

# PCGenesis

## Handling Payroll Issues & Other Advanced Features

GASBO  
Augusta, GA  
November 4, 2015



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# PCGenesis

## Handling Payroll Issues & Other Advanced Features

PCGenesis Development Team

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

# PowerPoints Available on Documentation Website

## PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

## Release Information

### Calendar Year 2014 Release Information

- Release 14.03.00 - Miscellaneous Updates / Installation Instructions
- Release 14.02.00 – Fiscal Year 2014 (FY14) Year-End Updates and Miscellaneous Changes / Installation Instructions
- Release 14.01.00 - Miscellaneous Updates / Installation Instructions

### Calendar Year 2013 Release Information

- Release 13.04.00 – Calendar Year 2013 Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions
- Release 13.03.01 – Calendar Year 2014 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions
- Release 13.03.00 - Miscellaneous Updates / Installation Instructions
- Release 13.02.00 - Fiscal Year 13 (FY13) Year-End Updates and Miscellaneous Changes / Installation Instructions
- Release 13.01.01 – Change to State of Georgia Employee Withholding and Miscellaneous Changes / Installation Instructions
- Release 13.01.00 – Miscellaneous Updates / Installation Instructions

### Calendar Year 2013 PowerPoints

- GASBO November 2013 - PCGenesis Current Status & Future Plans
- GASBO November 2013 - PCGenesis Recent Enhancements and Changes

The Payroll Issues class is usually a full day class. We will try to cover as much material as possible during a 50 minute session. However, all of today's PowerPoint presentations will be available on our documentation website under 'Release Information'. We will publish the PowerPoint along with the presenter's notes for future viewing.

# Agenda

- **Void/Add Menu**
- Manual/Void Check Run
- Getting FICA Right on a Manual Check
- Refunding Deductions
- Correcting PSERS and TRS
- Overpayments
- Garnishments
- W2s



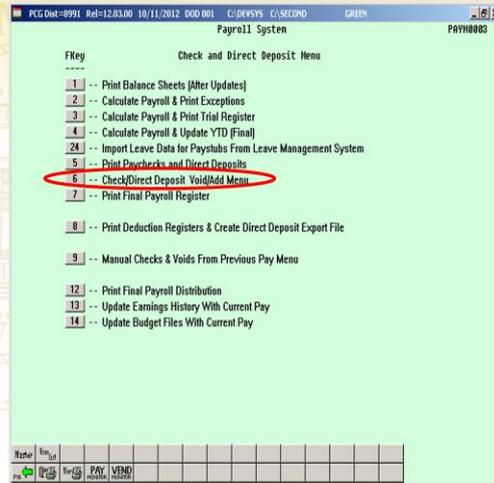
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# Problems in Current Payroll Void/Add Menu

- An error is discovered that requires a check to be **voided**.
- An error is discovered that requires a check to be **voided and reissued**.
- An employee was left off the payroll.
- Check/Direct Deposit Void/Add Menu (F6)



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The **Check/Direct Deposit Void/Add Menu (F6)** is used to correct check errors for the current payroll. Checks may be voided, issued, or reissued as necessary.

If you send a NACHA file to the bank, and the bank tries to process the file but finds an error, as long as the user has NOT run **F13**, Update Earnings History, and **F14**, Update Budget Files, the user can use the **Check/Direct Deposit Void/Add Menu** to correct the NACHA file. This can be a life saver!!!

Pattie Problemcauser did some extra work for her principal and he said that she would get paid for it. You didn't find out until after checks were printed, but before they were distributed. You can reissue the check through the **Void/Add** process.

Void/Reissues can handle both regular checks and direct deposits.

## Problems in Current Payroll Void/Add Menu

- NACHA error – bad account number on Withholding screen.
- Missing employee pay.
- Add/delete a deduction amount.
- But! This depends on not having processed step F13 and F14. Otherwise a restore will be required.



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

If the NACHA file was created, sent to the bank, and then rejected because of a bad account number, the problem can be corrected.

If an employee is missing pay, the problem can be corrected. Or, if a deduction was taken or not taken as it was supposed to be, the problem can be corrected.

We can run and re-run the **Void/Add** process as many times as necessary as long as **F13**, Update Earnings History, and **F14**, Update Budget Files, as NOT been run. Once F13 and F14 have been executed, corrections can't be made unless files are restored.

# Problems in Current Payroll Void/Add Menu

The screenshot shows the 'PAYROLL SEQUENCE MONITOR' screen with the following options and status:

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

Additional settings shown include Manual/Void Checks Run Only: N, Regular Gross Types: Y, Special Gross Types: Y, Deduct Pension: Y, Old PSERS: Y, Old ERS: N, New PSERS: Y, and TRS: Y, New ERS: N.

Below the options is a table for 'PAYROLLS SELECTED DURING SETUP':

PAY SCH	NO. TAX	PAYS CALC	DESCRIPTION	PERIOD	CHECK DATE	GHI
12	12		MONTHLY	9	09/28/12	Y

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

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

Callouts from the image:

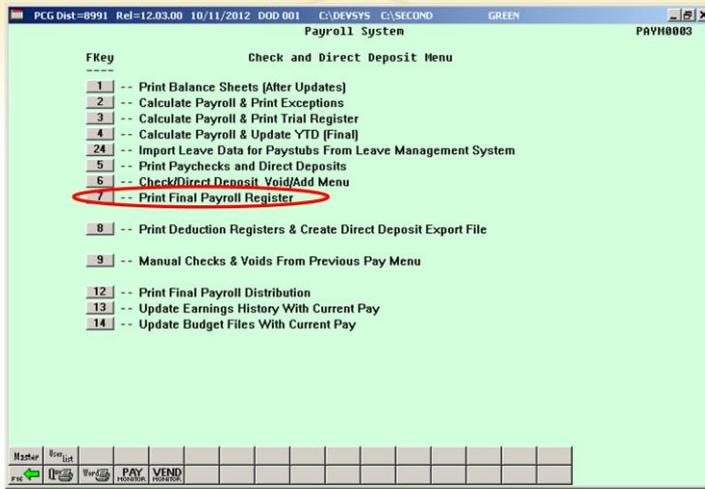
- Left callout: "But, earnings history and budget files have NOT been updated" (pointing to the 'Update earnings history...' and 'Update budget files...' options).
- Right callout: "These steps can be repeated as often as necessary" (pointing to the 'Void/Add Run Completed', 'Final Register', 'Deduction Registers', and 'Final Distribution' options).

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

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



# Problems in Current Payroll



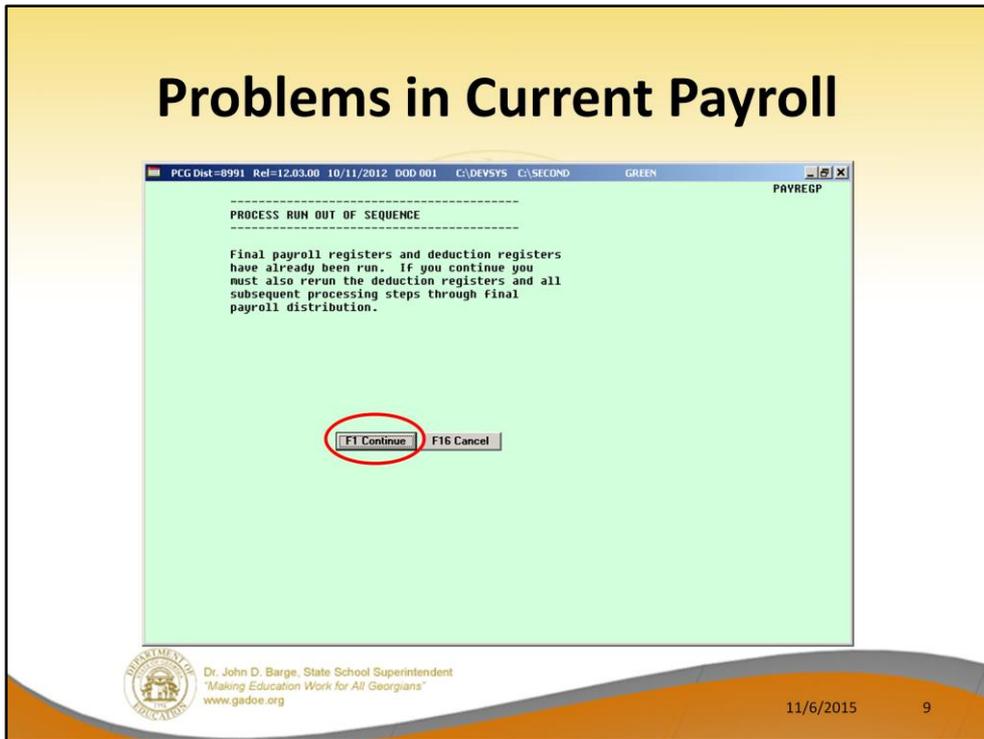
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For example, we can run the Final Register a second or third time.

# Problems in Current Payroll



When I try to run the Final Register a second time, the following screen is displayed. **F1** will allow the Final Register to continue processing.

# Problems in Current Payroll

```

PCGDist=8991 Rel=12.03.00 10/11/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN
PAYROLL SEQUENCE MONITOR Screen 1 of 2 PAYSTUPD

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

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

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

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

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

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

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

Now, deduction registers and final distribution can be rerun



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Once the Final Register has been run a second time, the rest of the steps must be completed in order. The Deduction Registers and Final Distribution must be rerun as well.

# Problems in Current Payroll Void/Add Menu

PCG Dist=0991 Rel=12.03.00 10/11/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN

Status Active Update/Display Gross Data PAV07

EmpNo 88669 DAALING, BEAKIS Class 10 CLERICAL

SSN 999-08-8669 Loc 102 Location 000102 Job cd 110 CLERICAL

Cert level 80 State yrs 0 Pay step E Local yrs 5 Salary sched

Work sched ID Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay ind

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

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	GHI %	Pay	Pay For
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross		Dist	Reas
01. S	0011				1472.00			1.0000	
02. S	0304				125.00				
03. B	0301				31.94-				
04.									
05.									
06.									

Vr Fnd F Prgn Fnc Objct Fcty B Addt'l Pens Gross Pens Ant Contract Distrib

ACCT 01 13 100 9990 2400 14200 102 1 1472.00 88.32 1472.00

ACCT 02 13 100 9990 2400 14200 102 1 125.00 7.50 125.00

ACCT 03 13 100 9990 2400 14200 102 1 31.94-

ACCT 04 00

ACCT 05 00

ACCT 06 00

1597.00 95.82 1565.06

TRS & ERS Pens Gross Adj Total gross 15

Ant/% Contract ant 19164.00 Cycle gross 1597.00 Cycle 1

Pay sch. # 12 State salary Local salary 17664.00 Other 1

Pens code 2 TRS Pens elig date 9/04/2007 Ant/% .0600 Contno 10

Pens switch Y TRS service ind 1 PV contno 10

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

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



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However, rerunning the reports will not correct a problem with the payroll. For example, if I try to make a change to an employee's Gross Data screen, I am not able to change the screen to modify mode by using **F9**. I can't add any additional pay.

# Problems in Current Payroll Void/Add Menu

The screenshot shows a window titled "Payroll System" with a menu titled "Check and Direct Deposit Menu". The menu items are:

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

A red oval highlights item 6, and a blue callout box points to it with the text: "Need to correct problems for specific employees, but checks have already been printed." The window also shows a status bar with fields for Master, Emp, PAY, and VEND, and a footer with the Georgia Department of Education logo and contact information.

If checks have already printed, but I need to add missing pay for an employee, I can start the **Void/Add** process.

# Problems in Current Payroll Void/Add Menu

PCG Dist=0991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN  
Payroll System PAVU01DP

Check/Direct Deposit Void/Add Procedure

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

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

7.04.00

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## Step 1:

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

# Problems in Current Payroll Void/Add Menu

The screenshot shows a window titled "PAYVOID" with a blue title bar. The window content is green and contains the following text:

Payroll Check / Direct Deposit Voiding / Adding

Enter Employee Number:

Employee:

Check/DD #:

Amount:

Enter - Continue, F16 - ReEnter/Exit

12.02.00



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Enter the employee's number. This is the employee with the incorrect check.

# Problems in Current Payroll Void/Add Menu

PCG Dist=0991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEV5YS C:\SECOND GREEN

PAYVOID

Payroll Check / Direct Deposit Voiding / Adding

Enter Employee Number: 88669

Employee: DAHLING, BEAKIS

Check/DD #: 58283

Amount: 1,385.49

Will a replacement check / direct deposit be issued? YES (YES or NO)

Enter - Continue, F16 - ReEnter/Exit 12.03.01



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Verify that this is the check which should be voided.

To simply void the check, answer NO to the question, "Will a replacement check / direct deposit be issued?"

To void and then to reissue a new check, answer YES to the question, "Will a replacement check / direct deposit be issued?"

# Problems in Current Payroll Void/Add Menu

PCG Dist=9991 Rel=12.03.00 10/16/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN

Status Active Update/Display Gross Data PAV07

EmpNo 88669 BAALING, BEAKIS Class 18 CLERICAL

SSN 999-08-8469 Loc 102 Location 000102 Job cd 118 CLERICAL

Cert level 80 State yrs 0 Pay step E Local yrs 5 Salary sched

Work sched ID Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay ind

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

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	GHI %	Pay	Pay For
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross		Dist	Reas
01.	S	0011			1472.00			1.0000	
02.	S	0304			125.00				
03.	B	0301			31.94-				
04.									
05.									
06.									

1565.06 1.0000

Vr	Fnd	F	Prgrn	Funct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens	Ant	Contract	Sub
ACCT 01	13	100	9990	2400	14200	102	1						1472.00	Distrib
ACCT 02	13	100	9990	2400	14200	102	1						125.00	
ACCT 03	13	100	9990	2400	14200	102	1						31.94-	
ACCT 04	00													
ACCT 05	00													
ACCT 06	00													

1565.06

TRS & ERS Pens Gross adj Total gross 1565.06

Ant/% Contract ant 19164.00 Cycle gross 1597.00 Cycle 1

Pay sch. # 12 State salary Local salary 17664.00 Other

Pens code 2 TRS Pens elig date 9/04/2007 Ant/% .0600 Contno 10

Pens switch Y TRS service ind 1 PV contno 10

Now the gross data fields can be modified

## Step 2:

Now when I access an employee's Gross Data screen, I am able to change the screen to modify mode by using **F9**. I can now add additional pay!

If I need to change deduction amounts or change direct deposit account numbers, I would find that **F9** is now available on all of the employee payroll screens.



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# Problems in Current Payroll Void/Add Menu

PCG Dist=8991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEV\SYS C:\SECOND GREEN

Status Active Update/Display Gross Data PAV07

EmpNo 88669 DAALING, BEARIS Class 10 CLERICAL  
 SSM 999-08-8669 Loc 102 Location 000102 Job cd 110 CLERICAL  
 Cert level 80 State yrs Pay step E Local yrs 5 Salary sched  
 Work sched ID Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay ind  
 Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	GHI %	Pay P
Type	Type	Hrly/Daily	Regular	Overtime	Gross	Gross	Dist	Reas Per
01.	S	0011			1472.00	1.0000		
02.	S	0304			125.00			
03.	B	0301			31.00			
04.	B	0002			550.25			
05.	-							
06.	-							

2115.31 1.0000 Sub

ACCT	Vr	Fnd	F	Prgrn	Fact	Objct	Fcty	B	Add'l	Pens	Gross	Pens	Ant	Contract	Distrib
ACCT 01	13	100	-	9990	2400	14200	102	1						1472.00	-
ACCT 02	13	100	-	9990	2400	14200	102	1						125.00	-
ACCT 03	13	100	-	9990	2400	14200	102	1						31.99	-
ACCT 04	13	100	-	9990	2400	14200	102	1							-
ACCT 05	00														-
ACCT 06	00														-

1565.06

TRS & ERS Pens Gross Adj

Contract ant 19164.00 Cycle gross 1597.00 Total gross 2115.31  
 Ant/% State salary Local salary 17664.00 Cycle 1 Cal Vr  
 Pay sch. # 12 Pens elig date 9/04/2007 Ant/% .0600 Other 1500.00  
 Pens code 2 TRS TRS service ind 1 Contno 10  
 Pens switch Y PV contno 10  
 Validations passed. Save your changes.

12.03.00

The missing pay can be added



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## Step 2:

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

# Problems in Current Payroll Void/Add Menu

PCG Dist=0991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN  
Payroll System PAVU01DP

FKey Check/Direct Deposit Void/Add Procedure

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

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

Master Emp-List PAY VEND  
F12 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100

7.04.00



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I now return to the **Check/Direct Deposit Void/Add Procedure Menu**. From here, let's look at the **Void/Add Procedure Monitor, F12**.

# Problems in Current Payroll Void/Add Menu

VOID/ADD PAYROLL SEQUENCE MONITOR

Request additional checks	Y
Run exceptions register with no exceptions	N
Calc payroll and update VTD figures	N
Print paychecks and Direct Deposits	N

Press F16 to exit.

12.03.00



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Use the **Void/Add Monitor** to track your steps in the Void/Add process. You can see that I have requested additional checks, but have not gone any further yet.

# Problems in Current Payroll Void/Add Menu

```

PCG Dist=0991  Rel=12.03.00  10/16/2012  DOD 001  C:\DEV\SYS  C:\SECOND  GREEN  Screen 1 of 2
PAYROLL SEQUENCE MONITOR

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

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

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

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

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

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

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

The Void/Add Run is NOT complete



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We can also track our progress on the main **Payroll Monitor**. You can see that the Void/Add Run is NOT complete. I will not be able to run the registers or final distribution until the Void/Add Run is complete.

