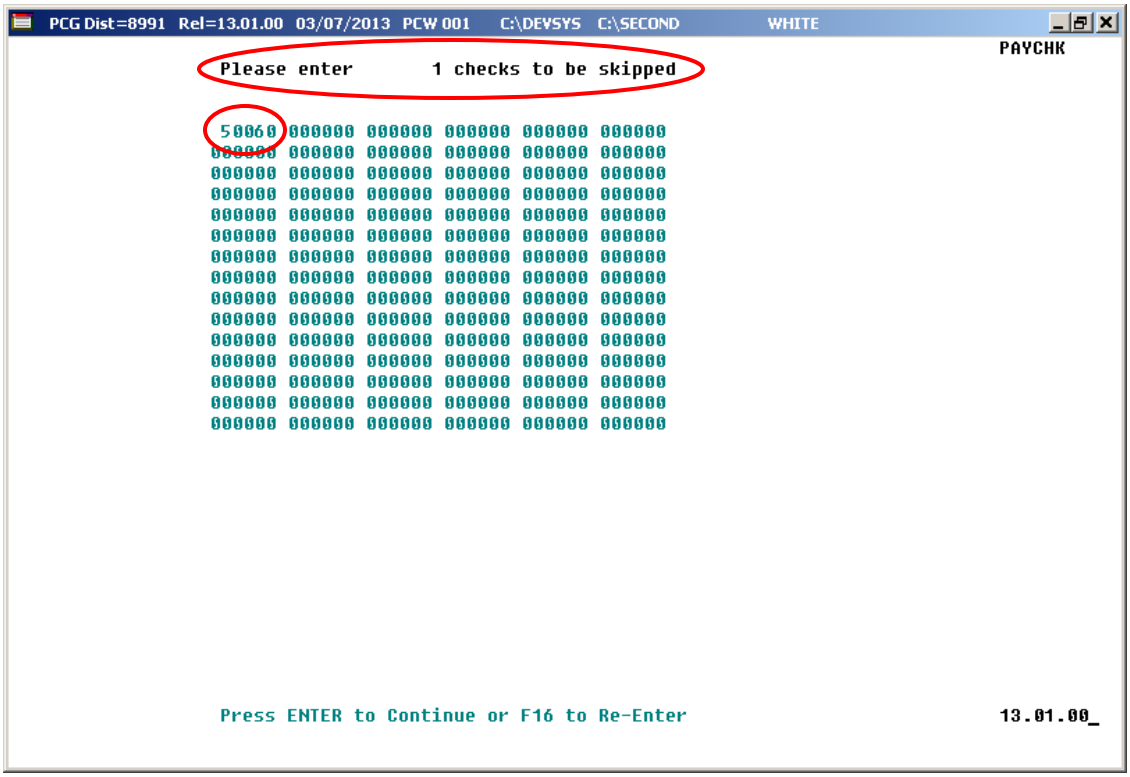
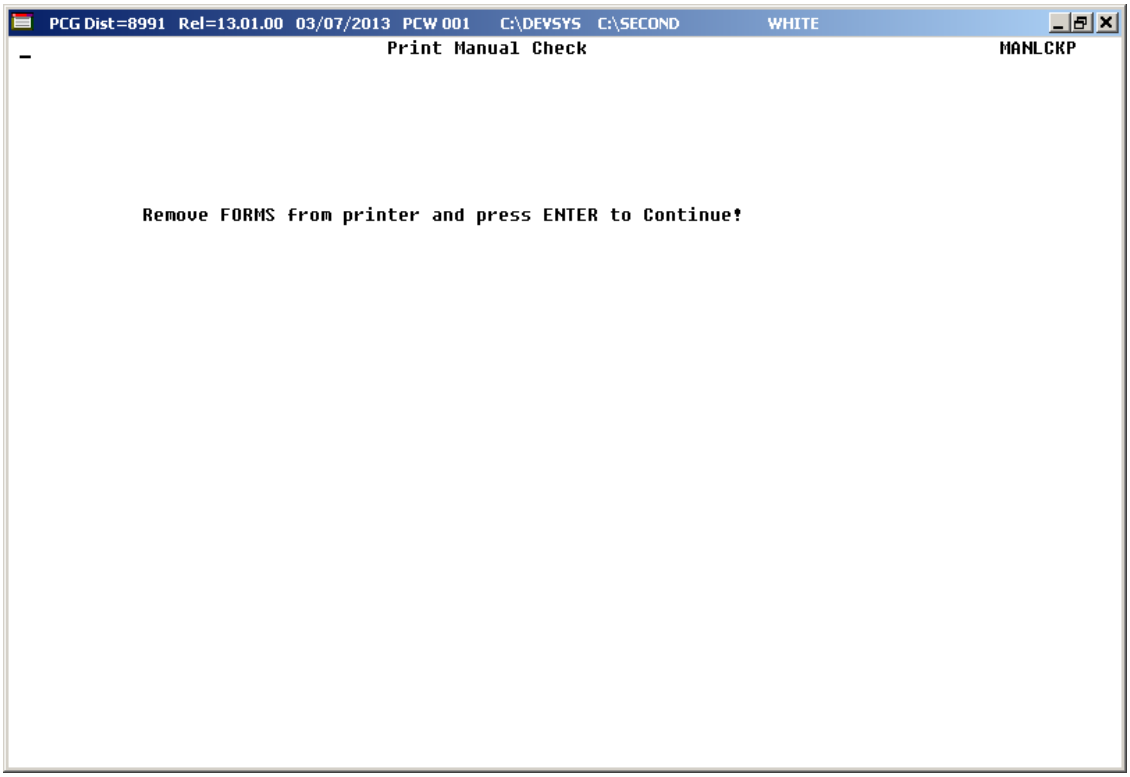
The following screen displays:



Step	Action
23	Verify the field entries are correct, and select **Enter** (to Continue). *If the information is incorrect, select **F16** (Reenter), make the appropriate modifications, and select **Enter**.*

All Rights Reserved.

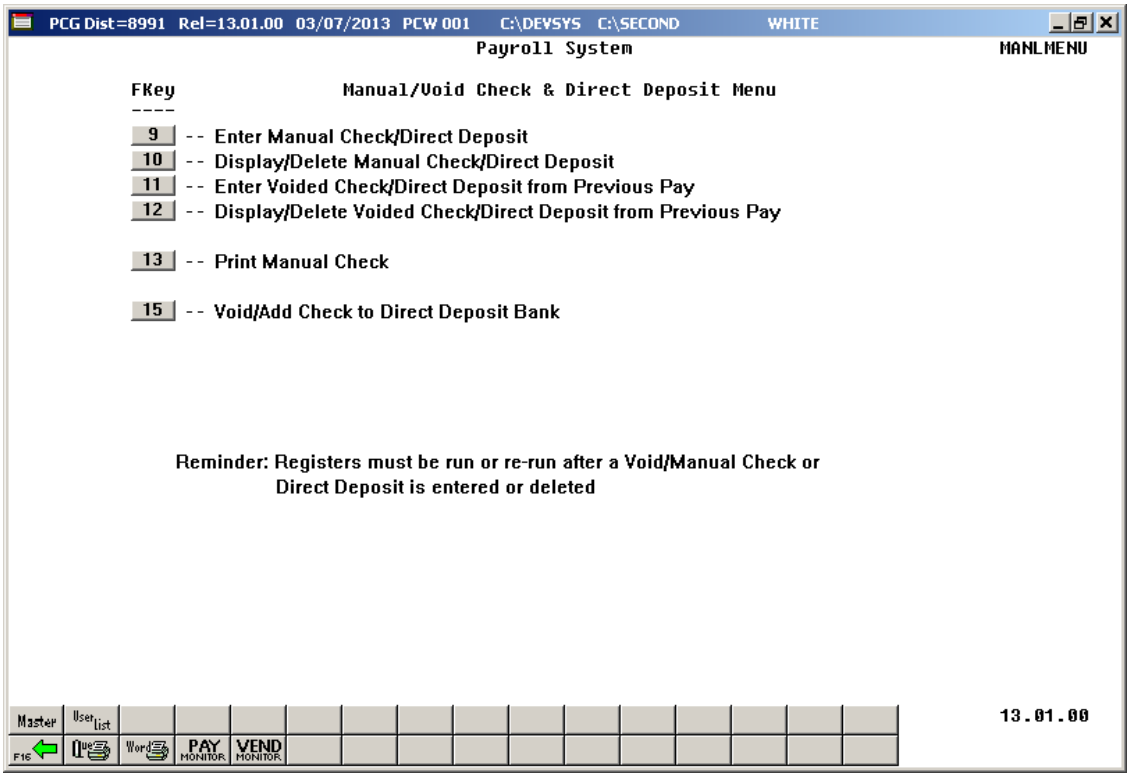
The following screen displays:



Step	Action
24	Remove the check statements from the printer, and select **Enter** (to Continue).

All Rights Reserved.

The following screen displays:



Step	Action
25	Press F16 (**F16** – Exit) to exit to the *Payroll System – Check and Direct Deposit Menu.*
26	Press F16 (**F16** – Exit) to exit to the *Payroll System Master Menu.*

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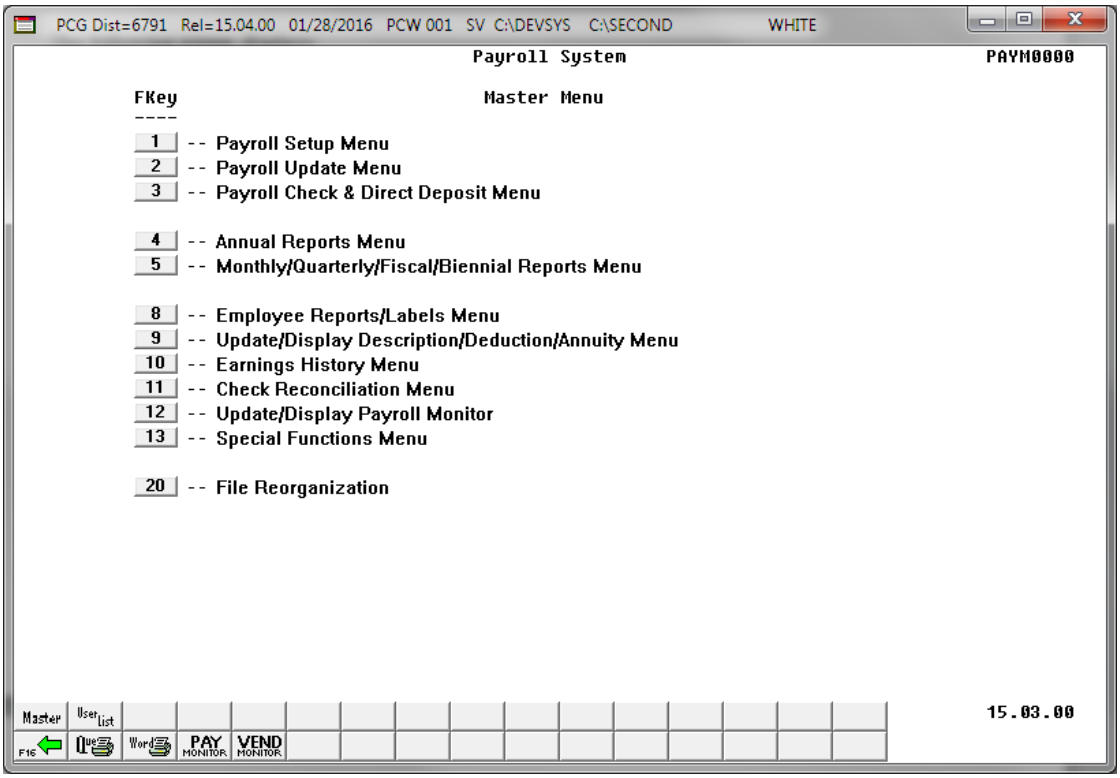
Procedure D: Voided Payroll Check and/or Direct Deposit Statement Processing

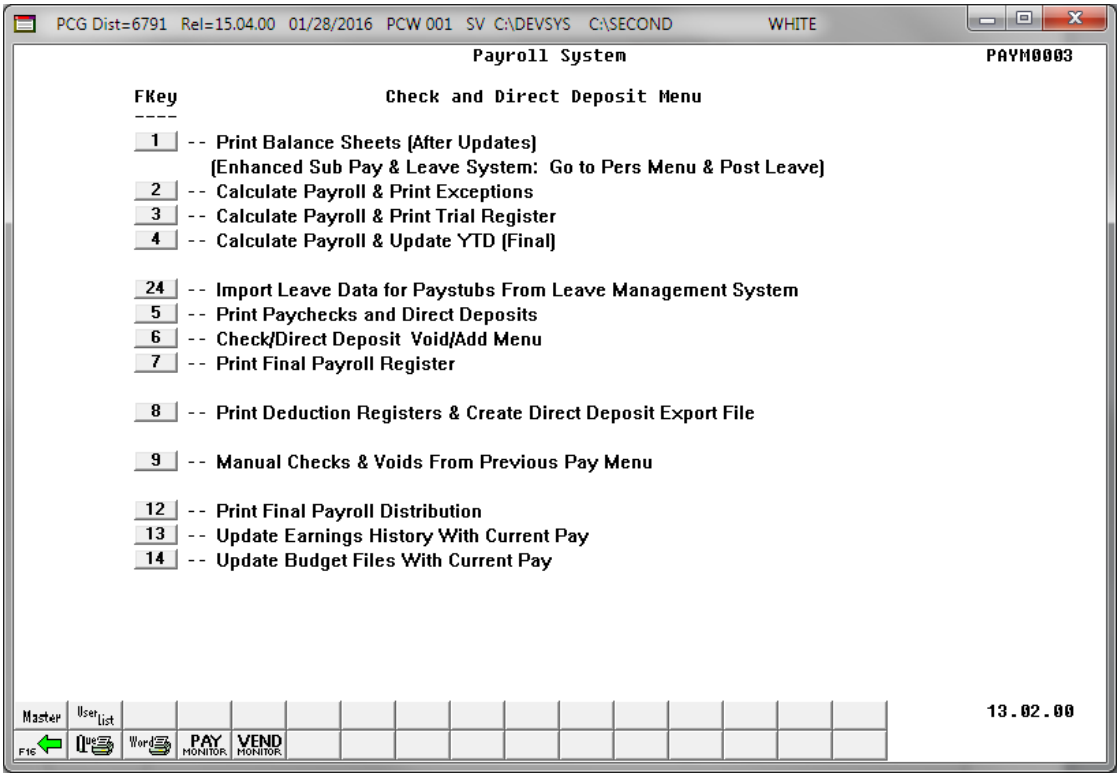
D1. Enter a Voided Payroll Check and/or Direct Deposit Statement



Step	Action
1	Press 3 (**F3 -** Payroll Check and Direct Deposit Menu).

All Rights Reserved.

The following screen displays:



Step	Action
2	Press 9 (**F9 -** Manual Checks & Voids from Previous Pay).

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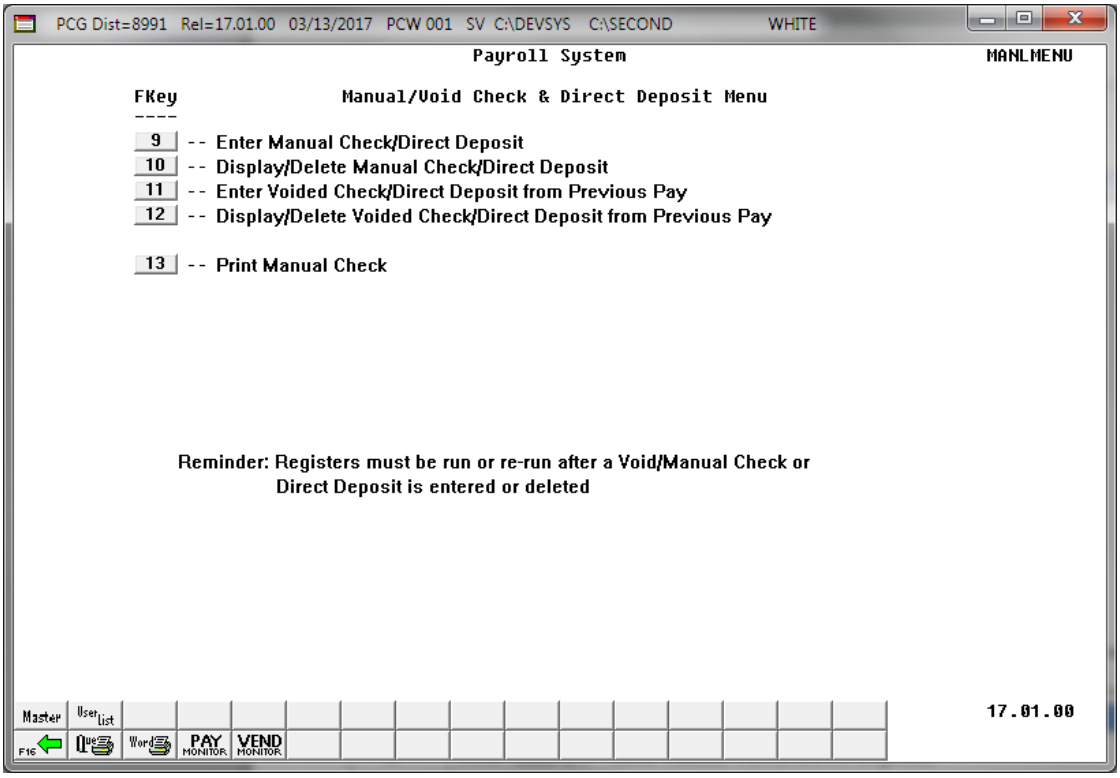
The following screen displays:



Step	Action
3	Press 11 (**F11** - Enter Voided Check/Direct Deposit from Previous Pay).