# Problems in Current Payroll Void/Add Menu

PCG Dist=8991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN  
Payroll System PAVU01DP

FKey Check/Direct Deposit Void/Add Procedure

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

12 -- Void/Add Procedure Monitor

15 -- Void/Add Check to Direct Deposit Bank

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

7.04.00



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## Step 3:

From the Add/Void Menu, we will run the **Trial Register (F3)** for the reissued or voided checks.

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

# Problems in Current Payroll Void/Add Menu

## Exceptions Report

REPORT DATE 10/16/2012	PAYEXCEP	CMC EXCEPTIONS REGISTER FOR PAY 09/28/12	PAGE 1
EXCEPTIONS REGISTER COMPLETED			
RECORDS INPUT		1	
FATAL ERRORS		0	
CAUTION ERRORS		0	



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Step 3:

Review the **Exceptions Report**. Note that only one record has been input.

# Problems in Current Payroll Void/Add Menu

REPORT DATE	10/16/2012	09:18	PAYTRIAL	PAYROLL TRIAL REGISTER FOR PAY 09/28/12							PAGE	1
LOCATION	0102 - Location 000102											
LOC EMP #	CL NAME	REG HRS	OT HRS	GROSS	ANNUITY	FEDERAL	OASDI	HI	STATE	RETIRE	AEIC	
0102 88669	10 DR-ALING, BE4KIS			2115.31		60.81	71.22	24.59	56.66	95.82		
NET PAY: 1385.49 DD												
316.86 /08 102.86 /33 /13 1.00 /43												

REPORT DATE	10/16/2012	09:18	PAYTRIAL	PAYROLL TRIAL REGISTER FOR PAY 09/28/12							PAGE	3	
				PAYROLL GROSS	2,115.31								
				FICA - OASDI	71.22							1,695.59	
				FICA - HEALTH INSURANCE	24.59							1,695.59	
03	FED INCOME TAX			60.81									
04	VENDOR 000012			56.66									
08	GHI-NON-CERT			316.86							I		
33	VENDOR 002920			102.86							I		
43	VENDOR 004320			1.00									
TPS				95.82							1,597.00		
* PAYROLL CHECKS NET													
** DIRECT DEPOSIT NET				1,385.49									
TOTAL DEDUCTIONS				729.82									
# OF CHECKS TO BE WRITTEN				1							MALES: FEMALES: 1		

Trial Register shows one check



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### Step 3:

Review the **Trial Register**. Note that the Trial Register reflects only the reissued or voided checks.

# Problems in Current Payroll Void/Add Menu

- The Trial Employer Benefit Register is also available

REPORT DATE: 10/16/2012		TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12						PAYTRIAL		PAGE 1
EMP. #	EMPLOYEE NAME	SALARY GROSS	CASDI GROSS CASDI AMT	HI GROSS HI AMT	PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPL SHR/EMPL	
88669	DADLING, BE4KIS	2,115.31	1,695.59	1,695.59	TRS	1,597.00		446.20		
Deductions: 16.69 / 33		5.75 / 13								
EMPLOYER SHARE GRAND TOTAL		2,115.31	1,695.59	1,695.59	(23000) TRS	1,597.00		446.20		
			105.13	24.59		182.22				

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

REPORT DATE: 10/16/2012		TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12				PAYTRIAL		PAGE 3
DED NO	DEDUCTION DESCRIPTION	TOTAL DED	EMPLR AMT	DEDUCT	EMPLR	INDICATOR		
13	VENDOR 002920		5.75			Fixed amount		
33	VENDOR 002920		16.69			Fixed amount		



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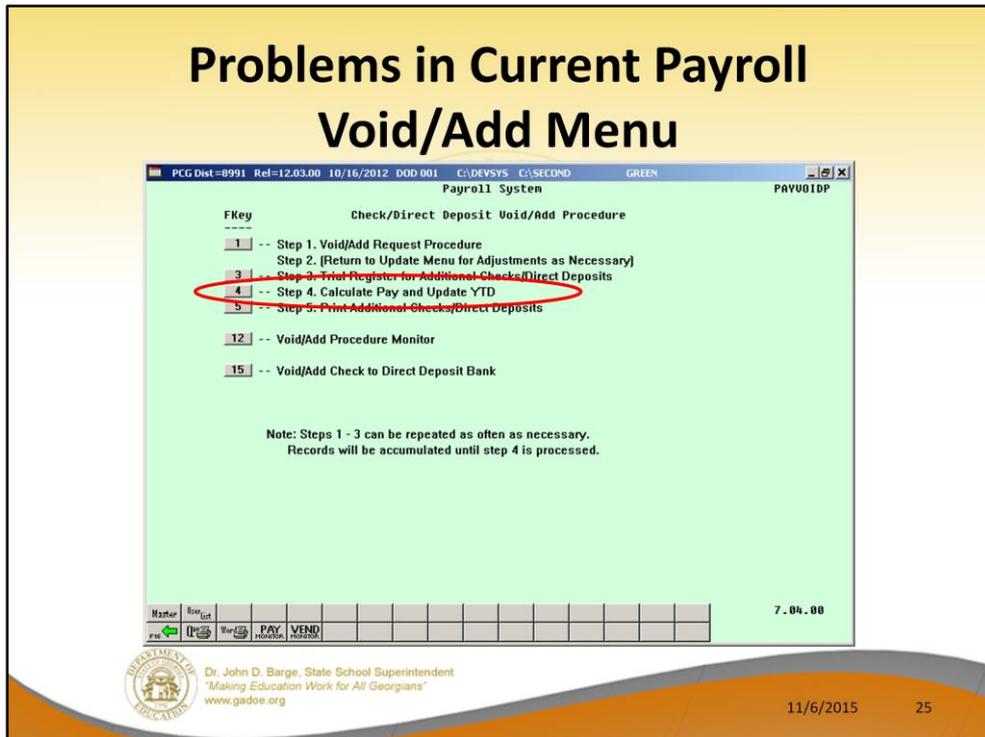
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### Step 3:

Review the **Trial Employer Benefit Register**. Note that the Trial Employer Benefit Register reflects only the reissued or voided checks.

# Problems in Current Payroll Void/Add Menu



## Step 4:

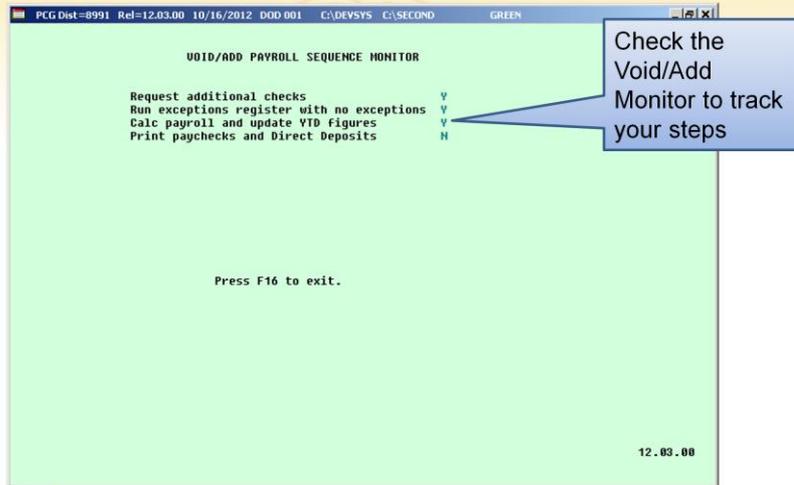
From the Add/Void Menu, we will run the **Calculate Pay and Update (F4)** for the reissued or voided checks. No reports are produced from this process.

After this point, you cannot go back and change the entries for this manual/void check run, but you can set up another manual/void process, if you need to correct other checks.

The check created in this void/add process can also be voided if another void/add procedure is run!

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

# Problems in Current Payroll Void/Add Menu



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Use the **Void/Add Monitor** to track your steps in the Void/Add process. You can see that I have requested additional checks, run the exceptions register, and calculated payroll, but I have not printed checks yet.

# Problems in Current Payroll Void/Add Menu

PCG Dist=0991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN  
Payroll System PAVU01DP

FKey Check/Direct Deposit Void/Add Procedure

- 1 -- Step 1. Void/Add Request Procedure
- 2 -- Step 2. (Return to Update Menu for Adjustments as Necessary)
- 3 -- Step 3. Trial Register for Additional Checks/Direct Deposits
- 4 -- Step 4. Calculate Payroll Update YTD
- 5 -- Step 5. Print Additional Checks/Direct Deposits
- 12 -- Void/Add Procedure Monitor
- 15 -- Void/Add Check to Direct Deposit Bank

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

Master F5 7.04.00



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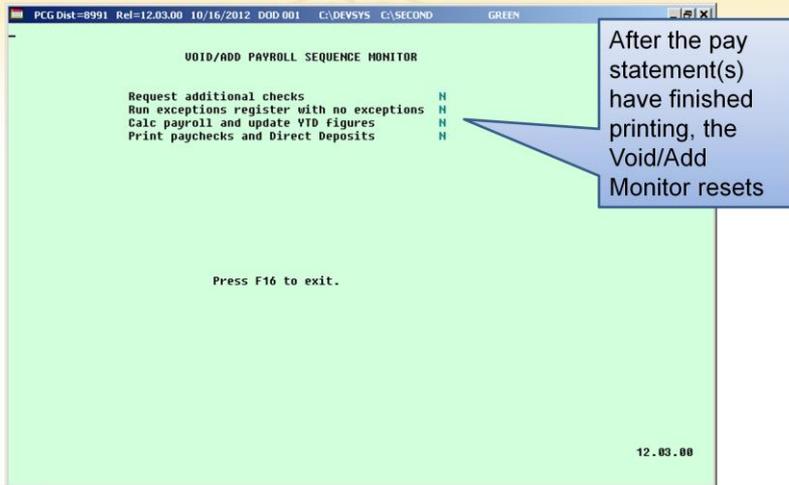
27

## Step 5:

From the Add/Void Menu, we will print the checks/direct deposits (F5) for the reissued or voided checks. Review the checks that are printed!

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

# Problems in Current Payroll Void/Add Menu



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

# Problems in Current Payroll

## Void/Add Menu

PCG Dist=0991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN Screen 1

PAYROLL SEQUENCE MONITOR

```

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

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

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

Deduct Pension:
Old PSERS: Y Old ERS: N New PSERS: Y
TRS:      Y New ERS: N

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

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

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

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



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We can also track our progress on the main **Payroll Monitor**. Now you can see that the Void/Add Run is complete ('Y' is displayed). Now I am able to run the registers and the final payroll distribution.

The Final Register and all reports will reflect that the original check has been voided, and will show the new check(s) which have been issued.

Any time changes have been made by voiding or adding check(s), the reports must be run again because they have changed to include the void/add information.

## Problems in Current Payroll Void/Add Menu

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



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

If an employee is missing pay, the problem can be corrected. Or, if a deduction was taken or not taken as it was supposed to be, the problem can be corrected.

We can run and re-run the **Void/Add** process as many times as necessary as long as **F13**, Update Earnings History, and **F14**, Update Budget Files, as NOT been run. Once F13 and F14 have been executed, corrections can't be made unless files are restored.

# Problems in Current Payroll Void/Add Menu

PCG Dist=0991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN  
Payroll System PAVU01DP

Check/Direct Deposit Void/Add Procedure

FKey

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

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

7.04.00

Master F12 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100

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## Step 1:

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

# Problems in Current Payroll Void/Add Menu



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