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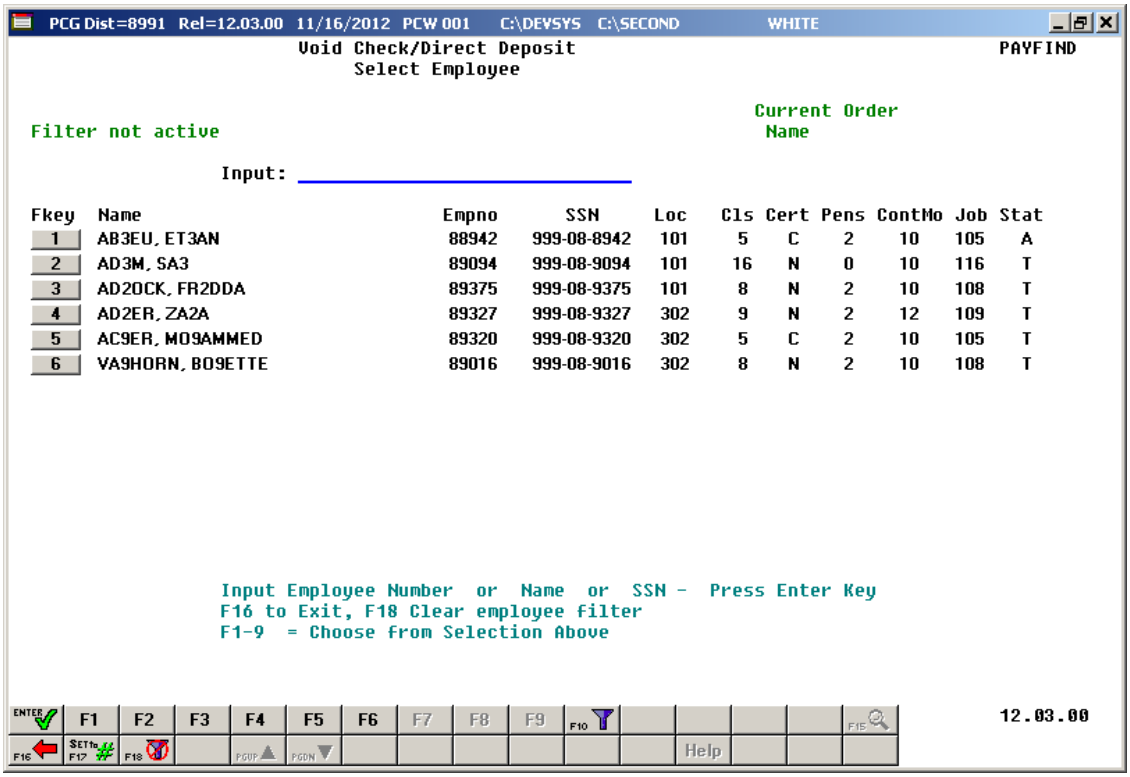
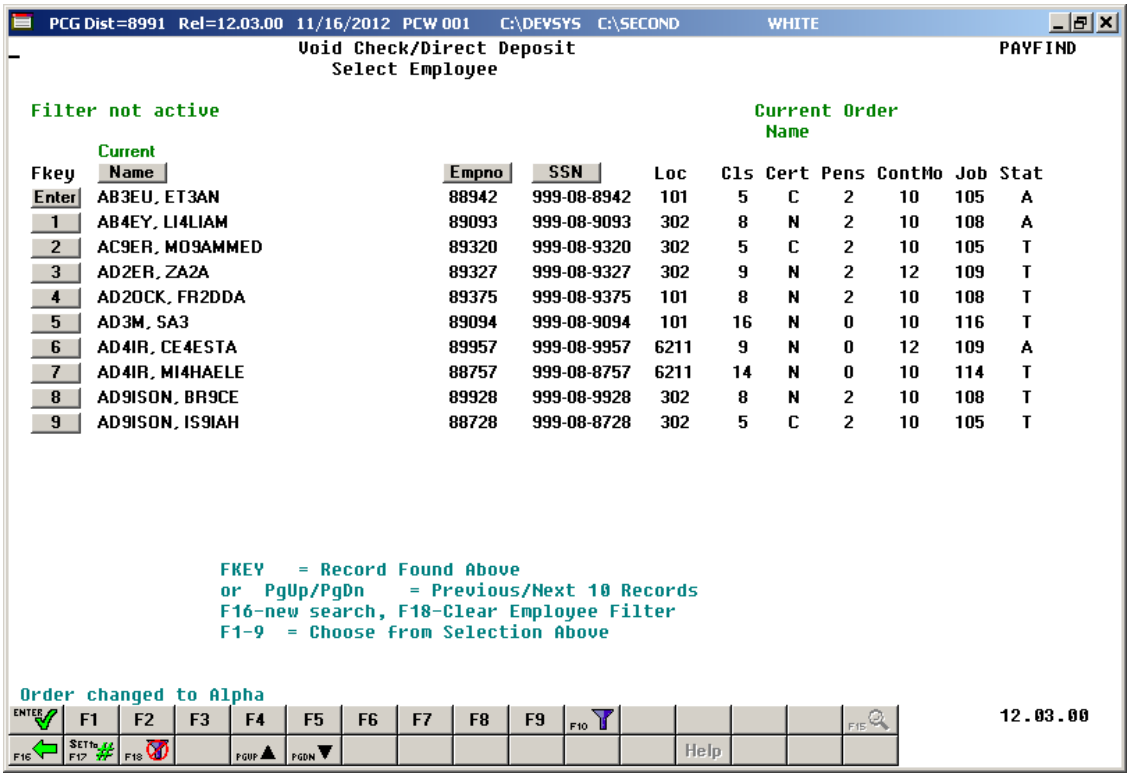
The following screen displays:



Step	Action
4	Enter the employee number in the **Input** field and click ENTER **(Enter)**. Proceed to *Step 6*. *If the employee number/SSN is unknown, enter the employee's complete or partial name in the* **Input** *field and select* ENTER *(Enter). Proceed to Step 5. Entering a complete or partial name in the* **Input** *field displays results most closely matching the search criteria entered. Continue to press Pg Down until the employee's record displays.*

All Rights Reserved.

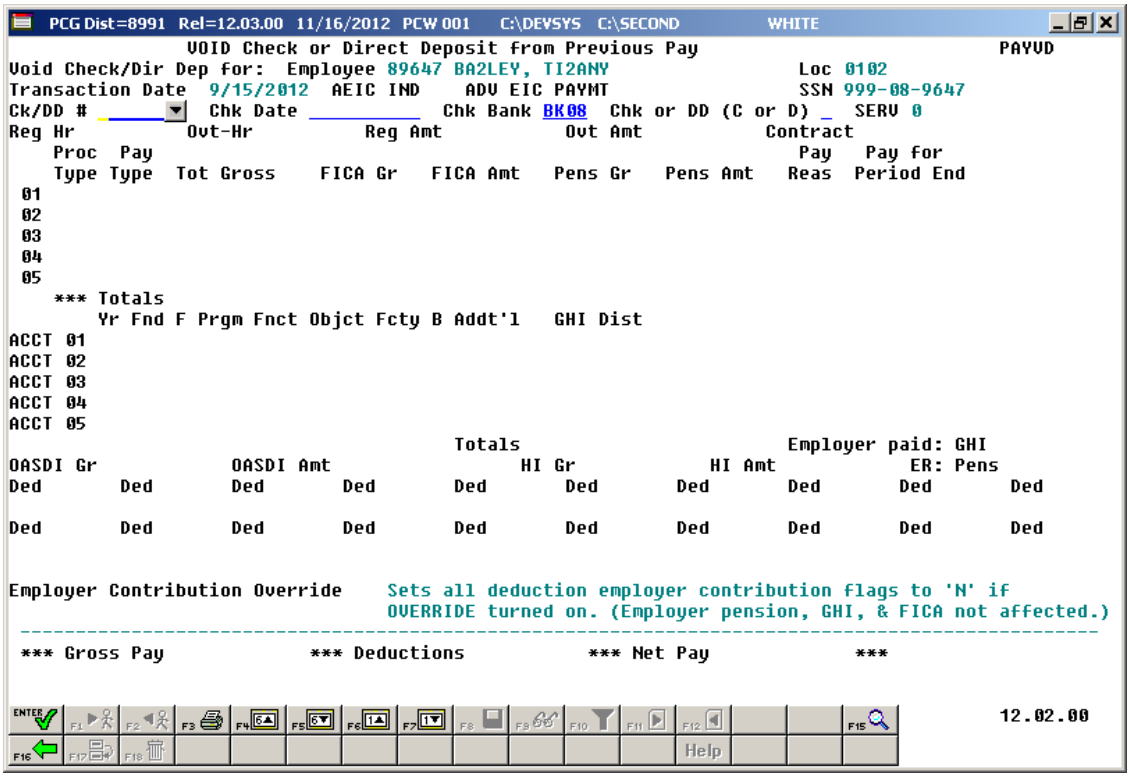
The following screen displays for partial name entries in the *Input* field:



Step	Action
5	Press ENTER (**Enter**) or the **Fkey** corresponding to the employee's record.

All Rights Reserved.

The following screen displays:



Step	Action
6	Click on the drop-down selection icon ▼ or enter the information in the **Ck/DD#** (Check/Direct Deposit Number) field.

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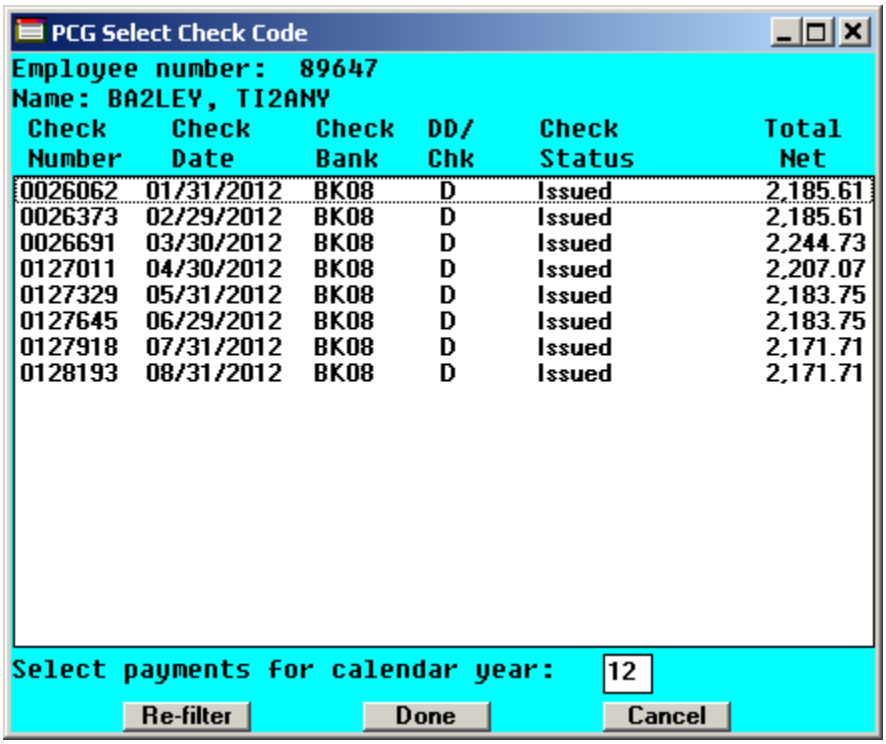
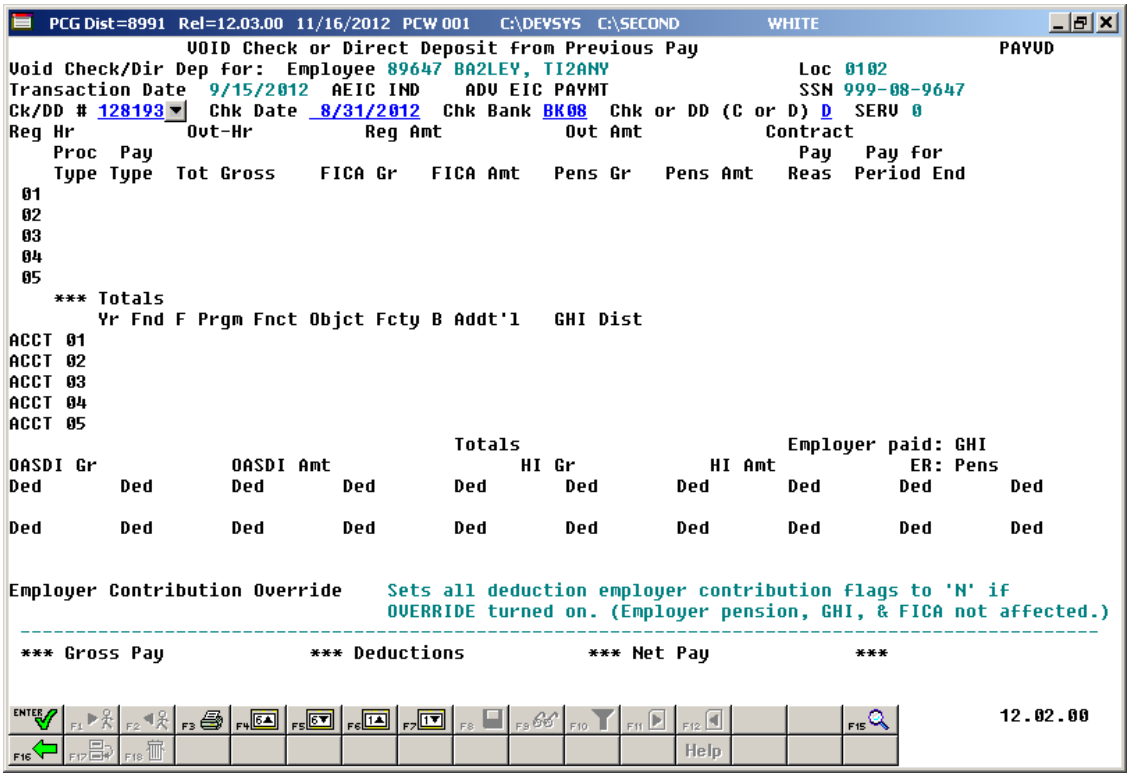
When using the drop-down selection icon , the following screen displays:



Step	Action
7	If the correct **calendar year** is displayed, select the appropriate payment to void and press the Done button. Otherwise, change the **calendar year**, press the Re-filter button, and then select the appropriate payment. Selecting a payment will cause the **Ck/DD #** (Check/Direct Deposit Number), **Chk Date** (Check Date), and the **Chk Bank** (Check Bank) or **DD Bank** (Direct Deposit Bank) fields to be defaulted on the void payment screen.

All Rights Reserved.

The following screen displays:



Step	Action
8	Verify the defaulting information in the **Ck/DD #** (Check/Direct Deposit Number), **Chk Date** (Check Date), and the **Chk Bank** (Check Bank) or **DD Bank** (Direct Deposit Bank) fields.
9	Select (**Enter**).

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The following screen displays:

```
PCG Dist=8991  Rel=12.03.00  11/16/2012  PCW 001   C:\DEVSYS  C:\SECOND        WHITE
                 VOID Check or Direct Deposit from Previous Pay                          PAYVD
Void Check/Dir Dep for:  Employee 89647 BA2LEY, TI2ANY                 Loc 0102
Transaction Date  9/15/2012  AEIC IND    ADV EIC PAYMT                 SSN 999-08-9647
Ck/DD # 128193    Chk Date  8/31/2012  Chk Bank BK08  Chk or DD (C or D) D  SERV 0
Reg Hr          Ovt-Hr          Reg Amt  3183.52  Ovt Amt           Contract  3183.52
    Proc  Pay                                                        Pay   Pay for
    Type Type  Tot Gross    FICA Gr   FICA Amt   Pens Gr   Pens Amt   Reas  Period End
 01   S  0010    2868.92    2772.18    156.63    2868.92    172.14    91    8/31/2012
 02   S  0310     166.67     161.04      9.10     166.67     10.00    91    8/31/2012
 03   S  0310     208.33     201.31     11.38     208.33     12.50    91    8/31/2012
 04   B  0301      60.40-     58.36-     3.30-                         91    8/31/2012
 05
    *** Totals   3183.52    3076.17    173.81    3243.92    194.64
        Yr Fnd F Prgm Fnct Objct Fcty B Addt'l   GHI Dist
ACCT 01 13 402   1750 1000 11000  102 1            1.0000
ACCT 02 13 100   9990 2100 14600  102 1
ACCT 03 13 100   9990 2100 14600  101 1
ACCT 04 13 402   1750 1000 11000  102 1
ACCT 05
                                         Totals     1.0000            Employer paid: GHI    912.34
OASDI Gr  3076.17   OASDI Amt   129.20        HI Gr  3076.17   HI Amt    44.61   ER: Pens   370.13
Ded 01  N Ded 03  N Ded 04  N Ded 09  N Ded 11  N Ded 13  Y Ded 24  N Ded 28  N Ded 30  N Ded 33  Y
   20.00    318.63    130.86     80.58     38.35      3.00     10.08     11.09      1.58     16.69
Ded 17  N Ded       Ded       Ded       Ded       Ded       Ded       Ded       Ded       Ded
   12.50

Employer Contribution Override N  Sets all deduction employer contribution flags to 'N' if
                                  OVERRIDE turned on. (Employer pension, GHI, & FICA not affected.)
 ---------------------------------------------------------------------------------------------
 *** Gross Pay   3183.52   *** Deductions  1011.81  *** Net Pay    2171.71  ***

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15                                  12.02.00
F16 F17 F18                                Help
```

Step	Action
10	The **Employer Contribution Override** field determines if employer contribution amounts for deductions will also be calculated as part of the void process. If employer contribution amounts for deductions should be calculated as part of the void process, enter '**N**'. If employer contribution amounts for deductions should NOT be calculated as part of the void process, enter '**Y**'. *Note: The employer contribution calculation for pension, GHI, and FICA is not affected by the* ***Employer Contribution Override*** *switch.*
11	Review the screen's information, and select ENTER (**Enter**). Select F3 (**F3** – Print this data) to obtain a screen print of the *Enter Voided Check/Direct Deposit* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

All Rights Reserved.