```
PCGDist=8991 Rel=12.03.00 10/16/2012 DDD001 C:\DEVSYS C:\SECOND GREEN
```

Payroll Check / Direct Deposit Voiding / Adding

Enter Employee Number:

Employee:

Check/DD #:

Amount:

Enter - Continue, F16 - ReEnter/Exit 12.02.00



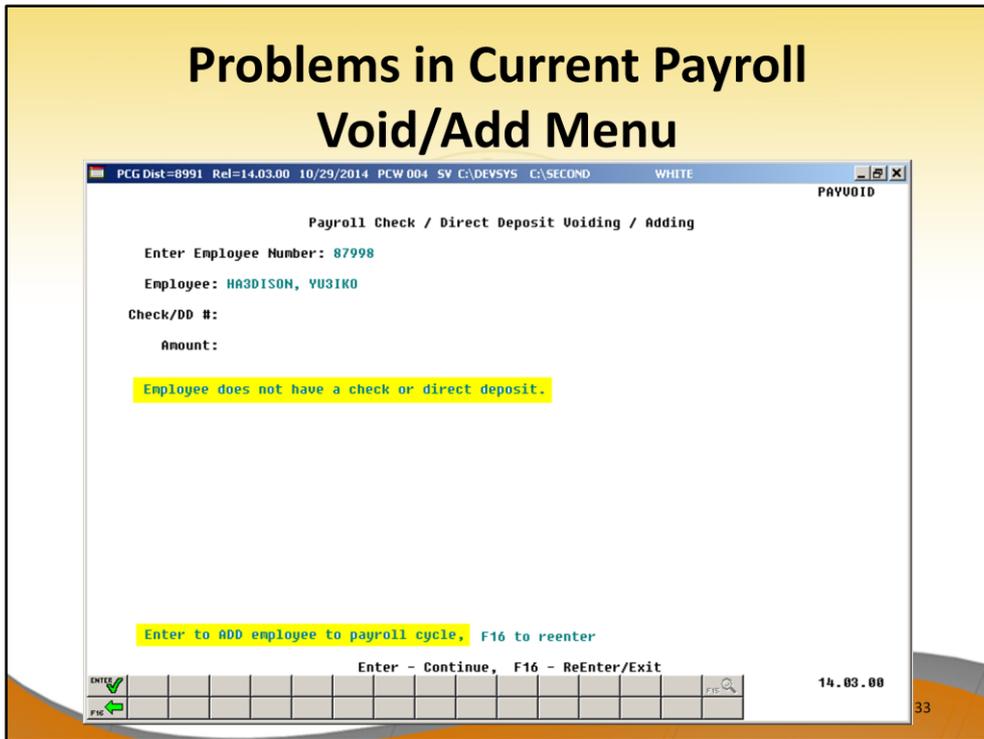
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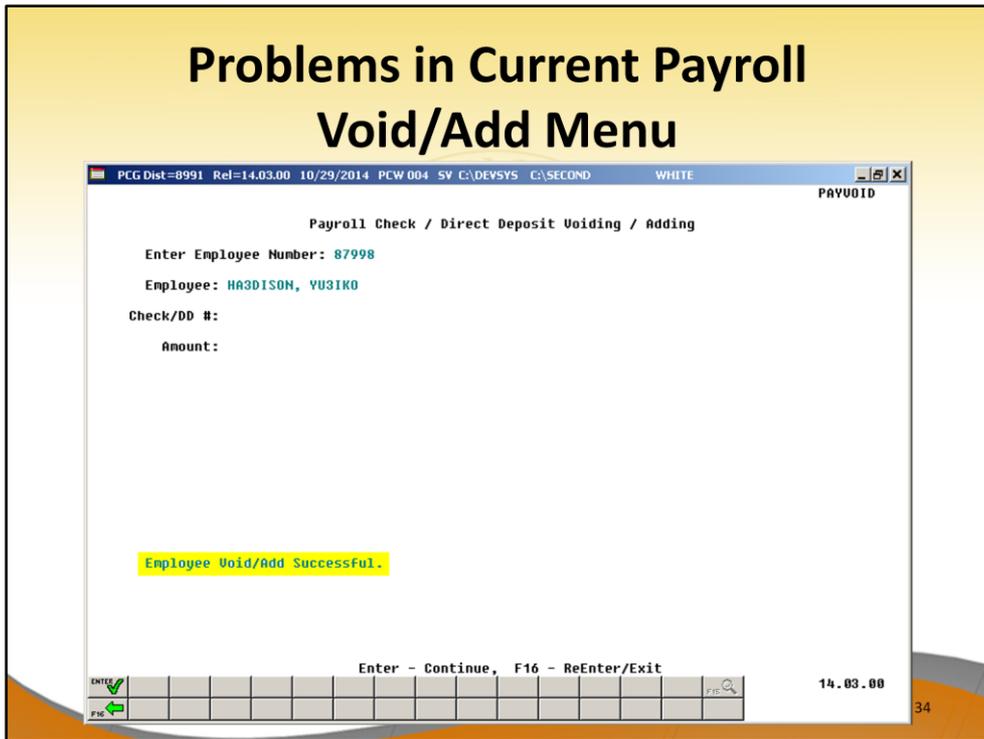
Enter the employee's number. This is the employee with NO check.

# Problems in Current Payroll Void/Add Menu



ENTER to add the employee to the payroll.

# Problems in Current Payroll Void/Add Menu



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

# Problems in Current Payroll Void/Add Menu

The screenshot shows a payroll software window titled "Update/Display Gross Data" for employee HA3D1SON, YU31KO. The window displays various fields for employee information, including SSN, location, and pay details. A callout box points to the F9 key on the keyboard, indicating that this key is used to modify gross data fields.

Now the gross data fields can be modified

## Step 2:

Now when I access an employee's Gross Data screen, I am able to change the screen to modify mode by using **F9**. I can now add additional pay!

If I need to change deduction amounts or change direct deposit account numbers, I would find that **F9** is now available on all of the employee payroll screens.

# Problems in Current Payroll Void/Add Menu

PCG Dist=8991 Rel=14.03.00 10/29/2014 PCW 004 SV CA\DEVSY5 CA\SECOND WHITE

Status Active Update/Display Gross Data PAY07  
 EmpNo 87998 HA3D1SON, YU31KO Class 5 TCR AIDES PART-TIME  
 SSN 999-08-7998 Loc 3050 Location 003050 Job cd 3 TEACHER AIDES  
 Salary sched \_\_\_\_\_ Cert level \_\_\_\_\_ Pay step E State yrs 0 Local yrs 0  
 Work sched ID \_\_\_\_\_ Hrs/Day 8.000 Days/Week 0 Hrs/Week 0.00 13/14 pay sw \_\_\_\_\_ Budget pay cat \_\_\_\_\_  
 Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 0

Proc Type	Pay Type	Pay Rate Hrly/Daily	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI %	Pay Dist Reas
01.	A	55.000	10.00		550.00			
02.	A	55.000	5.00		275.00			
03.								
04.								
05.								
06.			15.00		825.00			

ACCT 01 15 100 F 1021 1000 11400 111  
 ACCT 02 15 100 F 1021 1000 11400 3050  
 ACCT 03 00  
 ACCT 04 00  
 ACCT 05 00  
 ACCT 06 00

TR5 & ERS Pens Gross Adj  
 Amt/% \_\_\_\_\_ Contract ant \_\_\_\_\_ Cycle gross \_\_\_\_\_ Total gross 825.00  
 Pay sch. # 12 State salary \_\_\_\_\_ Local salary \_\_\_\_\_ Cycle 1 Cal Yr  
 Pens code 0 Pens elig date \_\_\_\_\_ Amt/% \_\_\_\_\_ Contno 00  
 Pens switch Y TRS service ind 0 PV contno 00  
 Validations passed. Save your changes.

14.02.00

Step 2:

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

# Problems in Current Payroll Void/Add Menu

PCG Dist=8991 Rel=14.03.00 10/29/2014 PCW 004 SV C:\DEVSY\ C:\SECOND WHITE  
 Status Active Update/Display Payroll Withholding/Direct Deposit Data PAY08

Employee number 87998 Name HA3DISON, VU3IKO Loc 3050  
 Social security 999 08 7998

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

**Enable Direct Deposit**  Yes  No

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

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

14.03.00

Direct deposit can also be added.

# Problems in Current Payroll Void/Add Menu

PCG Dist=8991 Rel=14.03.00 10/29/2014 PCW 004 SV C:\DEVSY\ C:\SECOND WHITE  
 Status Active Update/Display Payroll Withholding/Direct Deposit Data PAY08

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

Federal: Mar Stat S Exempt 0 Withholding Code 0 Ant/% 0.00  
 State: Mar Stat A Allowance Mar 0 Dep 0 Withholding Code 0 Ant/% 0.00  
 Switches: Fed Y State Y FICA Y (Y=Yes N=No M=Medicare)  
 AEIC -

Enable Direct Deposit  Yes  
 No

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

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

Validations passed. Save your changes.

14.03.00

This will ADD an employee to the NACHA file.

# Problems in Current Payroll Void/Add Menu

The screenshot shows a window titled 'Payroll System' with the following content:

PCG Dist=0991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN PRVU01DP

Check/Direct Deposit Void/Add Procedure

FKey

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

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

7.04.00

Master Emp-List PAY VEND  
F12 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20

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



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

# Agenda

- Void/Add Menu
- **Manual/Void Check Run**
- Getting FICA Right on a Manual Check
- Refunding Deductions
- Correcting PSERS and TRS
- Overpayments
- Garnishments
- W2s



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# Manual/Void Check Run

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



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The purpose of the Manual/Void function is to (refer to above)

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

# Manual/Void Check Run

- Payroll System (F2)
- Payroll Setup Menu (F1)
- Setup Manual/Void Check Run Only (F2)



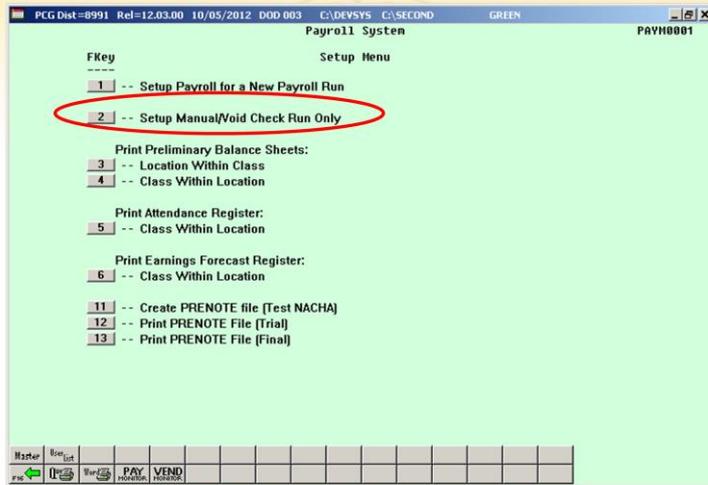
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In order to setup for a **Manual/Void Check Run Only** navigate to.....

# Manual/Void Check Run



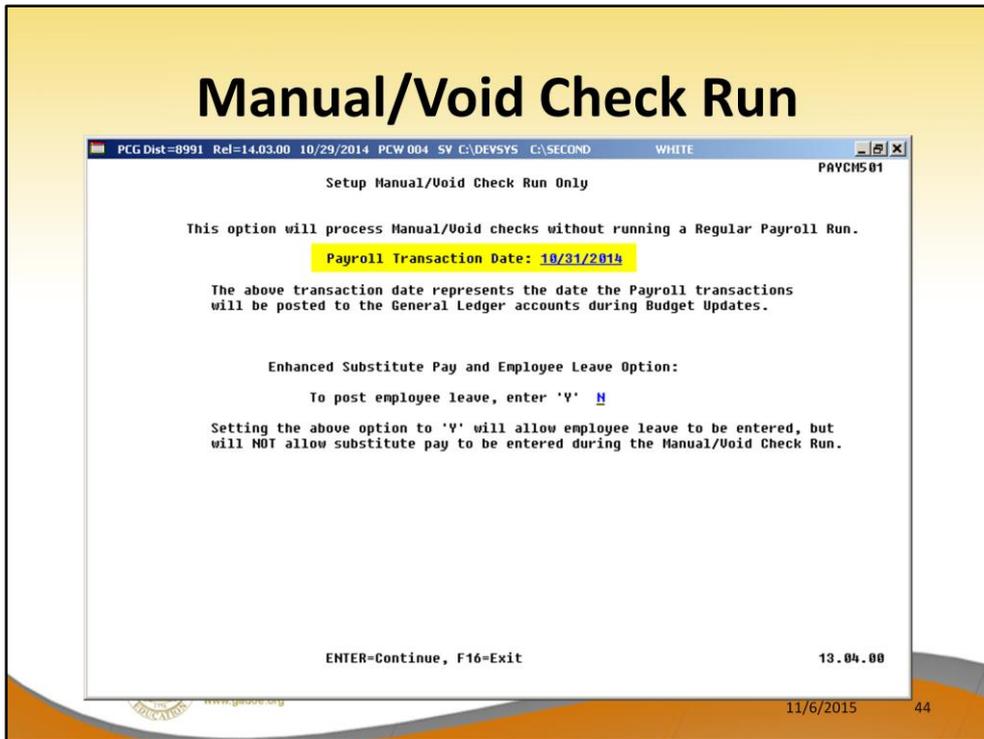
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Use **F2** – Setup Manual/Void Check Run Only.

# Manual/Void Check Run



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

# Manual/Void Check Run

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



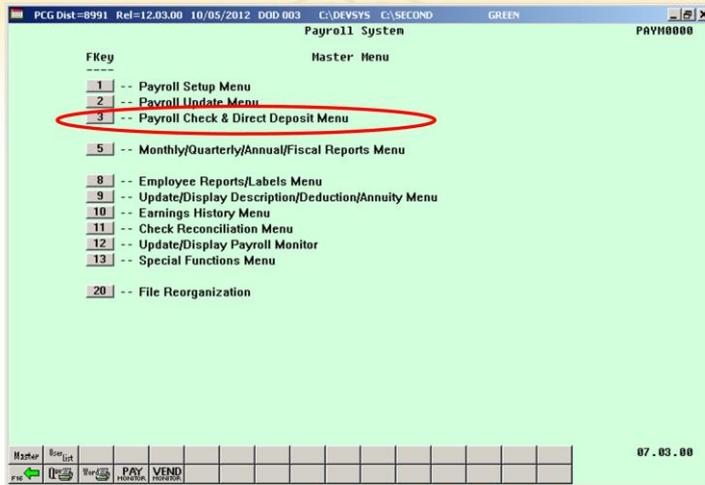
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When processing a Manual/Void within a payroll navigate to .....

# Manual/Void Check Run



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F3 – Payroll Check and Direct Deposit Menu

# Manual/Void Check Run

The screenshot shows a window titled 'Payroll System' with a menu of options. Option 9, 'Manual Checks & Voids From Previous Pay Menu', is circled in red. A blue callout box points to this option with the text: 'Use only for checks that were issued or voided before this payroll'. The window title bar includes 'PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSY C:\SECOND GREEN' and 'PAYH0003'. At the bottom of the window, there is a status bar with fields for 'Master', 'FKey', 'PAY', and 'VEND'. Below the window, the Georgia Department of Education logo and the text 'Dr. John D. Barge, State School Superintendent "Making Education Work for All Georgians" www.gadoe.org' are visible. The date '11/6/2015' and page number '47' are in the bottom right corner.

## F9 - Manual Checks & Voids From Previous Pay Menu

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

A special Manual/Void Check run can be done between regular payrolls.

Or, Manual/Void Check(s) can also be added to your regular payroll.



## Manual/Void Check Run Enter a Manual Check

- Refund State Tax Deduction
- Employee – 89421
- Deduction - 04
- Amount - \$20.00



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In our example, we will refund an employee for a \$20.00 deduction which was taken on a prior payroll by mistake.

# Manual/Void Check Run

## Enter a Manual Check

PCG Dist=0991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSY S C:\SECOND GREEN

Manual Check For: Employee 89421 AUSTINE, MARLIN 999-08-9421 Loc 0302  
 Chk Dt Bank BK08 Chk No. DD Bank 05 DD acct 11 1111 111237  
 Reg Hr Out-Hr Reg Ant Out Ant  
 GHI ind Y FICA Y TRS Serv 1 Pension type TRS

Proc Type	Pay Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End										
01																			
02																			
03																			
04																			
05																			
Totals																			
Yr	Fnd	F	Prgn	Funct	Objct	Fcty	B	Add'l	GHI Dist	Contract									
ACCT 01	13	100	1021	1000	11000	302	1		1.0000	4537.71									
ACCT 02	13	100	1021	1000	11000	302	1			987.54									
ACCT 03	13	100	1021	1000	11000	302	1			41.67									
ACCT 04	13	100	2920	2210	19900	302	1			125.00									
ACCT 05	00																		
Totals																			
DASDI Gr		DASDI Amt		HI Gr		HI Amt													
Ded 03	N	Ded 04	N	Ded 01	N	Ded 30	N	Ded 33	Y	Ded 19	N	Ded 13	Y	Ded 17	N	Ded 09	N	Ded 24	N
Ded 25	N	Ded 43	N	Ded		Ded		Ded		Ded		Ded		Ded		Ded		Ded	

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

12.02.00



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### F9 – Enter Manual Checks/Direct Deposit

The manual check screen defaults based upon settings on the employee's Gross Data screen. Most of this data will need to be deleted in order to process a deduction refund.



# Manual/Void Check Run

## Enter a Manual Check

Manual Check For: Employee 89421 AUGUSTINE, MANA 11 999-08-9421 LOC 0842  
 Chk Dt 10/02/12 Bank BR08 Chk No. 50000 DD Bank 05 DD acct 11 1111 111237  
 Reg Hr Out-Hr Reg Ant Out Ant Pension type TRS

Proc	Pay	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay	Pay for
Type	Type							Reas	Period End
01									10/01/12
02									12
03									12
04									12
05									12

Totals  
 Yr Fnd 1  
 ACCT 01 13 100  
 ACCT 02 13 100  
 ACCT 03 13 100  
 ACCT 04 13 100  
 ACCT 05 00

DASDI Gr		DASDI Amt		HI Gr		HI Amt	
Ded 03	N	Ded 04	N	Ded 01	N	Ded 30	N
Ded 33	N	Ded 19	N	Ded 13	N	Ded 17	N
Ded 09	N	Ded 24	N				
Ded 25	N	Ded 43	N				

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

12.02.00



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F9 – Enter Manual Checks/Direct Deposit

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

Go back and erase the DD information.

# Manual/Void Check Run

## Enter a Manual Check

PCG Dist=9991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSY5 C:\SECOND GREEN PAVMMML

Manual Check For: Employee 89A21 AUSTINE, MARLIN 000-08-0021 Loc 0302  
 Chk Dt 10/30/2012 Bank BK08 Chk No. 50000 DD Bank DD acct  
 Reg Hr Out-Hr Reg Ant Out Amt  
 GHI ind N FICA N TRS Serv 1 Pension type TRS

Proc	Pay	Type	Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01											10/30/2012
02											10/30/2012
03											10/30/2012
04											10/30/2012
05											10/30/2012

Totals

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Adtd'l	GHI Dist	Contract
01	13	100		1021	1000	11000	302	1			
02	13	100		1071	1000	11000	302	1			
03	13	100		1021	1000	11000	302	1	4		
04	13	100		9990	2210	19900	302	1			
05	00										

Totals

GRSDI Gr	Ded 06	H	GRSDI Amt	Ded 01	N	Ded 30	H	Ded 33	N	Ded 19	N	Ded 13	H	Ded 17	N	Ded 09	N	Ded 24	N
	20.00																		

\*\*\* Gross Pay \*\*\* Deductions 20.00 \*\*\* Net Pay 20.00 \*\*\* NON TAX

Validations passed. Save your changes

12.02.00



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F9 – Enter Manual Checks/Direct Deposit

Verify the Net Pay amount.

Once the check is verified, select **F8** – Save.

# Manual/Void Check Run

## Enter a Manual Check

PLG Dist=8991 Rel=13.03.00 10/24/2013 DOD 002 SV C:\DEVSY5 C:\SECOND GREEN

Payroll System MANL.MENU

FKey Manual/Void Check & Direct Deposit Menu

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

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

13.01.00



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Use F10, **Display/Delete Manual Check/Direct Deposit**, to display the manual check and have the option to delete it.

After you have entered the check/direct deposit, you may review it through the F10 function. If there is an error, you may delete the check and start over.

## Manual/Void Check Run Delete a Manual Check

- Delete check - 50000
- Employee – 89421
- Amount - \$20.00
- Delete Record (F18)



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We will delete the manual check.

# Manual/Void Check Run

## Delete a Manual Check

PCG Dist=9991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEV\SYS C:\SECOND GREEN

Manual Check For: Employee 89A21 AUSTINE, MARLIN 999-08-9421 Loc 0302  
 HANLUD  
 Chk Date 10/30/2012 Bank BK08 Chk No. 50000 DD Bank DD acct  
 Reg Hr Out-Hr Reg Amt Out Amt

GHI ind	N	FICA N	TR5 Serv	1	Proc	Pay	Pay	Pay	Pay
Type	Type	Tot	Gross	FICA Gr	FICA Ant	Pens Gr	Pens Ant	Reas	Period End
01									
02									
03									
04									
05									

\*\*\* Totals  
 Vr Fnd F Prgn Fnct Objct Fcty B Addt'l GHI Dist Contract

ACCT	01	02	03	04	05
ACCT 01					
ACCT 02					
ACCT 03					
ACCT 04					
ACCT 05					

DASDI Gr		Ded 04 N		Ded		Ded		Ded		Ded	
Ded		Ded		Ded		Ded		Ded		Ded	
			20.00-								

\*\*\* Gross Pay \*\*\* Deductions 20.00- \*\*\* Net Pay 20.00 \*\*\*

12.02.00

F18=Delete Rec



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Use F18 to delete the manual check.



# Manual/Void Check Run Void a Check

PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEV\SYS C:\SECOND GREEN  
 VOID Check or Direct Deposit From Previous Pay PAVUD  
 Transaction Date 1/30/2012 Employee 89647 BAZLEY, TIZANY Loc 0102  
 Chk/DD # [red circle] Chk Date [red circle] AEIC IND ABU EIC PAYMT SSN 999-08-9647  
 Reg Hr [red circle] Reg Date [red circle] Chk Bank BK08 Chk or DD (C or D) SERU 0  
 Reg Hr [red circle] Reg Date [red circle] Chk Bank BK08 Chk or DD (C or D) SERU 0  
 Proc Pay Tot Gross FICA Gr FICA Ant Pens Gr Pens Ant Reas Pay Pay for  
 Type Type  
 01  
 02  
 03  
 04  
 05  
 \*\*\* Totals  
 Yr Fnd F Prgm Fct Objct Fcty B Adtt'l GHI Dist  
 ACCT 01  
 ACCT 02  
 ACCT 03  
 ACCT 04  
 ACCT 05  
 Totals Employer paid: GHI  
 DEDSDI Gr Ded DEDSDI Ant Ded HI Gr HI Ant ER: Pens  
 Ded  
 Ded Ded Ded Ded Ded Ded Ded Ded Ded Ded  
 Employer Contribution Override Sets all deduction employer contribution flags to 'N' if  
 OVERRIDE turned on. (Employer pension, GHI, & FICA not affected.)  
 \*\*\* Gross Pay \*\*\* Deductions \*\*\* Net Pay \*\*\*  
 12.02.00



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## F11 – Enter Voided Checks/Direct Deposit from Previous Pay

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

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

# Manual/Void Check Run Void a Check

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

VOID Check or Direct Deposit From Previous Pay

Void Check/Dir Dep For: Employee 89647 BA2LEY, TI2AHV Loc 0102

Transaction Date: 1/30/2012 REIC IND ADD EIC PAYMT SSN 999-08-9647

Chk/Dir # Chk Rate Chk Bank DEBK Chk or DD (C or D) SSN 0

Emp Hr \_\_\_\_\_ Dst-Hr \_\_\_\_\_

PCG Select Check Code

Employee number: 89647

Name: BA2LEY, TI2AHV

Check Number	Check Date	Check Bank	DD/ Chk	Check Status	Total Net
0026062	01/31/2012	BK08	D	Issued	2,185.61
0026373	02/29/2012	BK08	D	Issued	2,185.61
0026691	03/30/2012	BK08	D	Issued	2,244.73
0127011	04/30/2012	BK08	D	Issued	2,207.07
0127329	05/31/2012	BK08	D	Issued	2,183.75
0127645	06/29/2012	BK08	D	Issued	2,183.75
0127918	07/31/2012	BK08	D	Issued	2,171.71
0128193	08/31/2012	BK08	D	Issued	2,171.71

\*\*\* Totals

Yr Fnd F Prgn

ACCT 01

ACCT 02

ACCT 03

ACCT 04

ACCT 05

DASDI Gr 00

Ded Ded 0e

Ded Ded De

Employer Contribution

\*\*\* Gross Pay

Select payments for calendar year: 12

Re-filter Done Cancel

12.02.00



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F11 – Enter Voided Checks/Direct Deposit from Previous Pay

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

Select the correct check which needs to be voided and select the DONE button.



# Manual/Void Check Run Void a Check

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

VOID Check or Direct Deposit From Previous Pay PAVUD

Dep for: Employee 89647 BAZLEY, TIZANY Loc 0102

Transaction Date 1/30/2012 REIC IND ABU EIC PAYNT SSN 999-88-9647

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

Reg Hr 001-Hr Reg Ant 3183.52 Out Ant Contract 3183.52

Proc	Pay	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 Prgn Fnct Objct Fcty B Adtt'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			
0ASDI Gr	3076.17	0ASDI Ant	129.20	HI Gr	3076.17	HI Ant	44.61	ER: Pens	370.13	
Ded 01	N	Ded 03	N	Ded 04	N	Ded 09	N	Ded 11	N	Ded 13
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 \*\*\*

12.02.00



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F11 – Enter Voided Checks/Direct Deposit from Previous Pay

Verify that this is the check you want to void. Select **ENTER** and then **F8** to save.

If you do not want to reverse the employer contributions for the deductions, set the **Employer Contribution Override** to 'Y'. This will cause the deduction employer contribution flags to be set to 'N'. However, the employer contributions for pension, GHI and FICA will NOT be affected.

Voiding a check will always result in the employer pension, GHI, and FICA employer amounts being voided as well.

# Manual/Void Check Run Void a Check

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

VOID Check or Direct Deposit from Previous Pay PAVUD

Void Check/Dir Dep for: Employee 89647 BAILEY, TIZANY Loc 0102

Transaction Date 11/30/2012 REIC IND ABU EIC PAYNT SSN 999-08-9647

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

Reg Hr Out-Hr Reg Ant 3183.52 Out Ant Contract 3183.52

Proc	Pay	Type	Tot Gross	FICA Gr	FICA Ant	Pens Gr	Pens Ant	Reas	Pay for	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	58.00				91	8/31/2012	
05										

\*\*\* Totals 3183.52 3076.00

ACCT	Yr	Fnd	Prgn	Fnct	Objct
ACCT 01	13	402	1750	1000	11000
ACCT 02	13	100	9990	2100	14600
ACCT 03	13	100	9990	2100	14600
ACCT 04	13	402	1750	1000	11000
ACCT 05					

Totals 1.0000 Employer paid: CHI 912.34

0ASDI Gr 3076.17 0ASDI Ant 129.20 HI Gr 3076.17 HI Ant 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 X

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

12.50

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

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

Save to complete payment void.

12.02.00



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F11 – Enter Voided Checks/Direct Deposit from Previous Pay

Select OK to finish voiding the check.

# Manual/Void Check Run

## Void a Check

PLG Dist=8991 Rel=13.03.00 10/24/2013 D0D 002 SV C:\DEVSY\ C:\SECOND GREEN

Payroll System MANL.MENU

FKey Manual/Void Check & Direct Deposit Menu

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

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

Master PAY VEND 13,01.00



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You may enter a voided check/direct deposit through the F11 function. After you have entered the voided check/direct deposit, you may review it through the F12 function. If there is an error, you may delete the voided check and start over.

Use F12 to display the voided check and have the option to delete it.

## Manual/Void Check Run Delete a Voided Check

- Delete voided check - 128193
- Employee – 89647
- Voided Amount - \$2171.71
- Delete Record (F18)



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We will now delete the voided check.

# Manual/Void Check Run Delete a Voided Check

Proc	Pay	Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay	Pay For										
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													
Vr Fnd F Prgm Fnct			Objct	Fcty	B	Adtd'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	V	
20.00		318.63		130.86		80.58		38.35		3.00		10.00		11.00		1.50		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



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Use F18 to delete the voided check.

# Manual/Void Check Run

```
PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN Screen 1 of 2 PAVSTUPD
PAYROLL SEQUENCE MONITOR
Setup payroll for new pay period V
Run exceptions register with no exceptions V
Post substitute pay and employee leave V
Calculate payroll and update VTD figures V
Print paychecks and Direct Deposits V
(This cycle can be repeated more than once)
Update earnings history with current pay N
Update budget files with current pay N
Manual/Void Checks Run Only: V
Regular Gross Types : N
Special Gross Types : N
Void/Add Run Completed N
Final Register N
Deduction Registers N
Final Distribution N
Deduct Pension:
Regular Gross Types : N Old PSERS: Old ERS: New PS
Special Gross Types : N TRS: New ERS:
PAYROLLS SELECTED DURING SETUP:
PAY NO. PAYS NO. PAYS
SCH TAX CALC DESCRIPTION PERIOD CHECK DATE GHI
MANUAL/VOID CHECK RUN 11 30 12
Selected classes:
F11=Go to screen 2, F16=exit. 12.03.00
```

Initial settings of the Payroll Monitor for a Manual/Void Check Run



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

After the special check run has been setup, the monitor will display 'N' for the registers, final distribution, update earnings history, and update budget files steps.

# Manual/Void Check Run

- Print Final Payroll Register (F7)
- Print Deduction Registers and Create Direct Deposit Export File (F8)



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Anytime changes have been made by voiding or adding a paycheck, the reports must be run again because they have changed to include the void/add information.

# Manual/Void Check Run

REPORT DATE	10/05/2012	11:00	PAY10C	PAYROLL FINAL REGISTER FOR PAY	11/30/12	PAGE	2					
*** MANUAL CHECKS ***												
EMP #	CL CHECK NAME	REG HRS	OT HRS	GROSS	AMNITY	FEDERAL	GASDI	HI	STATE	RETIRE	AESC	NET PAY
89421	05 ANASTASINI, MAALIN			45373.69	1600.00	2208.72	1763.72	608.84	20.00-	1973.17	2588.00	34681.23
CHECK#	50000	ORI N	YTD									
*** VOIDS FROM PREVIOUS PAYS ***												
EMP #	CL CHECK NAME	REG HRS	OT HRS	GROSS	AMNITY	FEDERAL	GASDI	HI	STATE	RETIRE	AESC	NET PAY
89421	05 BARGE, FRANK			3189.52	20.00	318.43	128.20	44.45	130.86	184.44		3173.71
CHECK#	1281850	ORI Y	YTD	22284.64	140.00	2244.55	964.40	312.27	921.54	1270.99		15021.43
10.30 /09	28.00 /11	3.00 /13	10.08 /24	11.09 /28	1.03 /30	16.48 /33	11.50 /37					
564.06 /09	242.79 /11	21.00 /13	70.56 /24	73.92 /28	11.04 /30	116.83 /33	87.80 /37					
*** THE ABOVE DIRECT DEPOSIT (128185) DATED 08-31-12 HAS BEEN VOIDED ***												
REPORT DATE	10/05/2012	11:00	PAY10C	PAYROLL FINAL REGISTER FOR PAY	11/30/12	PAGE	4					
DIRECT DEPOSIT GROSS				3,183.52-								
TOTAL PAYROLL GROSS				3,183.52-								
FICA - GASDI				129.20-	3,074.17-							
FICA - HEALTH INSURANCE				44.41-	3,074.17-							
01	AMNITY # 1			20.00-								
03	FED INCOME TAX			318.43-								
04	VENDOR 000012			150.84-								
09	ORI-CHG			80.58-								
11	VENDOR 002803			30.39-								
13	VENDOR 002802			3.00-								
17	VENDOR 000019			12.50-								
24	VENDOR 002802			10.08-								
28	VENDOR 000849			11.09-								
30	VENDOR 001840			1.88-								
33	VENDOR 002820			16.69-								
	TAX			194.64-	3,243.92-							
TOTAL DEDUCTIONS				1,031.81-								
DIRECT DEPOSIT NET				2,151.71-								
PAYROLL CHECK NET				20.00								
TOTAL PAYROLL NET				2,151.71-								



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In our example, the **Final Register** shows the one manual check and the one voided check we have created during this Manual/Void Check Run Only.

# Manual/Void Check Run

REPORT DATE 10/05/2012						** PAY CHECK REGISTER FOR 11/30/12 **		PAGE 1	
Program Id: CHECKREG									
ISSUE DATE	CANCEL DATE	CHECK NO.	NET AMT.	EMP#	NAME				
10-30-12		050000	20.00	89421	AU4USTINE, MA4LIN				
***	1	CHECKS ISSUED IN THE AMOUNT OF		20.00	***				
***		CHECKS VOIDED IN THE AMOUNT OF			***				
*NOTICE: THE TOTAL AMOUNT OF VOIDED CHECKS REFLECTS ONLY CHECKS VOIDED FROM A PREVIOUS PAY PERIOD, WHICH WOULD AFFECT THE TOTAL NET.									
REPORT DATE 10/05/2012						** DIRECT DEPOSIT REGISTER FOR 11/30/12 **		PAGE 2	
Program Id: CHECKREG									
ISSUE DATE	CANCEL DATE	CHECK NO.	NET AMT.	EMP#	NAME				
08-31-12	*PRV PAY VOID*	128193	2,171.71	89647	BAZLEY, TIZANY				
***		DIRECT DEPOSITS ISSUED IN THE AMOUNT OF			***				
***	1	DIRECT DEPOSITS VOIDED IN THE AMOUNT OF		2,171.71	***				



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In our example, the **Check/Direct Deposit Registers** show the one manual check and the one voided check we have created during this Manual/Void Check Run Only.

# Manual/Void Check Run