The following screen displays:

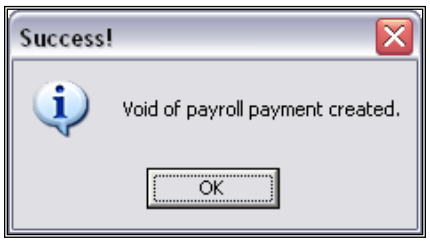
```
PCG Dist=8991  Rel=12.03.00  11/16/2012  PCW 001   C:\DEVSYS  C:\SECOND        WHITE
                 VOID Check or Direct Deposit from Previous Pay                          PAYVD
Void Check/Dir Dep for:  Employee 89647 BA2LEY, TI2ANY                  Loc 0102
Transaction Date  9/15/2012  AEIC IND    ADV EIC PAYMT                  SSN 999-08-9647
Ck/DD # 128193    Chk Date  8/31/2012  Chk Bank BK08  Chk or DD (C or D) D  SERV 0
Reg Hr           Ovt-Hr          Reg Amt  3183.52  Ovt Amt           Contract  3183.52
    Proc  Pay                                                        Pay   Pay for
    Type Type  Tot Gross    FICA Gr   FICA Amt   Pens Gr   Pens Amt   Reas  Period End
 01   S  0010    2868.92    2772.18    156.63    2868.92    172.14     91    8/31/2012
 02   S  0310     166.67     161.04      9.10     166.67     10.00     91    8/31/2012
 03   S  0310     208.33     201.31     11.38     208.33     12.50     91    8/31/2012
 04   B  0301      60.40-     58.36-     3.30-                          91    8/31/2012
 05
    *** Totals   3183.52    3076.17    173.81    3243.92    194.64
        Yr Fnd F Prgm Fnct Objct Fcty B Addt'l   GHI Dist
ACCT 01 13 402   1750 1000 11000  102 1            1.0000
ACCT 02 13 100   9990 2100 14600  102 1
ACCT 03 13 100   9990 2100 14600  101 1
ACCT 04 13 402   1750 1000 11000  102 1
ACCT 05
                                          Totals     1.0000            Employer paid: GHI    912.34
OASDI Gr  3076.17   OASDI Amt   129.20        HI Gr  3076.17   HI Amt    44.61   ER: Pens   370.13
Ded 01  N Ded 03  N Ded 04  N Ded 09  N Ded 11  N Ded 13  Y Ded 24  N Ded 28  N Ded 30  N Ded 33  Y
   20.00    318.63    130.86     80.58     38.35      3.00     10.08     11.09      1.58     16.69
Ded 17  N Ded       Ded       Ded       Ded       Ded       Ded       Ded       Ded       Ded
   12.50

Employer Contribution Override N  Sets all deduction employer contribution flags to 'N' if
                                  OVERRIDE turned on. (Employer pension, GHI, & FICA not affected.)
 ---------------------------------------------------------------------------------------------------
 *** Gross Pay   3183.52   *** Deductions  1011.81  *** Net Pay    2171.71  ***

Save to complete payment void.
ENTER F1 F2 F3 F4 6 F5 6 F6 1 F7 1 F8 F9 F10 F11 F12 F15                          12.02.00
F16 F17 F18                                   Help
```

Step	Action
12	Verify *"Save to complete payment void."* displays, and select F8 (**F8** - Save).

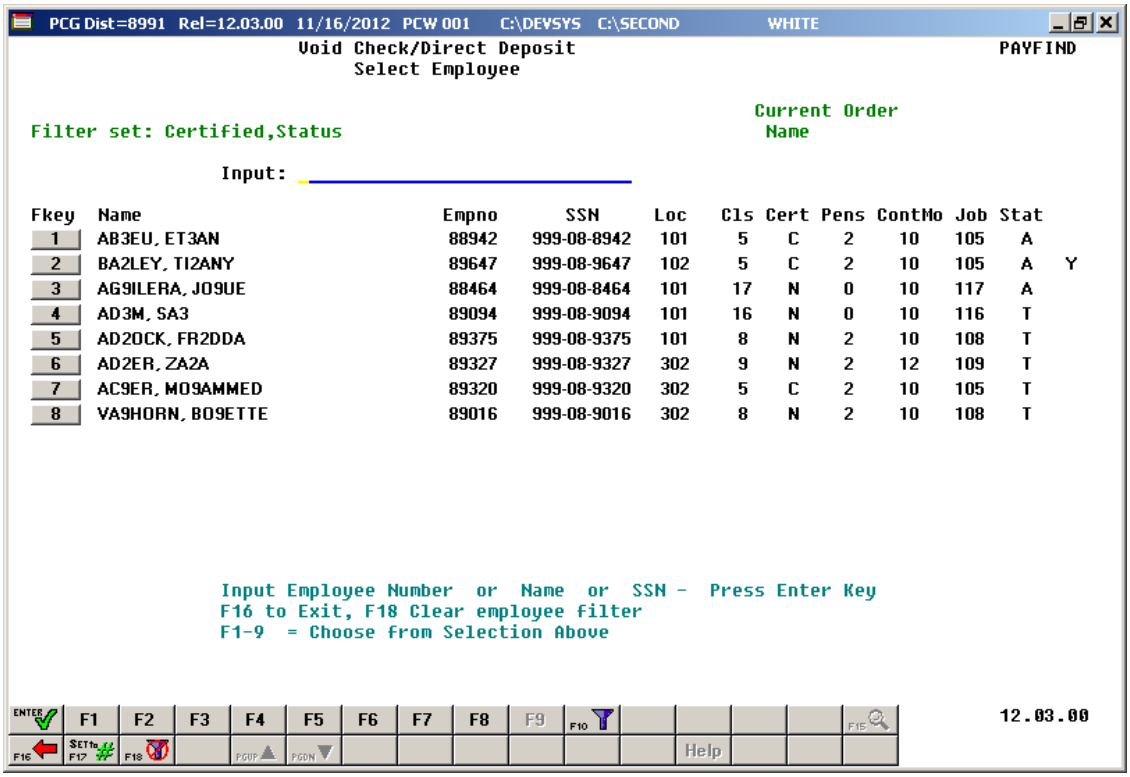
The following dialog box displays:



Step	Action
13	Select OK (**OK**).

All Rights Reserved.

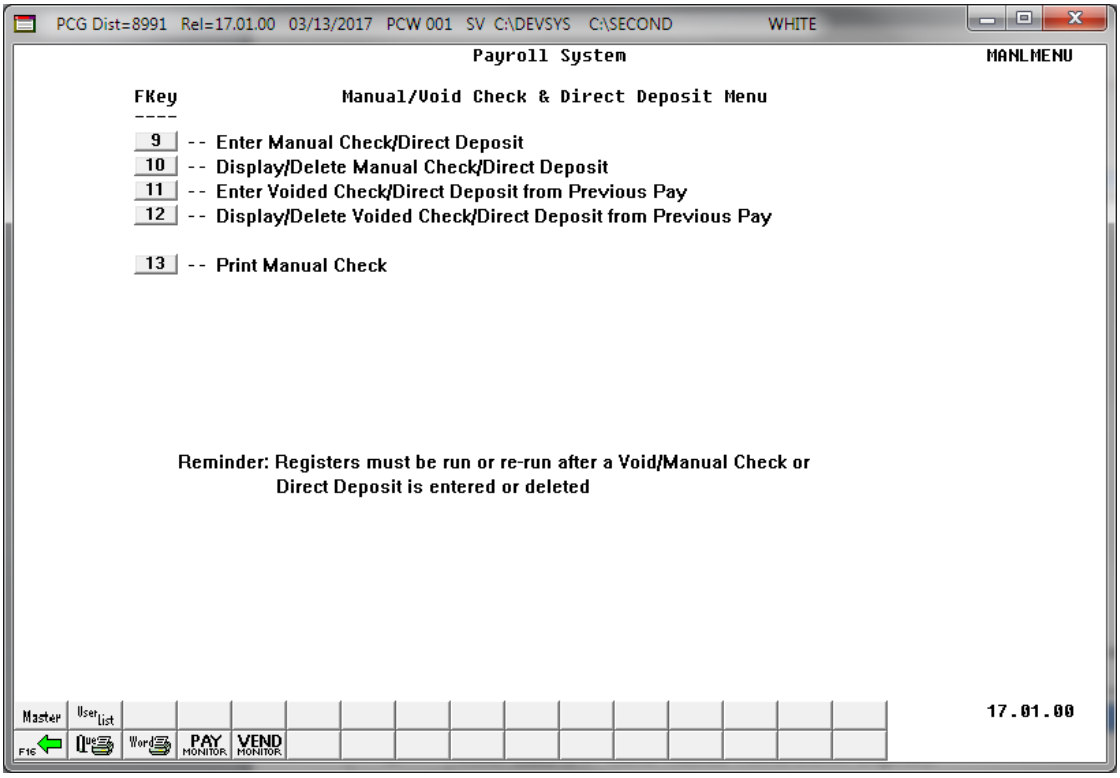
The following screen displays:



Step	Action
14	Select F16 (**F16** – Exit) to the *Payroll System – Manual/Void Check Direct Deposit Menu.*

All Rights Reserved.

The following screen displays:



Step	Action
15	Press F16 (**F16 – Exit)** to exit the *Payroll System – Check and Direct Deposit Menu.*
16	Press F16 (**F16 – Exit)** to exit the *Payroll System Master Menu.*
17	**To Print the Final Payroll Register and Payroll Distribution Report:** Refer to *Topic 4: Print the Payroll Pre-Posting Reports* for instructions and report examples.