```

PCG Dist=8991 Rel=12.03.00 10/05/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN Screen 1 of 2 PAVSTUPD
PAYROLL SEQUENCE MONITOR
Setup payroll for new pay period V
Run exceptions register with no exceptions V
Post substitute pay and employee leave V
Calculate payroll and update VTD figures V
Print paychecks and Direct Deposits V
(This cycle can be repeated more than once)
Void/Add Run Completed N
Final Register V
Deduction Registers V
Final Distribution N
Update earnings history with current pay N
Update budget files with current pay N
Manual/Void Checks Run Only: Y Deduct Pension:
Regular Gross Types : N Old PSERS: Old ERS:
Special Gross Types : N TRS: New ERS:
-----
PAYROLLS SELECTED DURING SETUP:
PAV NO. PAYS
SCH TAX CALC DESCRIPTION PERIOD CHECK DATE
MANUAL/VOID CHECK RUN 11 30 12
Selected classes:
F11=Go to screen 2, F16=exit. 12.03.00
  
```

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



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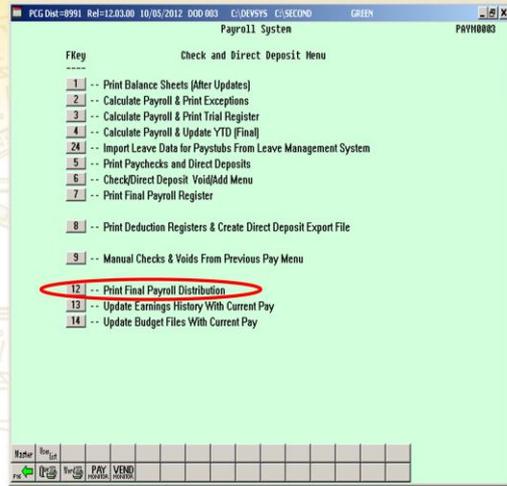
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The **Payroll Monitor** is used to track the progress of the special Manual/Void Check Run Only.

# Manual/Void Check Run

- Print Final Payroll Distribution (F12)
- Calculates employer paid benefits
- Creates files to post earnings history and budget
- Creates accrual data



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Print the final distribution, F12, calculates the employer paid benefits and creates the files for posting to earnings history and budget (financial). At this same time the system also creates the accrual data file for the current payroll run.

# Manual/Void Check Run

REPORT DATE 10/05/2012		PAYROLL GROSS PAY DISTRIBUTION		FOR 11/30/12		PAGE 1							
PROGRAM PAY20													
YR	FND	F	PRGM	FNCT	OBJCT	FCY	B	ADDI'L	ACCOUNT DESCRIPTION	AMOUNT	OBJECT	TOTALS FNCT	FUND
13	100	0	9990	2100	14600	0101	1	000000	ATHLETIC SUPPLEMENTS MHS	208.33-			
13	100	0	9990	2100	14600	0102	1	000000	ATHLETIC SUPPLEMENTS MMS	166.67-			
13	402	0	1750	1000	11000	0102	1	000000	T-1 TEACHER SAL. MMS	2,808.52-	375.00-	375.00-	375.00-
***** ALL ACCOUNTS *****										3,183.52-	2,808.52-	2,808.52-	2,808.52-



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In our example, the **Gross Pay Distribution** shows the one voided check we have created during this Manual/Void Check Run Only.

# Manual/Void Check Run

REPORT DATE: 10/05/2012      PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/30/12      PAGE 1  
PROGRAM: PAYPR103

EMP. #	EMPLOYEE NAME	SALARY GROSS	OASDI GROSS OASDI AMT	HI GROSS HI AMT	PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPL SHR/EMPL
89647	BAZLEY, TI2MNY	3,183.52-	3,076.17- 190.72-	3,076.17- 44.60-	TRS	3,243.92- 370.13-	912.34-		
EMPLOYER SHARE GRAND TOTAL		3,183.52-	3,076.17- 190.72-	3,076.17- 44.60-	(23000) TRS	3,243.92- 370.13-	912.34-		

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



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In our example, the **Payroll Employer Benefit Distribution Register** shows the one voided check we have created during this Manual/Void Check Run Only.

Verify that the employer contributions are handled as expected!!!!

# Manual/Void Check Run

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

PAYROLL SEQUENCE MONITOR Screen 1 of 2 PAVSTUPD

Setup payroll for new pay period V  
 Run exceptions register with no exceptions V  
 Post substitute pay and employee leave V  
 Calculate payroll and update YTD figures V  
 Print paychecks and Direct Deposits V  
 (This cycle can be repeated more than once) / Void/Add Run Completed N  
 / Final Register V  
 \ Deduction Registers V  
 \ Final Distribution V  
 Update earnings history with current pay N  
 Update budget files with current pay N  
 Manual/Void Checks Run Only: V  
 Regular Gross Types : N Old PSERS: Old ERS: New P  
 Special Gross Types : N TRS: New ERS:

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

PAV	NO. PAYS	TAX CALC	DESCRIPTION	PERIOD	CHECK DATE	GHI
			MANUAL/VOID CHECK RUN		11 30 12	

Selected classes:

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

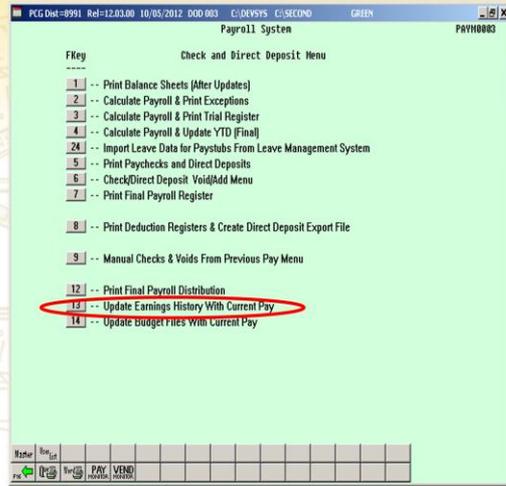
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The **Payroll Monitor** is used to track the progress of the special Manual/Void Check Run Only.

# Manual/Void Check Run

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



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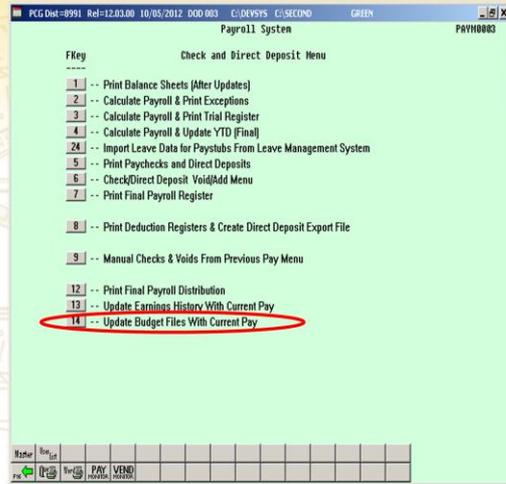
A backup of PAYDATA to PAYDATAQ and SECOND to SECONQ are made before posting to earnings history. At this point, the payroll is for all purposes ready to complete. The backup of SECOND is good only as long as no work is done on the financial side.

You should always try to run the Earnings History Update (F13) and the Budget Update (F14) back to back. **ALL OTHER USERS MUST BE OUT OF THE SYSTEM FOR THE BUDGET UPDATE!!!!**

The system will not let you accidentally repost to earnings history or to budget (financial) even if you attempt to rerun these steps.

# Manual/Void Check Run

- Update Budget Files with Current Pay (F14)
- Run F13 and F14 back to back
- Payroll is complete
- You cannot repost even if you try to run these steps again
- No reports produced



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You should always try to run the Earnings History Update (F13) and the Budget Update (F14) back to back. **ALL OTHER USERS MUST BE OUT OF THE SYSTEM FOR THE BUDGET UPDATE!!!!**

The payroll is now complete!

The system will not let you accidentally repost to earnings history or to budget (financial) even if you attempt to rerun these steps.

# Manual/Void Check Run

```

PCG Dist=0991  Rel=12.03.00  10/05/2012  DOD 003  C:\DEVSYS  C:\SECOND  GREEN  Screen 1 of 2  PAVSTUPD
-----
PAYROLL SEQUENCE MONITOR
Setup payroll for new pay period          V
Run exceptions register with no exceptions V
Post substitute pay and employee leave   V
Calculate payroll and update VTD figures  V
Print paychecks and Direct Deposits      V
(This cycle can be repeated more than once)
Update earnings history with current pay  V
Update budget files with current pay     V
                                           / Void/Add Run Completed H
                                           / Final Register          V
                                           / Deduction Registers     V
                                           / Final Distribution      V
Manual/Void Checks Run Only: Y           Deduct Pension:
Regular Gross Types   : N               Old PSERS:   Old ERS:   New P
Special Gross Types   : N               TRS:       New ERS:
-----
PAYROLLS SELECTED DURING SETUP:
PAV  NO. PAYS  DESCRIPTION  PERIOD  CHECK DATE  GHI
SCH  TAX CALC
MANUAL/VOID CHECK RUN                11 30 12
-----
Selected classes:

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

Manual/Void Check Run is complete!



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

The payroll is now complete!

# Agenda

- Void/Add Menu
- Manual/Void Check Run
- **Getting FICA Right on a Manual Check**
- Refunding Deductions
- Correcting PSERS and TRS
- Overpayments
- Garnishments
- W2s



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## Getting FICA Right on a Manual Check

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



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## Getting FICA Right on a Manual Check

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



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# Getting FICA Right on a Manual Check

## Calculate and Display – Full FICA

PCG Dist=8991 Rel=14.03.00 10/30/2014 PCW 002 SV C:\DEVSY S C:\SECOND WHITE

Calculate and Display Pay Screen 1 of 2 PAYCOMP

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

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

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

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

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

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

Proc	Pay	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay	Pay For
Type	Type							Reas	Period End
01	S		1100.00	1000.00	76.50				10/30/2014
02									
03									
04									
05									
*** Totals			1100.00	1000.00	76.50				
ACCT 01	15 100	1013 1000	17200 3050			GHI Dist	1.0000	Contract	Ann #1 Ded 1 Co
ACCT 02									Ann #2 Ded 2 Co
ACCT 03									
ACCT 04									
ACCT 05									
			Totals		1.0000				
OASDI Gr	1000.00	OASDI Ant	62.00	HI Gr	1000.00	HI Ant	14.50		
Ded 03 N	Ded 04 N	Ded 09 N	Ded	Ded	Ded	Ded	Ded	Ded	Ded
84.03	34.17	100.00							
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded
*** Gross Pay			1100.00	*** Deductions	294.70	*** Net Pay	805.30	*** Non Tax	100.00
									14.03.00

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

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

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

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

# Getting FICA Right on a Manual Check

## The Manual Check – Full FICA

Manual Check For: Employee 12121 SMITH, DEBRA L. 212-12-1212 Loc 0101  
 Chk Dt 10312014 Bank BK02 Chk No. 111112 DD Bank DD acct  
 Reg Hr Out-Hr Reg Ant 1100.00 Out Ant  
 GHI ind Y FICA Y TRS Serv 0 Retire Y TRS DOE Paid ERCON ? Pens code 0 NO PENSION

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

Totals

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

Totals

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

Ded 03 N Ded 04 N Ded 09 N Ded Ded Ded Ded Ded Ded Ded Ded Ded Ded

84.03 34.17 100.00

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

14.03.00

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

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

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

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

## Getting FICA Right on a Manual Check

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



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# Getting FICA Right on a Manual Check

## Calculate and Display – HI Only

PCG Dist=8991 Rel=14.03.00 10/30/2014 PCW 002 SV CA DEVSYS CA SECOND WHITE

Calculate and Display Pay Screen 1 of 2 PAYCOMP

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

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

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

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

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

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

Proc Type	Pay Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay For Period End
01	S	1100.00	1000.00	14.50				10/30/2014
02								
03								
04								
05								

\*\*\* Totals 1100.00 1000.00 14.50

Vr Fnd F Prgn Fnct Objct Fcty B Addt'l GHI Dist Contract

ACCT 01 15 100 1013 1000 17200 3050 1.0000

ACCT 02

ACCT 03

ACCT 04

ACCT 05

Totals 1.0000

OASDI Gr	OASDI Ant	HI Gr	HI Ant
Ded 03 N	Ded 04 N	Ded 09 N	Ded
84.03	34.17	1000.00	14.50
Ded	Ded	Ded	Ded

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

14.03.00

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

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

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

# Getting FICA Right on a Manual Check

## The Manual Check – HI Only

PCG Dist=8991 Rel=14.03.00 10/30/2014 PCW 002 SV C:\DEVSY S C:\SECOND WHITE PAYMANL

Manual Check For: Employee 12121 SMITH, DEBRA L. 212-12-1212 Loc 0101

Chk Dt 10/31/2014 Bank BK02 Chk No. 111112 DD Bank DD acct

Reg Hr Out-Hr Reg Amt 1100.00 Out Amt

GHI ind Y FICA H TRS Serv 0 Retire Y TRS DOE Paid ERCON ? Pens code 0 NO PENSION

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

Yr Fnd F Prgn Fnct Object Fcty B Addt'l GHI Dist Contract

ACCT 01 15 100 1013 1000 17200 3050 1.0000

ACCT 02 00

ACCT 03 00

ACCT 04 00

ACCT 05 00

OASDI Gr	OASDI Amt	HI Gr	HI Amt
		1000.00	14.50

Ded 03 N Ded 04 N Ded 09 N Ded Ded Ded Ded Ded Ded

84.03 34.17 100.00

Ded Ded Ded Ded Ded Ded Ded Ded Ded Ded

\*\*\* Gross Pay 1100.00 \*\*\* Deductions 232.70 \*\*\* Net Pay 867.30 \*\*\* NON TAX 100.00

Validations passed. Save your changes.

14.03.00

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

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

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

## **Employer FICA, TRS, and GHI on a Manual Check**

- FICA switch and FICA gross determine the employer FICA contribution
- Employee pension switch and pension gross determine the employer pension contribution
- GHI Participation Switch and the GHI % Distribution determine the employer GHI contribution
- Employer switch on individual deductions determine the employer deduction contribution



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# Employer FICA, TRS, and GHI on a Manual Check

PCGDist=0991 Rel=12.03.00 10/19/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN

Manual Check For: Employee 88650 EA7L, U17GE 999-08-8650 Loc 0302  
 Chk Dt 11/01/2012 Bank 0808 Chk No. 500003 DD Bank DD acct  
 Reg Hr Out-Hr Reg Ant 4678.42 Out Ant  
 GHI ind Y FICA Y TRS Serv 1 Pension type TRS

Proc	Pay Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for	
01	S	4678.42	4223.35	238.62	4678.42	280.71		11/01/2012	
02									
03									
04									
05									
Totals									
ACCT 01	13 100	1021 1000	11000 302 1		GHI Dist 1.0000	Contract 4678.42			
ACCT 02	00								
ACCT 03	00								
ACCT 04	00								
ACCT 05	00								
Totals									
ORSDI Gr	4223.35	ORSDI Amt	177.38	HI Gr	4223.35	HI Amt	61.24		
Ded 03	N	Ded 04	N	Ded 13	Y	Ded 25	N	Ded 33	Y
417.65		210.73		2.96		98.35		102.86	
								15.58	
								42.00	
								234.48	
								2.00	
								27.38	

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

12.02.00



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- FICA switch and **FICA gross** determine the employer FICA contribution
- Employee pension switch and **pension gross** determine the employer pension contribution
- GHI Participation Switch and the **GHI % Distribution** determine the employer GHI contribution
- Employer switch on individual deductions determine the employer deduction contribution



# Employer FICA, TRS, and GHI on a Manual Check

REPORT DATE: 10/19/2012      PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/30/12      PAGE 1  
PROGRAM: PAYPR103

EMP. #	EMPLOYEE NAME	SALARY GROSS	22000 ***** 22000 ***** 21000 ***** 21000 *****		PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPR SHR/EMPL
			QASDI GROSS	HI GROSS					
EATL, VIJCE 88650		4,678.42	4,223.35	4,223.35	TR5	4,678.42	912.34		
			261.85	61.24		533.81			
EMPLOYER SHARE GRAND TOTAL		4,678.42	4,223.35	4,223.35 (23000)		4,678.42	912.34		
			261.85	61.24	TR5	533.81			

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.