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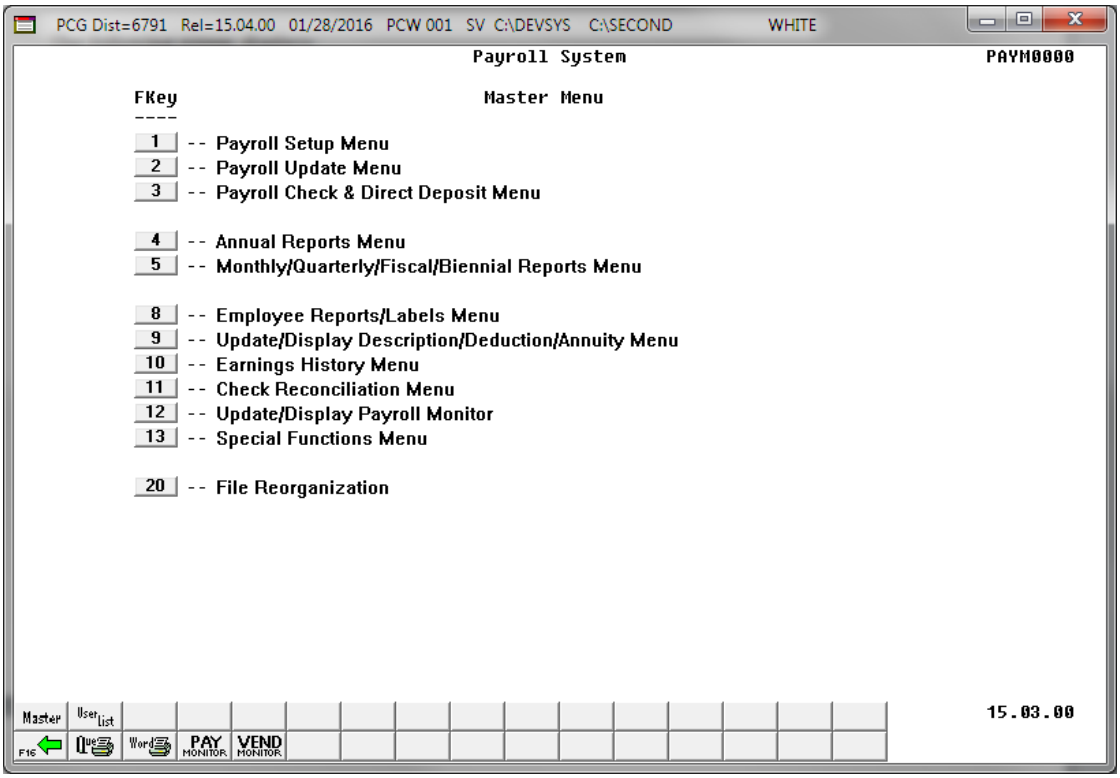
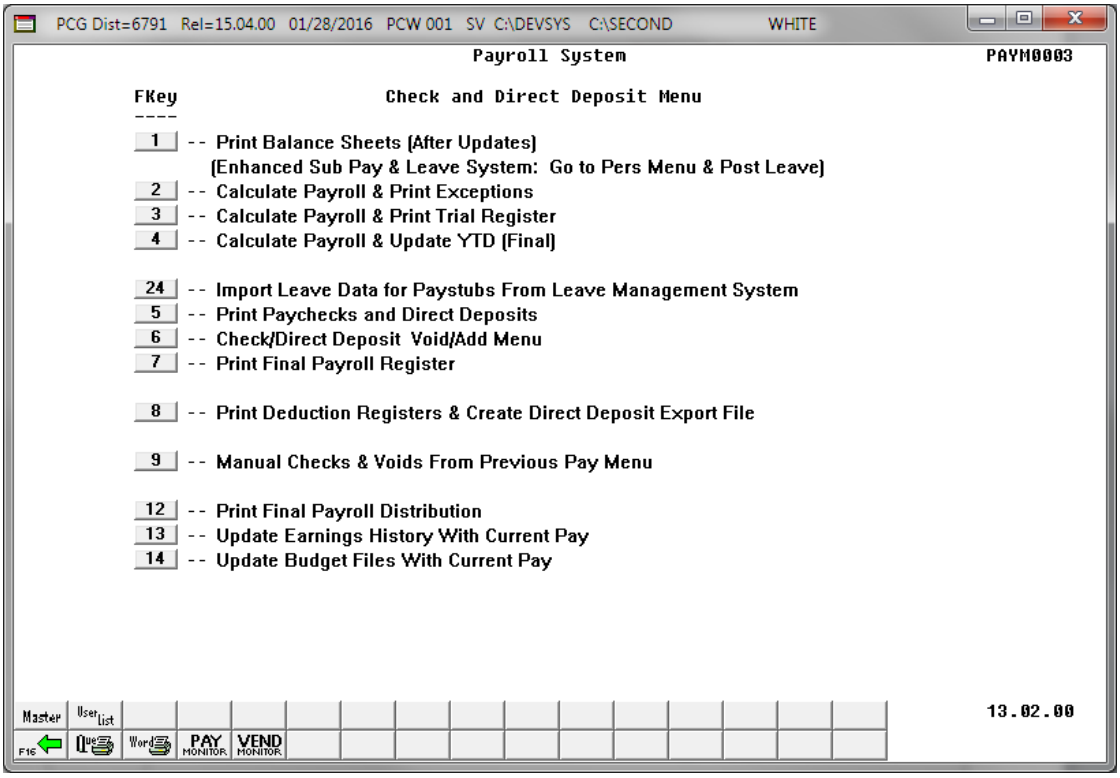
D2. Display/Delete a Voided Payroll Check and/or Direct Deposit



Step	Action
1	Press 3 (**F3 -** Payroll Check and Direct Deposit Menu).

All Rights Reserved.

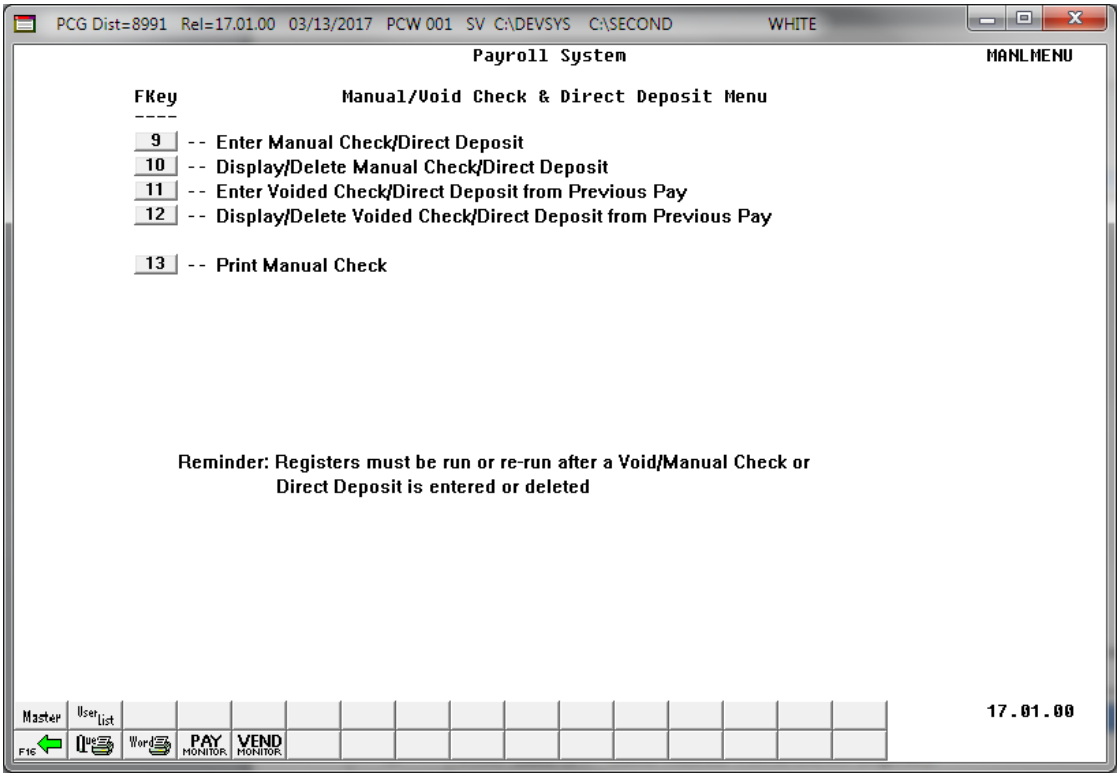
The following screen displays:



Step	Action
2	Press 9 (**F9 -** Manual Checks & Voids from Previous Pay).

All Rights Reserved.