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Review the Payroll Employer Benefit Register.

- Because the manual check had a **FICA gross**, the Benefits Register shows an employer FICA contribution
- Because the manual check had a **pension gross**, the Benefits Register shows an employer pension contribution
- Because the manual check had a **GHI % Distribution**, the Benefits Register shows an employer GHI contribution
- Because the manual check had a individual deductions with the employer switch set to 'Y', the Employer Deduction Contribution Report shows an employer deduction contributions

# Employer FICA, TRS, and GHI on a Manual Check

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



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Review the Employer Deduction Contribution Report.

- Because the manual check had a **FICA gross**, the Benefits Register shows an employer FICA contribution
- Because the manual check had a **pension gross**, the Benefits Register shows an employer pension contribution
- Because the manual check had a **GHI % Distribution**, the Benefits Register shows an employer GHI contribution
- Because the manual check had a individual deductions with the employer switch set to 'Y', the **Employer Deduction Contribution Report** shows an employer deduction contributions

# Employer FICA, TRS, and GHI on a Manual Check

PCGDist=0991 Rel=12.03.00 10/24/2012 DDD002 C:\DEVSY5 C:\SECOND GREEN

Manual Check For: Employee 88650 EA7L, U17DE 999-08-8650 Loc 0302 PAYMANL  
 Chk Dt 11012012 Bank 0808 Chk No. 500003 DD Bank DD acct  
 Reg Hr Out-Hr Reg Ant 4678.42 Out Ant  
 GHI ind Y FICA Y TRS Serv 1 Pension type TRS

Proc	Pay Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01	S	4678.42	4223.35	238.62		280.71		11/01/2012
02								
03								
04								
05								
Totals		4678.42	4223.35	238.62		280.71		

ACCT	01	02	03	04	05	Totals	GHI Dist	Contract
Yr Fnd F	13 100							4678.42
Prm Fcty B	1021 1000							
Objct	11000							
Adt'1	302 1							
Totals								4678.42

OASDI Gr	4223.35	OASDI Amt	177.38	HI Gr	4223.35	HI Amt	61.24		
Ded 03 N	Ded 04 N	Ded 13 Y	Ded 25 N	Ded 33 Y	Ded 17 N	Ded 10 N	Ded 09 N	Ded 43 N	Ded 24 N
417.65	210.73	2.96	98.35	102.86	15.50	42.00	234.48	2.00	27.38
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded

\*\*\* Gross Pay 4678.42 \*\*\* Deductions 1644.24 \*\*\* Net Pay 3014.18 \*\*\* NON TAX 455.07

Participating employee needs 100% GHI distribution

12.02.00



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To turn off the GHI employer contribution, we must delete the **GHI % Distribution** fields. In order to do that, the **GHI participation switch** must be turned off.

# Employer FICA, TRS, and GHI on a Manual Check

PCG Dist=0991 Rel=12.03.00 10/24/2012 DOD 002 C:\DEV\SYS C:\SECOND GREEN

Manual Check For: Employee 88650 EA7L, UI7CE 999-08-8650 Loc 0302  
 CHK Dt 11/01/2012 Bank BK08 Chk No. 500003 DD Bank DD acct  
 Beg Yr 11/01/2012 Out-Hr Reg Amt 4678.42 Out Amt

GHI ind N FICA Y TRS Serv 1 Pension type TRS

Proc Type	Pay Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01	S		4678.42	4223.35	238.62		288.71		11/01/2012
02									
03									
04									
05									
Totals			4678.42	4223.35	238.62		288.71		
ACCT 01	13 100		1021 1000	11000	302 1				
ACCT 02	00								
ACCT 03	00								
ACCT 04	00								
ACCT 05	00								
Totals							4678.42		
OASDI Gr	4223.35	OASDI Amt	177.38	HI Gr	4223.35	HI Amt	61.24		
Ded 03 N	Ded 04 N	Ded 13 Y	Ded 25 N	Ded 33 V	Ded 17 N	Ded 10 N	Ded 09 N	Ded 43 N	Ded 24 N
417.65	210.73	2.96	90.35	102.86	14.50	42.00	234.48	2.00	27.38
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded

\*\*\* Gross Pay 4678.42 \*\*\* Deductions 1664.24 \*\*\* Net Pay 3014.18 \*\*\* NON TAX 455.07  
 Validations passed. Save your changes.

12.02.00



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To turn off the GHI employer contribution, we must delete the **GHI % Distribution** fields. In order to do that, the **GHI participation switch** must be turned off.

To turn off the TRS employer contribution, we must delete the **Pension Gross** fields.

If the manual check has an employee FICA contribution, it is **NOT** possible to turn off the employer FICA contribution. In this example, we will leave the employer FICA contribution turned on.

# Employer FICA, TRS, and GHI on a Manual Check

REPORT DATE: 10/24/2012      PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/30/12      PAGE 1  
PROGRAM: PAYFR103

EMP. #	EMPLOYEE NAME	SALARY GROSS	22000 ***** 22000		PENSION (OBJECT) TYPE	21000 ***** 21000		(OBJECT) PEN EMPR SHR/EMPL
			CASDI GROSS	HI GROSS		PENSION GROSS AMOUNT	C GHI AMT	
EATL, VI7CE		4,678.42	4,223.35	4,223.35	TRS			
88650			261.85	61.24				
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 EDUCATION WILL PAY THE EMPLOYER-PAID CONTRIBUTION FOR THE EMPLOYEE. ON THIS REPORT, THE TOTAL TRS EMPLOYER SHARE AMOUNT INCLUDES 'TRS DOE PAID ERCON' CONTRIBUTIONS, AND THESE CONTRIBUTIONS WILL BE INCLUDED IN THE EMPLOYEES' EARNINGS HISTORY RECORDS.

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



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Review the Payroll Employer Benefit Register.

- Because the manual check had a **FICA gross**, the Benefits Register shows an employer FICA contribution
- Because the manual check did NOT have a **pension gross**, the Benefits Register shows zero employer pension contribution
- Because the manual check did NOT have a **GHI % Distribution**, the Benefits Register shows zero employer GHI contribution

# Agenda

- Void/Add Menu
- Manual/Void Check Run
- Getting FICA Right on a Manual Check
- **Refunding Deductions**
- Correcting PSERS and TRS
- Overpayments
- Garnishments
- W2s



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# Refunds

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



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Refunding deductions withheld in error is a fairly common occurrence.

Whenever possible, any adjustment should be done through payroll so that the employees earnings history will be corrected, and therefore their taxes, FICA , Medicare and W-2 data will be correct. A/P checks should not be used unless we can't determine any other method. Call the helpdesk before deciding to write an A/P check.

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

# Refunds

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



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Refunding deductions withheld in error is a fairly common occurrence.

A/P checks should not be used unless we can't determine any other method. Call the helpdesk before deciding to write an A/P check.

# Refunds

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



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Refunding deductions withheld in error is a fairly common occurrence.

When refunding deductions withheld in error, you must consider the taxable status of the deduction. If the deduction was pre-tax and you refund it, you must withhold taxes. You must also consider the tax year and the payroll date.

However, if a FICA deduction error was involved, you **MUST** pay attention to the FICA switch setting when the original error was made, otherwise you may have a problem with W-2s.

# Refunds

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



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PCGenesis does not merge W2 information for employees that switch from withholding OASDI and Medicare to Medicare only. This is because IRS and the Social Security Administration require separate W2's for employees with Medicare only withholding.

Because of this requirement, the FICA switch is recorded into the earnings history record.

# Refunds

- If voiding a check, the *Enter Voided Check/Direct Deposit from Previous Pay* (F11) option will automatically create a void of the check with the same FICA switch as the original check . It's easy!
- When writing a manual refund check, you **MUST** make sure that the FICA switch is set the same as when it was withheld.



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If voiding a check, using the *Enter Voided Check/Direct Deposit from Previous Pay* (F11) option, will automatically create a void of the check with the same FICA switch as the original check.

If you did not verify the FICA switch before processing the manual check, it is easy to correct with two earnings history adjustment records. Enter a positive OASDI gross and withholding adjustment with the FICA switch set one way, and a negative OASDI gross and withholding adjustment with the FICA switch set the other way. This moves the adjustment OASDI amounts from the Medicare-only group to the OASDI and Medicare group of W-2's.

# Refunds

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



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PCGenesis does not merge W2 information for employees that switch from withholding OASDI and Medicare to Medicare only. This is because IRS and the Social Security Administration require separate W2's for employees with Medicare only withholding.

Because of this requirement, the FICA switch is recorded into the earnings history record. If you VOID or enter a payroll adjustment to refund OASDI withheld in error, you must make sure the FICA switch is set the same as it was when the OASDI was withheld.

If voiding a check, using the *Enter Voided Check/Direct Deposit from Previous Pay (F11)* option, will automatically create a void of the check with the same FICA switch as the original check.

If you did not verify the FICA switch before processing the void or manual check, it is easy to correct with two earnings history adjustment records. Enter a positive OASDI gross and withholding adjustment with the FICA switch set one way, and a negative OASDI gross and withholding adjustment with the FICA switch set the other way. This moves the adjustment OASDI amounts from the Medicare-only group to the OASDI and Medicare group of W-2's.

# Refunds

- Refund with same FICA switch as deducted
- Refund in same period – no further action
- Refund in different period – correct with earnings history adjustment
  - Remove from current period
  - Add to correct period (if in the same calendar year)



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# Refunds

- Use **Calculate and Display** (F2, F2, F14) to calculate the correct amount of tax to withhold.



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Use F14, Calculate and Display to check tax and payroll amounts.

# Calculate and Display Pay No GHI Deduction

The screenshot displays two windows from a payroll system. The left window, titled 'Calculate and Display Pay', shows a summary of pay components. The right window shows a detailed breakdown of deductions. Red circles highlight the 'Non Tax' amount of 83.67 in both windows, which is the amount of FICA gross and tax when GHI is withheld.

Proc	Type	Tot Gross	FICA Gr	FICA Ant	Pens Gr	Pens Ant	Reas	Pay For	Period End
01	S	0010	3268.42	3189.45	188.21	3268.42	195.63		10/11/2012
02	S	0306	125.00	122.28	6.91	125.00	7.50		10/11/2012
03	S	0304	20.83	20.38	1.16	20.83	1.25		10/11/2012
04	S	0303	20.83	20.38	1.16	20.83	1.25		10/11/2012
05	S	0310	416.67	416.67	0.00	416.67	25.00		10/11/2012
*** Totals		3843.75	3768.08	212.47	3843.75	238.63			

Ded Short	Employee	Empl	Employer	Ded Short	Employee	Empl	Employer
Cd	Description	Amount	Flag	Amount	Cd	Description	Amount
TR5		238.63	Y	438.57	GHI - EMPLR	n/a	Y 912.34
	FICA	212.47	Y	287.64			
01	MISS PAY.	100.00	N		28	VENDOR 000869	11.39 N
02	FED UNEMP TO	356.32	N		33	VENDOR 002928	16.69 Y 16.69
04	VENDOR 000012	164.94	N				
09	UNC RHD SINGL		N				
11	VENDOR 002803	39.37	N				
13	VENDOR 002928		Y	5.75			
17	VENDOR 000019	14.58	N				
18	VENDOR 000008	79.00	N				
24	VENDOR 002928	18.08	N				
25	VENDOR 000014	56.90	N				

*** Gross Pay	3843.75	*** Deductions	1292.37	*** Net Pay	2551.38	*** Non Tax	83.67
Highlighted Deductions Were NOT Taken							
							12.02.00

Look at the FICA gross and tax when GHI is NOT withheld. GHI is a pre-tax deduction. Note that the Non-Taxable total decreases and the FICA gross and FICA tax increase.

# Calculate and Display Pay With GHI Deduction

**Calculate and Display Pay Summary (Left Window):**

Proc	Type	Tot	Gross	FICA Gr	FICA Ant	Pens Gr	Pens Ant	Reas	Pay	Pay For
01	S	0010	3268.42	3879.88	174.81	3268.42	195.63		10/11/2012	
02	S	0306	125.00	118.00	6.67	125.00	7.50		10/11/2012	
03	S	0304	20.83	19.68	1.12	20.83	1.25		10/11/2012	
04	S	0303	20.83	19.68	1.12	20.83	1.25		10/11/2012	
05	S	0310	816.67	806.67	10.00	816.67	25.00		10/11/2012	
*** Totals			3843.75	3638.98	205.16	3843.75	230.63			

**Deductions Summary:**

Yr	Fnd	F	Prgr	Fact	Obj	Cl	Prcty	Code	Dist	Contract	Annuities	
ACCT 01	13	A02	1750	1000	11000	101	1		1.0000	3268.42		
ACCT 02	13	100	9990	2210	19900	101	1			125.00		
ACCT 03	13	100	9990	2210	19900	101	1			20.83		
ACCT 04	13	100	9990	2100	19900	101	1			20.83		
ACCT 05	13	100	9990	2100	19600	101	1			416.67		
Totals										1.0000	3843.75	

**Summary Totals:**

*** Gross Pay	3843.75	*** Deductions	1387.11	*** Net Pay	2456.64	*** Non Tax	212.85
---------------	---------	----------------	---------	-------------	---------	-------------	--------

**Callout Box:** GHI reduces FICA gross, and therefore, the FICA amount. GHI increases the non-taxable amount.

Look at the FICA gross and tax when GHI is withheld. GHI is a pre-tax deduction. Therefore, the GHI amount increases the Non-Taxable total and decreases the FICA gross and FICA tax.

# Earnings History

## Remove from incorrect period

PCGDist=0991 Rel=12.03.00 10/11/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN

Earnings Record For: 88361 - BABBON, MICHAEL Qtr 12-1 Pay Prd 01 EARNINGS

\*\* Adjustment \*\* 999-00-8361 Loc 101 w/Class 05 Cert 6 Instruct 1 Type E Pen 2 TRS

Federal: Mar Stat 5 Exemptions 2 W/H Code 0 Fed Amount/%

State: Mar Stat Allow M[1] D[00] W/H Code 0 State Amount/%

Chk Dt 01/01/2012 Chk Bank Chk No Pay Sched 12 Chk Type A GHI V

Trans Dt 01/01/2012 AEIC Ind AEIC Paymt Retr svc credit 1 FICA V

Reg Hr Out Hr NI Gr 75.30 0ASDI Gr 75.30 SEC 125 V

Reg Amt Out Amt NI Amt 1.09 0ASDI Amt 3.16 Contract 3843.75

Ltyp	PTyp	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Gr	GHI Dist	Reas	Period	End
001	S	0010	75.30	4.25			1.0000			1/01/2012	
002	S	0306									
003	S	0304									
004	S	0303									
005	S	0319									
Totals			75.30	4.25			1.0000				

ACCT 001 12 403 - 1750 1000 11000 101 1 #1 23 11 1111 111A90 Net Pay Annuities

ACCT 002 12 100 - 9990 2210 19200 101 1 #2 - - - - - Ded 1 Co -

ACCT 003 12 100 - 9990 2210 19200 101 1 #3 - - - - - Ded 2 Co -

ACCT 004 12 100 - 9990 2100 19200 101 1 #4 - - - - - - - - - - -

ACCT 005 12 100 - 9990 2100 19600 101 1 #5 - - - - - - - - - - -

Ded 02 N Ded 01 N Ded 03 N Ded 04 N Ded 11 N Ded 24 N Ded 25 N Ded 28 N Ded 33 N Ded 17 N

75.30

Ded 18 N Ded 13 N Ded - Ded -

Employer paid deductions: GHI 743.70 Pension Medicare 1.09 0ASDI 4.67

\*\*\* Gross Pay \*\*\* Deductions 71.05 \*\*\* Net Pay 71.05 \*\*\* NON TAX 75.30

Location 000101 12.03.00

Since refunding GHI, increase FICA gross and the FICA amount, decrease the non-taxable amount.

GHI is a pre-tax deduction. To refund GHI, we must decrease the Non-Taxable total and increase the FICA gross and FICA tax amounts. Also, we must refund the employer GHI amount and withhold the employer FICA amounts.

# Earnings History

## Add to correct period

PCG Dist=8991 Rel=12.03.00 10/11/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN

Add Earnings Record For: 88361 - BARON, MICHEL Qtr 12-2 Pay Prd 04 EARNADD

\*\* Adjustment \*\* 999-88-8361 Loc 101 w/Class 05 Cert 6 Instruc 1 Type E Pen 2 Fed V

Federal: Mar Stat S Exemptions 2 W/H Code 0 Fed Amount/% State V

State: Mar Stat S Allow M[1] D[00] W/H Code 0 State Amount/% State V

Chk Dt 04/01/2012 Chk Bank Chk No Pay Sched 12 Chk Type A GHI V

AEIC Ind AEIC Paynt Chk No Retr svc credit 1 FICA V

Reg Hr Out Hr NI Gr 75.30- 0ASDI Gr 75.30- SEC 125 V

Reg Amt Out Amt NI Amt 1.09- 0ASDI Amt 3.16- Contract 3883.75

LTyp	PTyp	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Dist	Reas	Period End
001	S	0010	75.30-	4.25-			1.0000		4/01/2012
002	S	0306							
003	S	0304							
004	S	0303							
005	S	0319							
Totals			75.30-	4.25-			1.00		

Yr Fnd F Prgn Fct Objct Fcty B Addt\*1 Bank DD Account Net Pay Annuities

ACCT 001 12 403 - 1750 1000 11000 101 1 #1 23 11 1111 111A90 Ded 1 Co

ACCT 002 12 100 - 9990 2210 19200 101 1 #2 Ded 2 Co

ACCT 003 12 100 - 9990 2210 19200 101 1 #3

ACCT 004 12 100 - 9990 2100 19200 101 1 #4

ACCT 005 12 100 - 9990 2100 19600 101 1 #5

Ded 09	Ded 10	Ded 11	Ded 12	Ded 13	Ded 14	Ded 15	Ded 16	Ded 17	Ded 18	Ded 19	Ded 20	Ded 21	Ded 22	Ded 23	Ded 24	Ded 25	Ded 26	Ded 27	Ded 28	Ded 29	Ded 30	Ded 31	Ded 32	Ded 33	Ded 34	Ded 35	Ded 36	Ded 37	Ded 38	Ded 39	Ded 40
75.30																															

Employer paid deductions: GHI 743.70 Pension Medicare 1.09- 0ASDI 4.67-

\*\*\* Gross Pay \*\*\* Deductions 71.05 \*\*\* Net Pay 71.05- \*\*\* NON TAX 75.30

Validations passed. Save your changes.

ool Superintendent  
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12.03.00

Since taking the GHI deduction, decrease FICA gross and the FICA amount, increase the non-taxable amount.

GHI is a pre-tax deduction. To withhold GHI, we must increase the Non-Taxable total and decrease the FICA gross and FICA tax amounts. Also, we must withhold the employer GHI amount and refund the employer FICA amounts.

# Refunds

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

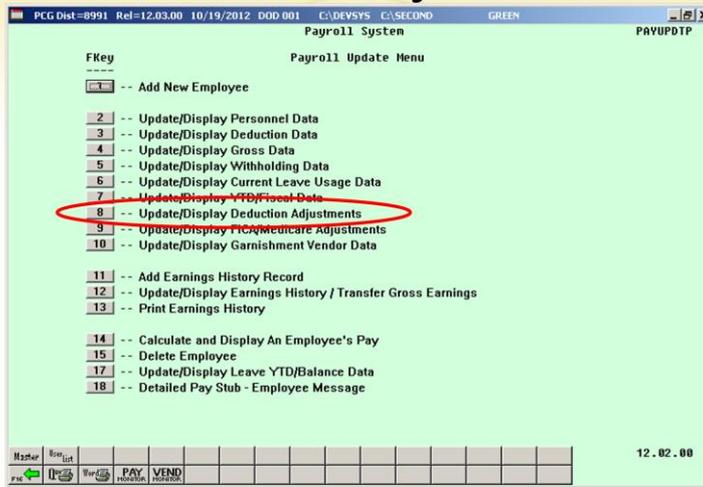


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# Refund on Next Payroll Cycle Deduction Adjustment



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Use **F8** – Update/Display Deduction Adjustments to refund a deduction amount through the next payroll.

# Refund on Next Payroll Cycle Deduction Adjustment

PCGDist=8991 Rel=12.03.00 10/05/2012 DOD 005 CADEVSYS CASECND GREEN  
 Status Active Update/Display Deduction Adjustments PAYADJ1

Employee 88942 AB3EU, ET3AN Class 05 Loc 0101  
 SSN 999-08-8942 Work-Loc 0101

Ded Desc	Ded	Annuity Company	Ann Type	Employee Contribution
01 ANNUITY # 1	.00			
03 FED INCOME TAX				
08 UHC WELL HMO FAN-CLAS				
10 VENDOR 000014				
12 VENDOR 004850				
15 VENDOR 000018				
17 VENDOR 000019				
19 VENDOR 000541				
21 VENDOR 000021				
23 VENDOR 004805				
25 VENDOR 000014	71.14			
29 VENDOR 000500				
31 VENDOR 002920				
34 COURT W/H				
36 VENDOR 002920				
38 VENDOR 003218				
40 VENDOR 002775				
02 ANNUITY # 2				
04 VENDOR 000012				
09 UHC WELL HMO FAN-CERT				
11 VENDOR 002203				
13 VENDOR 002920				
16 VENDOR 000023				
18 VENDOR 000008				
20 COURT W/H				
22 COURT W/H				
24 VENDOR 002920				
26 VENDOR 002208				
28 VENDOR 000869				
30 VENDOR 001040				
33 VENDOR 002920				
35 VENDOR 001383				
37 VENDOR 004764				
39 VENDOR 000814				
41 VENDOR 004043				

Credit Union 00000000000000 Section 125 Y

Validations passed. Check screen 2.

12.03.00



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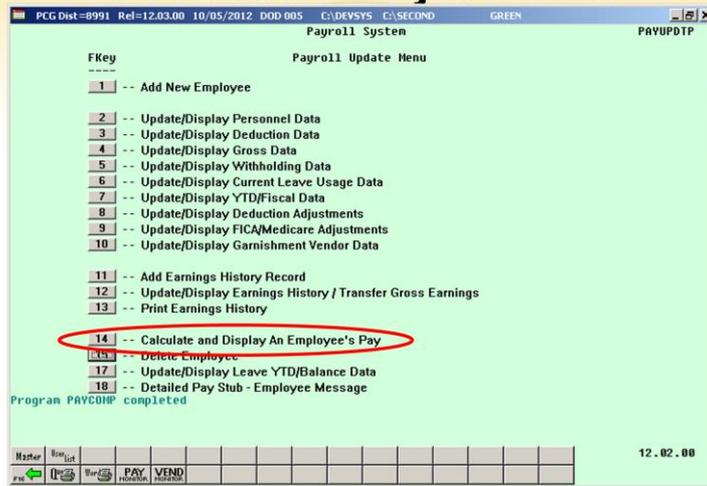
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Here is the adjustment screen where you would refund the deduction 25 in the amount of 71.14

These deduction adjustments will be cleared when the next payroll cycle is set up.

By using the Deduction Adjustment screen, taxes will be handled properly and no further corrections are required.

# Refund on Next Payroll Cycle Deduction Adjustment



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To see the effects of the deduction adjustment, use **F14** – Calculate and Display An Employee's Pay.

# Refund on Next Payroll Cycle Deduction Adjustment

PCG Ddt=8991 Rel=12.03.00 10/05/2012 000.005 C:\DENNIS C:\SECOND GREEN

Calculate and Display Pay Screen 1 of 2 PAYCOW

Emp#: 88942 ARBEU, ET30M 999-08-8942 Sec 125 Y Loc 0101 Class 05

Tax Marital Status - Federal: H State: 0 AEIC Ind: AEIC Payment: .00

Federal: Mar Stat H Exemptions A Withholding Code 0 Fed Amount/2

State: Mar Stat 0 Allow H(0) D(01) W/Withholding Code 0 State Amount/2

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

Reg-hr 3614.67 Out-ant

Proc	Type	Tot Gross	FICA Cr	FICA Ant	Pens Cr	Pens Ant	Reas	Pay	Pay for
01	S 0010	3614.67	3150.71	178.47	3614.67	216.88			10/05/2012
*** Totals 3614.67 3150.71 178.47 3614.67 216.88									

Yr Fnd F Prgn Fnct Objct Fcty B Add'l1 GHI Dist Contract Annuities

ACCT 01 13 100 1041 1000 11000 101 1 1.0000 3614.67 Ann 01 Ded 1 Co

ACCT 02

ACCT 03

ACCT 04

ACCT 05

Totals 1.0000 3614.67

0ACD1 Cr 3150.71 0ACD1 Amt 132.47 NE Cr 3150.71 NE Amt 45.00

Ded 03 N Ded 04 N Ded 09 N Ded 11 N Ded 13 Y Ded 17 N Ded 18 N Ded 24 N Ded 25 N Ded 28 N

100.82 135.68 396.86 41.51 2.96 14.58 458.41 27.38 71.14- 25.00

Ded 30 N Ded 33 Y Ded 43 N Ded Ded Ded Ded Ded Ded

2.21 182.86 10.00

\*\*\* Gross Pay 3614.67 \*\*\* Deductions 1633.71 \*\*\* Net Pay 1980.96 \*\*\* Non Tax 455.96

12.02.00

PCG Ddt=8991 Rel=12.03.00 10/05/2012 000.005 C:\DENNIS C:\SECOND GREEN

Calculate and Display Pay Screen 2 of 2 PAYCOW

Emp#: 88942 ARBEU, ET30M 999-08-8942 Sec 125 Y Loc 0101 Class 05

Tax Marital Status - Federal: H State: 0 AEIC Ind: AEIC Payment: .00

Federal: Mar Stat H Exemptions A Withholding Code 0 Fed Amount/2

State: Mar Stat 0 Allow H(0) D(01) W/Withholding Code 0 State Amount/2

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

Reg-hr 3614.67 Out-ant

Ded Short	Employee	Empr	Employer	Ded Short	Employee	Empr	Employer
Cd	Description	Amount	Flag	Cd	Description	Amount	Flag
TR5		216.88	Y	GHI - EMPLR	n/a	Y	912.34
FICA		178.47	Y				
03	FED INCOME TA	100.82	N	30	VENDOR 001840	2.21	N
04	VENDOR 000012	135.68	N	33	VENDOR 002920	182.86	Y
09	UBC WELL BND	396.86	N	43	VENDOR 004320	10.00	N
11	VENDOR 002200	41.51	N				
13	VENDOR 002920	2.96	Y				
17	VENDOR 000019	14.58	N				
18	VENDOR 000008	458.41	N				
24	VENDOR 000000	27.38	N				
25	VENDOR 000014	71.14-	N				
28	VENDOR 000007	25.00	N				

Bank Account Net Pay Annuities

00 01 05 11 1111 111054 1980.96 Ann 01 Ded 1 Co

Ann 02 Ded 2 Co

\*\*\* Gross Pay 3614.67 \*\*\* Deductions 1633.71 \*\*\* Net Pay 1980.96 \*\*\* Non Tax 455.96

12.02.00



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We can see the refunded amount for deduction 25 of -\$71.14.

## Refund GHI with a Manual Check Correct Method

- Employer GHI can not be refunded on a manual check
- The employer GHI contribution needs to be refunded through financials
- When refunding a pre-tax deduction such as GHI, FICA must be withheld on the amount
- (Employer GHI is refunded correctly when doing a voided check)



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A limitation of the new **GHI % Distribution** fields is that employer GHI can not be refunded on a manual check. Users need to be aware of this restriction.

(Note: The employer GHI is refunded correctly when doing a voided check.)

# Refund GHI with a Manual Check Correct Method

PCGDist=9991 Rel=12.03.00 10/19/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN

Manual Check For: Employee 98361 BARON, NICHOL 999-88-8361 Loc 0101 PAVMANL  
 Chk Dt 9/01/2012 Bank 0808 Chk No. 500001 DD Bank DD acct  
 Reg Hr Out-Hr Reg Ant Out Ant  
 GHI ind N FICA V TRS Serv 1 Pension type TRS

Proc	Pay Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01	S			75.30	4.25				9/01/2012
02									
03									
04									
05									
Totals				75.30	4.25				
ACCT 01	13 403	1750	1000	11000	101 1				
ACCT 02	13 100	9990	2210	19900	101 1				
ACCT 03	13 100	9990	2210	19900	101 1				
ACCT 04	13 100	9990	2100	19900	101 1				
ACCT 05	13 100	9990	2100	14600	101 1				
Totals									
OASDI Gr	75.30	OASDI Amt	3.16	HI Gr	75.30	HI Amt	1.09		
Ded 09	75.30	Ded 01	N	Ded 03	N	Ded 04	N	Ded 11	N
Ded 18		Ded 13	N	Ded		Ded		Ded	
		Ded		Ded		Ded		Ded	
		Ded		Ded		Ded		Ded	

\*\*\* Gross Pay \*\*\* Deductions 71.05- \*\*\* Net Pay 71.05 \*\*\* NON TAX 75.30-  
 Validations passed. Save your changes.

12.02.00

Set GHI Ind to 'N', otherwise GHI Dist entry will be required, and GHI Dist can't be negative number.

A limitation of the new **GHI % Distribution** fields is that employer GHI can not be refunded on a manual check. Users need to be aware of this restriction.

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.

# Refund GHI with a Manual Check Correct Method

PCG Dist=0991 Rel=12.03.00 10/19/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN

Earnings Record for: 88361 - BABBON, MICHAEL Qtr 12-4 Pay Prd 12 EARNINGS

\*\* Issued Check \*\* 999-00-8361 Loc 0101 Class 05 Cert C Instruc I Type F Pen 2 TRS

Federal: Mar Stat S Exemptions 2 W/H Code 0 Fed Amount/%

State: Mar Stat A Allow M[1] D[00] W/H Code 0 State Amount/%

Chk Dt 09/01/2012 Chk Bank BK08 Chk No 500001 Pay Sched 12 Chk Type M GHI N

Trans Dt 11/30/2012 AEIC Ind AEIC Paymt Retr svc credit 1 FICA V

Reg Hr Out Hr HI Gr 75.30 OASDI Gr 75.30 SEC 125 V

Reg Amt Out Amt HI Amt 1.09 OASDI AMT 3.16 Contract

LTYP	PTYP	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Gr	GHI Dist	Reas	Period	End
001	S		75.30		4.25						9/01/2012	
002												
003												
004												
005												
Totals			75.30	4.25								

ACCT 001 13 403 1750 1000 11000 101 1 Bank 00 Account Net Pay Annuities

ACCT 002 00 Ded 1 Co 8

ACCT 003 00 Ded 2 Co

ACCT 004 00

ACCT 005 00

Ded 09 1 Ded Ded Ded Ded Ded Ded Ded Ded

Ded 75.30 Ded Ded Ded Ded Ded Ded Ded Ded

Employer paid deductions: GHI Pension Medicare 1.09 OASDI 4.67

Ded Ded Ded Ded Ded Ded Ded Ded

\*\*\* Gross Pay \*\*\* Deductions 71.05- \*\*\* Net Pay 71.05 \*\*\* NON TAX 75.30-

ENT 12.03.00



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This is the Earnings History record created for the manual check for the GHI refund.