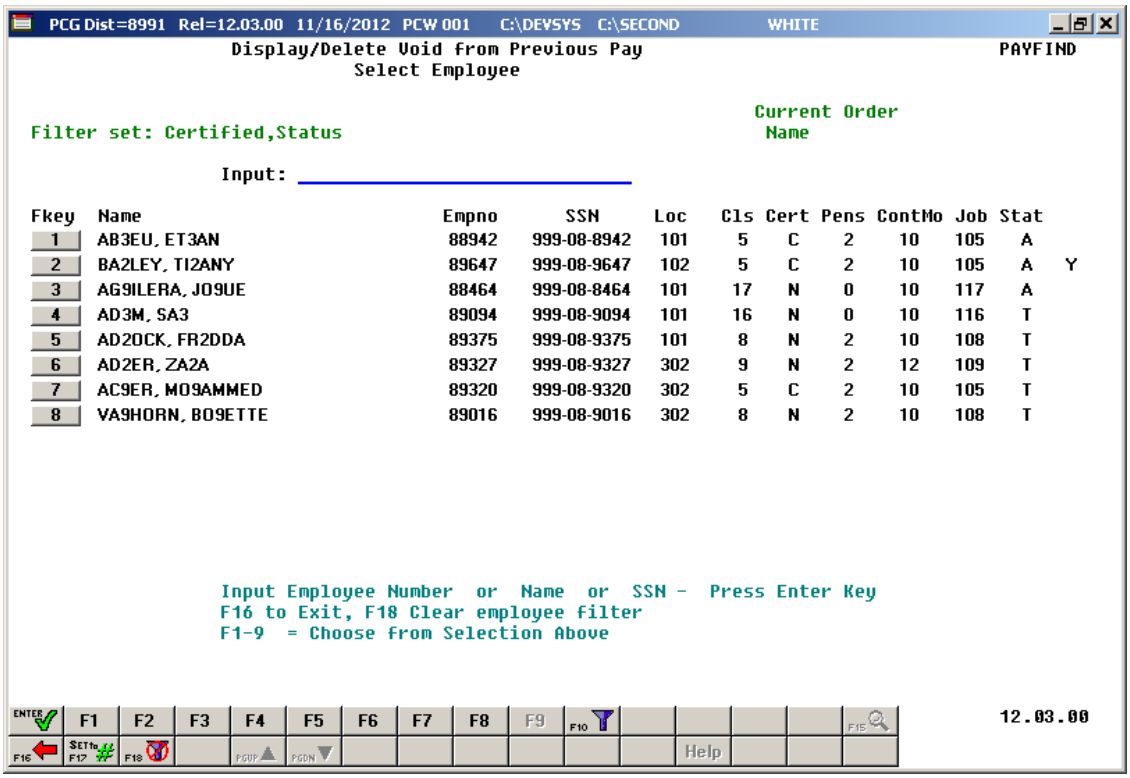
The following screen displays:



Step	Action
3	Press 12 (**F12 -** Display/Delete Voided Check/Direct Deposit from Previous Pay).

All Rights Reserved.

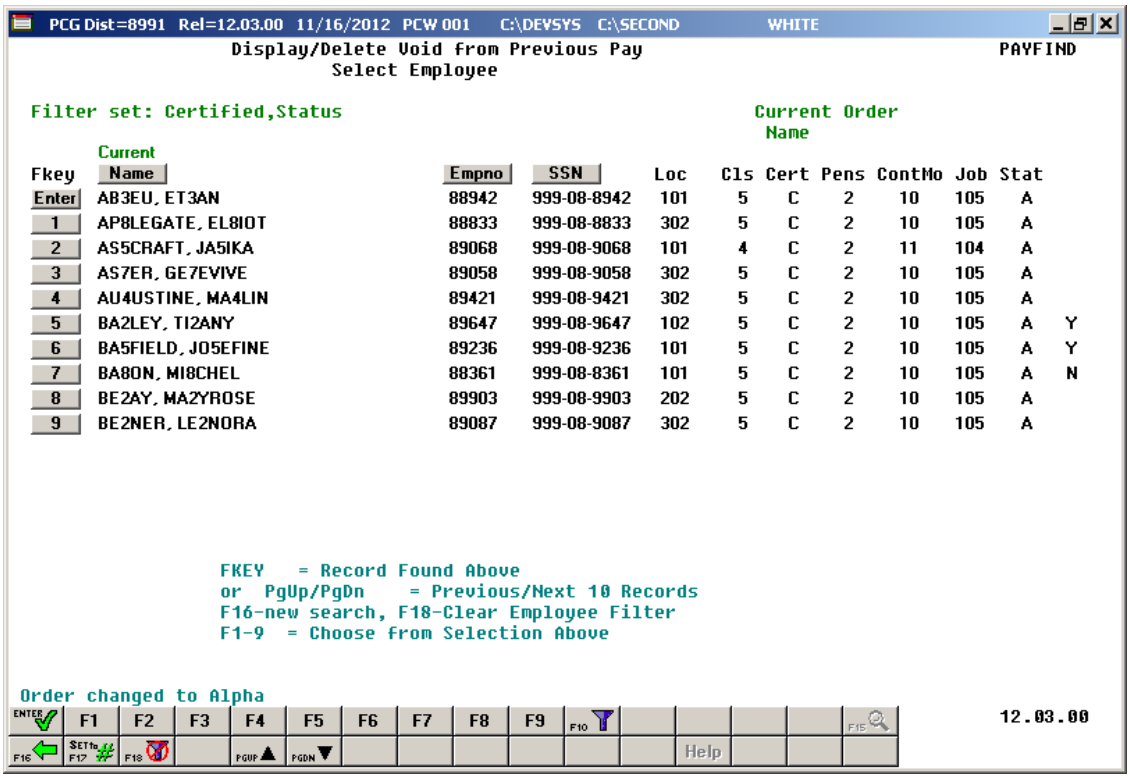
The following screen displays:



Step	Action
4	Enter the employee number in the **Input** field and click ENTER **(Enter)**. Proceed to *Step 6*. *If the employee number/SSN is unknown, enter the employee's complete or partial name in the* **Input** *field and select* ENTER *(Enter). Proceed to Step 5. Entering a complete or partial name in the* **Input** *field displays results most closely matching the search criteria entered. Continue to press Pg Down until the employee's record displays.*

All Rights Reserved.

The following screen displays for partial name entries in the **Input** field:



Step	Action
5	Press ENTER (**Enter**) or the **Fkey** corresponding to the employee's record.

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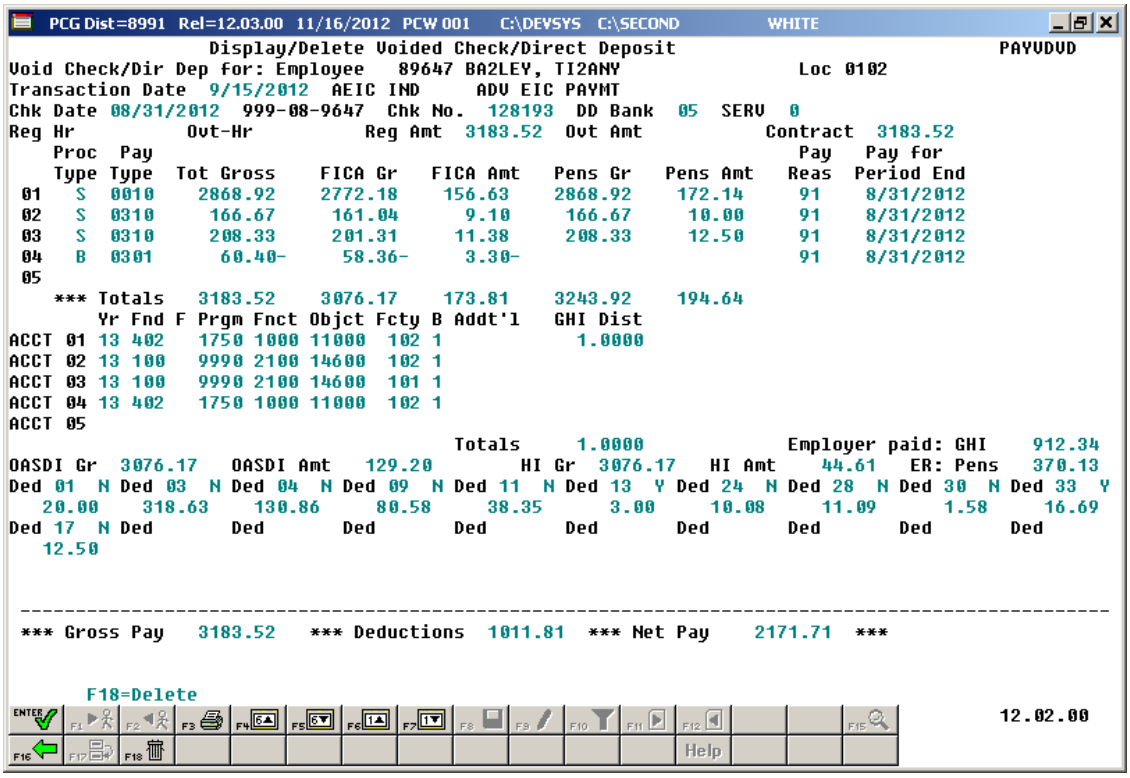
The following screen displays:



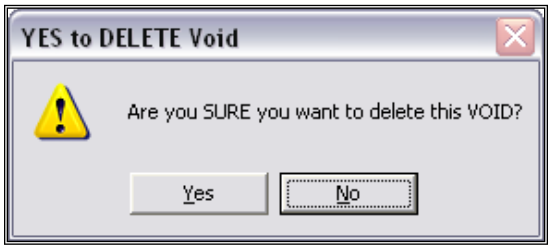
```
PCG Dist=8991  Rel=12.03.00  11/16/2012  PCW 001   C:\DEVSYS  C:\SECOND        WHITE
                    Display/Delete Voided Check/Direct Deposit                          PAYVDVD
Void Check/Dir Dep for: Employee   89647 BA2LEY, TI2ANY                Loc 0102
Transaction Date  9/15/2012  AEIC IND     ADV EIC PAYMT
Chk Date 08/31/2012  999-08-9647  Chk No.  128193  DD Bank  05  SERV  0
Reg Hr          Ovt-Hr          Reg Amt  3183.52  Ovt Amt          Contract  3183.52
    Proc  Pay                                                       Pay   Pay for
    Type Type  Tot Gross    FICA Gr   FICA Amt   Pens Gr   Pens Amt   Reas  Period End
 01   S  0010    2868.92    2772.18    156.63    2868.92    172.14     91    8/31/2012
 02   S  0310     166.67     161.04      9.10     166.67     10.00     91    8/31/2012
 03   S  0310     208.33     201.31     11.38     208.33     12.50     91    8/31/2012
 04   B  0301      60.40-     58.36-     3.30-                          91    8/31/2012
 05
    *** Totals   3183.52    3076.17    173.81    3243.92    194.64
        Yr Fnd F Prgm Fnct Objct Fcty B Addt'l   GHI Dist
ACCT 01 13 402   1750 1000 11000  102 1            1.0000
ACCT 02 13 100   9990 2100 14600  102 1
ACCT 03 13 100   9990 2100 14600  101 1
ACCT 04 13 402   1750 1000 11000  102 1
ACCT 05
                                          Totals     1.0000            Employer paid: GHI    912.34
OASDI Gr  3076.17   OASDI Amt   129.20        HI Gr  3076.17   HI Amt    44.61   ER: Pens   370.13
Ded 01  N Ded 03  N Ded 04  N Ded 09  N Ded 11  N Ded 13  Y Ded 24  N Ded 28  N Ded 30  N Ded 33  Y
   20.00    318.63    130.86     80.58     38.35      3.00     10.08     11.09      1.58     16.69
Ded 17  N Ded       Ded       Ded       Ded       Ded       Ded       Ded       Ded       Ded
   12.50

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

      F18=Delete
ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15                                  12.02.00
F16 F17 F18                                  Help
```

Step	Action
6	**To display the payroll check/Direct Deposit Statement only:** Verify and/or screen-print the information on the *Void Check Dir Dep for: Employee Number ##### Employee Name* screen. Proceed to *Step 8*. Select F3 (**F3** – Print this data) to obtain a screen print of the *Display/Delete Voided Check/Direct Deposit* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'. **To delete the payroll check/Direct Deposit Statement:** Click F18 (**F18 - Delete**) and proceed to *Step 7*.

The following dialog box displays:



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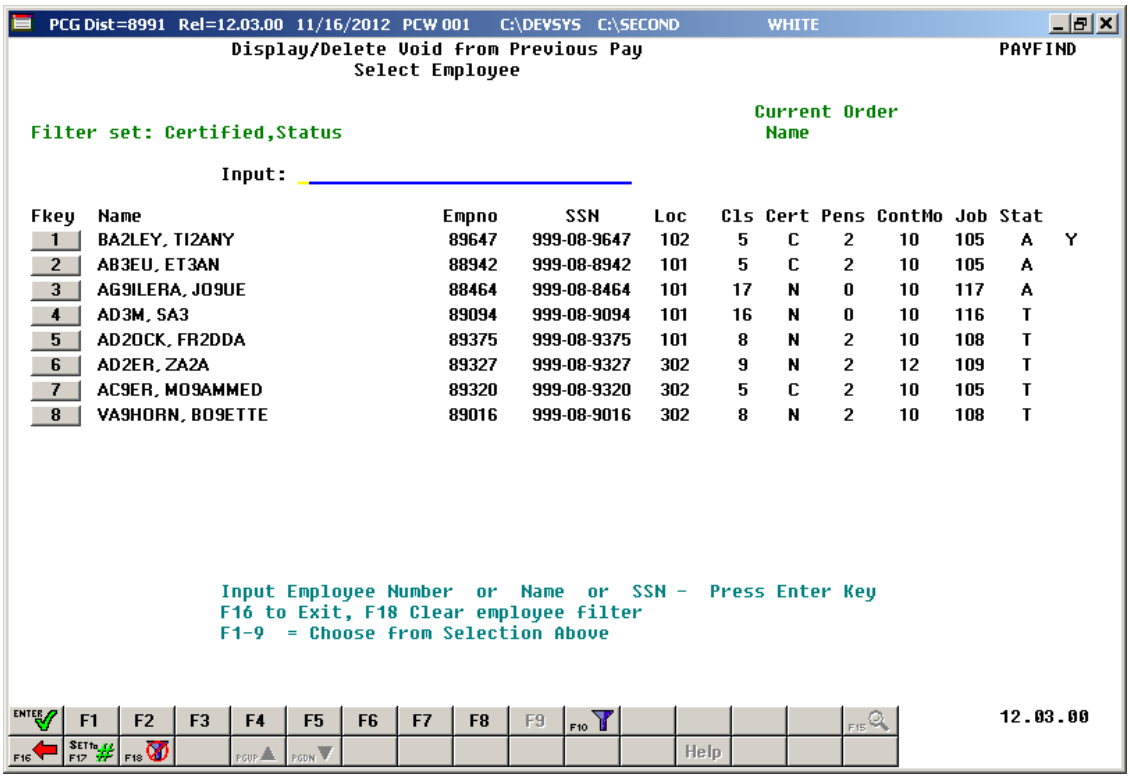
Step	Action
7	Select the appropriate response.

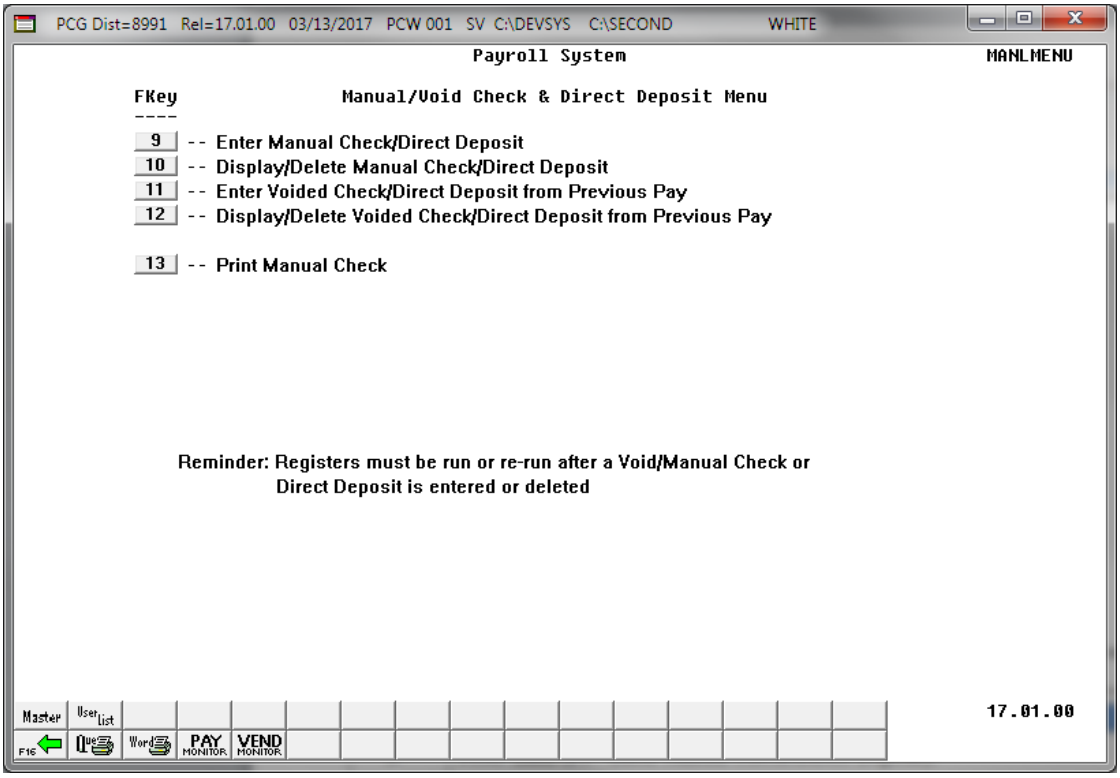
The following screen displays:



Step	Action
8	Click F16 (**F16** – Exit) to the *Payroll System - Manual/Void Check and Direct Deposit Menu*.

All Rights Reserved.

The following screen displays:



Step	Action
9	Press F16 (**F16** – Exit) to exit the *Payroll System – Check and Direct Deposit Menu.*
10	Press F16 (**F16** – Exit) to exit the *Payroll System Master Menu.*
11	**To Print the Final Payroll Register and Payroll Distribution Report:** Refer to *Section C: Payroll Check and Direct Deposit Statement Processing, Topic 4: Print the Payroll Pre-Posting Reports* for instructions and report examples.

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