Because the **GHI Participation switch** was set to 'N' and the **GHI Distribution** fields were cleared, the employer GHI amount was NOT calculated.

The system also calculates the employer FICA amount because FICA Gross was entered on the manual check.

# Refund GHI with a Manual Check Incorrect Method

Proc	Pay Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay For	Period End
01	S			75.30	4.25					9/01/2012
Totals				75.30	4.25					
ACCT 01	13 100	1041	1000	11000	101 1					
Totals				1.0000						
DASDI Gr	75.30	DASDI Ant	3.16	HI Gr	75.30	HI Ant	1.09			
Ded 09	75.30	Ded 11	N	Ded 13	N	Ded 17	N	Ded 24	N	Ded 28
Ded 18		Ded 43	N	Ded		Ded		Ded		Ded 30

A positive **GHI Dist** percentage is required when **GHI Ind** is 'Y'. This will cause an incorrect employer GHI contribution to be calculated.



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A limitation of the new **GHI % Distribution** fields is that employer GHI can not be refunded on a manual check. Users need to be aware of this restriction.

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.

If the **GHI Participation Switch** is 'Y', the system will require a positive **GHI Distribution** percentage. This will cause an incorrect employer GHI contribution to be calculated.

# Refund GHI with a Manual Check Incorrect Method

LTYP	PTYP	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Gr	GHI Dist	Reas	Period End
001	S		75.30		4.25				1.0000		9/01/2012
Totals			75.30		4.25				1.0000		
ACCT	001	13	100	1041	1000	11000	101	1			
Ded 09 1 Ded Ded Ded Ded Ded Ded Ded Ded											
Ded 75.30 Ded Ded Ded Ded Ded Ded Ded Ded											
Employer paid deductions: GHI 912.34 Pension Medicare 1.09 OASDI 4.67											
Ded											
*** Gross Pay				*** Deductions			71.05	*** Net Pay		71.05	*** NON TAX 75.30-
12.03.00											

An incorrect employer GHI contribution is calculated.

This is the Earnings History record created for the manual check for the GHI refund.

Because the **GHI Participation switch** was set to 'Y' and a positive **GHI Distribution** percentage was entered, the employer GHI contribution was calculated. The employer contribution was not refunded, it was withheld. This is incorrect.

The system also calculates the employer FICA amount because FICA Gross was entered on the manual check.

## Refunds

### Payroll Complete

- If the payroll has completely processed, but you need to withhold the deduction amount from the vendor remittance:
  - Enter a negative claim in Fund 199 for that vendor. Pay the payroll claims and the negative claim to reduce the check amount.
  - Enter the deduction adjustment on the next payroll for that employee, to correct payroll.
  - Enter a positive claim in Fund 199 for that vendor to be processed along with the next payroll, since financials were already corrected last cycle.



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#### **If payroll has completely processed and you need to withhold the deduction amount from the vendor remittance:**

- Enter a negative claim in fund 199 for that vendor. Pay the payroll claim and the negative claim to reduce it.
- Enter the deduction adjustment on the next payroll for that employee to correct payroll.
- Enter a positive claim in fund 199 for that vendor to be processed along with the next payroll. This will cancel out the claim created from the deduction adjustment on the payroll run.

# Refunds

- Terminated Employees
  - Reinststate (Recommended)
    - Issue a manual check
    - Terminate after posting
  - A/P Check (Not recommended)
    - Issue an A/P check
    - Add an earnings history record to correct W2
    - Balance fund 199 (debits = credits)
      - Positive claim for employee
      - Receipt or negative claim for vendor



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When terminated employees need a refund, we recommend that the employee be set back to active status ('A') and issued a manual check for the refund.

Another avenue would be to issue an A/P check and then to add an earnings history record to correct the W2. When refunding a deduction, this requires entering a negative claim for the vendor and a positive claim for the employee.

# Fund 199 Balancing

- Do not use Fund 199 for anything except payroll clearing.
- Track all manual claims or adjustments made with Fund 199.



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**If employees on leave or who have retired pay amounts for insurance, these should NOT be processed through fund 199. Fund 199 should only be used for payroll clearing, and these amounts are not processed through payroll.**

- The only time to enter a receipt into Fund 199 is when a payroll vendor refunds an amount which must be repaid to an employee. When refunding to the employee, the negative amount from the employee in expense will offset the receipt revenue via a journal entry.
- Fund 199 is balanced when: CASH = Payables and Revenue = Expenses
- All of the payables do not have to be paid in order to close.

# Fund 199 Balancing

- Debits = Credits
- Revenues = Expense
- Revenues
  - Amounts deducted from payroll
  - Deposits from benefit vendors (refund from the vendor)
- Expenses
  - Claims created in financial manually
  - Claims created through payroll
  - Premiums refunded through payroll (negative claim)



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**If employees on leave or who have retired pay amounts for insurance, these should NOT be processed through fund 199. Fund 199 should only be used for payroll clearing, and these amounts are not processed through payroll.**

- The only time to enter a receipt into Fund 199 is when a payroll vendor refunds an amount which must be repaid to an employee. When refunding to the employee, the negative amount from the employee in expense will offset the receipt revenue, but you need to cancel this claim.
- Fund 199 is balanced when: CASH = Payables and Revenue = Expenses
- All of the payables do not have to be paid in order to close.

# Agenda

- Void/Add Menu
- Manual/Void Check Run
- Getting FICA Right on a Manual Check
- Refunding Deductions
- **Correcting PSERS and TRS**
- Overpayments
- Garnishments
- W2s



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## Correcting PSERS and TRS

- Old PSERS requires reporting of exactly \$4.00 or \$0.00, no more, no less.
- New PSERS requires reporting of exactly \$10.00 or \$0.00, no more, no less.
- TRS requires reporting according to TRS guidelines



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The reporting criteria required by ERS makes PSERS corrections difficult because the ERS administrators try to tell our districts that their PSERS report must match the billing, regardless of payroll mistakes.

However, Alan and I have confirmed with Diane Clark at ERS that adjustments can and should be made in the subsequent pay period. Now, PSERS will accept a current month deduction file which includes past period adjustments. PCGenesis allows entry of adjustments in a current period for past periods.

Even though the PSERS report can be corrected in subsequent payroll cycles, PSERS will still require the correct amount to be paid in the current month billing. Manual claims can be entered to pay the correct amount of the bill.

### Examples:

- Refund in current month of contribution withheld in error for prior month – net contribution of \$0 for current month
- Collection in current month of contribution not withheld in prior month – net contribution of \$8 for current month
  - Alternative 1: If an uncollected contribution payment is owed to PSERS enter a Manual check posted in previous period.
  - Alternative 2: Collect or refund in current month payroll processing, enter

two earnings history adjustments to move the activity to the prior month.

## Collected Wrong PSERS Deduction

- Set up new employee as Old PSERS and withheld the deduction, when it should have been New PSERS.
- Therefore, \$4.00 is withheld instead of \$10.00
- This is difficult to fix!



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This is difficult to fix because the employee's pension switch can only be set one way or the other. So, once the pension switch is set for New PSERS (code 5), we can't run an adjustment through for Old PSERS (code 1).

## Collected Wrong PSERS Deduction

- Keep employee's switch as New PSERS on Gross Data screen - keep correct switch going forward
- Refund the \$4.00 with a Manual/Void Check Run
- Set pension switch to Old PSERS on manual check  
or  
(not recommended)
- Refund the employee's \$4.00 through A/P
- Enter an Earnings History adjustment to reflect the correction



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This is difficult to fix because the employee's pension switch can only be set one way or the other. So, once the pension switch is set for New PSERS (code 5), we can't run an adjustment through for Old PSERS (code 1).

The easiest way to refund the Old PSERS amount is to handle the refund on a manual check. We can keep the pension code as Old PSERS (code 1) for this manual check. This will cancel out the old PSERS withholding for the employee. Make sure that the Period Ending Date is for the same pay period that the original deduction was withheld.

The alternative is to refund the employee through A/P. Then, enter an Earnings History adjustment to show the refund. Make sure to enter a negative claim for the vendor and a positive claim for the employee. Earnings History adjustments DO NOT AFFECT FINANCIALS!!!!

# Collected Wrong PSERS Deduction Refund Old PSERS

PLG Dist=8991 Rel=13.03.00 10/30/2013 D00 001 SV C:\DEVSYST C:\SECOND GREEN PAVHMANL

Manual Check For: Employee \_\_\_\_\_ Loc 8012

Chk Dt \_\_\_\_\_ Bank BPAY Chk No. \_\_\_\_\_ DD Bank \_\_\_\_\_ DD acct \_\_\_\_\_

Reg Hr \_\_\_\_\_ Out-Hr \_\_\_\_\_ Reg Ant \_\_\_\_\_ Out Amt \_\_\_\_\_

GHI ind  FICA  TRS Serv  Retire  TRS DOE Paid ERCON ? \_\_\_\_\_ **Pens code 5 NEW PSERS**

Proc Type	Pay Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay For Period	End	
01											
02											
03											
04											
05											
Totals											
ACCT 01	Vr	Fnd	F	Prgn	Fct	Objct	Fcty	B	Add'l	GHI Dist	Contract
ACCT 02	14	100	-	1320	2700	18000	8012				
ACCT 03	00										
ACCT 04	00										
ACCT 05	00										
Totals											
OASDI Gr	OASDI Amt	HI Gr	HI Amt	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded
Ded 20	H	Ded 30	H	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded

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

13.03.00

Pension switch defaults to current setting. Override to Old PSERS to refund \$4.00 on a manual check.



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Refund the \$4.00 with a manual check. The manual check can be processed during a Manual/Void Check run, or it can be processed during the next normal payroll cycle. The pension switch defaults to the employee's current setting. Override the pension switch to Old PSERS to refund \$4.00 on a manual check.

# Collected Wrong PSERS Deduction Refund Old PSERS

PG Dist=8991 Rel=13.03.00 10/30/2013 D00 001 SV C:\DEVSY S C:\SECOND GREEN

Manual Check For: Employee PAVHNL Loc 8012

Chk Dt 8/15/2013 Bank BPAY Chk No. 500001 DD Bank DD acct

Reg Hr Out-Hr Reg Ant Out Amt

GHI ind N FICA H TRS Serv 0 Retire Y TRS DOE Paid ERCOM ? **Pens code 1 OLD PSERS**

Proc	Pay	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay For	Period End	
01	2						4.00-			8/15/2013	
02											
03											
04											
05											
Totals							4.00-				
Vr	Fnd	F	Prgn	Fct	Objct	Fcty	B	Adtd	1	GHI Dist	Contract
ACCT 01	14	100		1320	2700	18000	8012				
ACCT 02	00										
ACCT 03	00										
ACCT 04	00										
ACCT 05	00										

OASDI Gr OASDI Amt HI Gr HI Amt

Ded 20 N Ded 30 N Ded Ded Ded Ded Ded Ded

\*\*\* Gross Pay \*\*\* Deductions 4.00- \*\*\* Net Pay 4.00 \*\*\* NON TAX

Validations passed. Save your changes.

13.03.00

Set pension switch to Old PSERS to refund \$4.00 on a manual check.

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Refund the \$4.00 with a manual check. The manual check can be processed during a Manual/Void Check run, or it can be processed during the next normal payroll cycle. The pension switch defaults to the employee's current setting. Override the pension switch to Old PSERS to refund \$4.00 on a manual check.

## Collected Wrong PSERS Deduction

- On the next payroll cycle, make sure the employee's switch is set to New PSERS so that the current PSERS is correct (\$10.00)
- Enter a 'Z' pension adjustment for \$10.00 with a period ending date from the prior payroll



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The correct New PSERS deduction and correction can then be withheld on the subsequent payroll cycle.

# Collected Wrong PSERS Deduction Get Prior Month's New PSERS

PCG Dist=8991 Rel=12.03.00 10/24/2012 DOD 002 C:\DEVSYS C:\SECOND GREEN

Status Active Update/Display Gross Data PAV07

EmpNo 89994 H07EVCUTT, JE7EE Class 14 FOOD SERVICE

SSN 999-08-9994 Loc 302 Location 000302 Job cd 114 FOOD SERVICE

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

Work sched ID Hrs/Day 5.000 Days/Week 0 Hrs/Week 25.00 13/14 pay ind

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

Proc	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI %	Pay Dist	Pay For Reas	Pay Period End
01.	S	0011			555.83					
02.	H	0022	7.250							
03.	Z									9/30/2012
04.										
05.										
06.										

Vr	Fnd	F	Prgrn	Funct	Objct	Fcty	B	Add'l	Pens Gross	Pens Ant	Contract	Su	Dist
ACCT 01	13	602	9990	3100	18400	302	2		555.83		555.83		
ACCT 02	13	602	9990	3100	18400	302	2						
ACCT 03	13	602	9990	3100	18400	302	2		10.00				
ACCT 04	09												
ACCT 05	09												
ACCT 06	09												

TRS & ERS Pens Gross Adj

Contract ant 6670.00 Cycle gross 555.83

Pay sch H 12 State salary 6670.00 Local salary 6670.00

Pens code 5 NEW PSERS Pens elig date 7/25/2012 Ant/% 10.0000 Contno 10

Pens switch 1 TRS service ind 1 PV contno 12

Made changed to update

12.03.00

Make sure that the PSERS adjustment reflects a prior pay period.



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Pension adjustments are accomplished on the Gross Data screen with a Process Type of 'Z'. The only fields which can be entered on a pension adjustment are Process Type, Pay Type, Pay for Period End Date, the account number, Pension Gross and Pension Amount.

# Collected Wrong PSERS Deduction Get Prior Month's New PSERS

The screenshot displays two side-by-side windows from a payroll system. The left window shows a 'Calculate and Display Pay' screen for employee 8999A. It lists various deductions, including a 'Pension type NEW PSERS' deduction of 18.00 with a 'Proc Type' of 'Z'. A callout box points to this entry with the text: "Make sure that the PSERS adjustment reflects a prior pay period." The right window shows a similar screen with a 'Ded Short' table for 'NEW PSERS' showing a deduction of 20.00. At the bottom of the left window, a summary line shows: '\*\*\* Gross Pay 555.83 \*\*\* Deductions 51.40 \*\*\* Net Pay 504.43 \*\*\* Non Tax 12.02.00'.

The system calculates the normal New PSERS pension contribution with a pay period date of 10/24/2012. The pension adjustment with a Proc Type of 'Z', reflects a pay period date of 09/30/2012, and is processed at the same time. Therefore, the total employee New PSERS contribution is calculated as \$20.00 in our example.



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## Refund TRS on Next Payroll Cycle

Refund TRS by running a pension adjustment on the next payroll cycle. A pension adjustment is done with a **Proc Type 'Z'**.

- If you only want to adjust the employer contribution, enter only the **Pension Gross** amount. The employer amount will be calculated by multiplying .1315 times the Pension Gross.
- If you only want to adjust the employee contribution, enter only the **Pension Amount**. The pension amount should be the exact amount of the employee contribution.
- If you need to adjust both the employer and employee contributions, enter both amounts.
- The **Pay for Period End** date should reflect the date of the payroll which is being adjusted. So, if you are adjusting September's payroll, enter a September pay date.



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Pension adjustments are accomplished on the Gross Data screen with a Process Type of 'Z'. The only fields which can be entered on a pension adjustment are Process Type, Pay Type, Pay for Period End Date, the account number, Pension Gross and Pension Amount.

# Refund TRS on Next Payroll Cycle Before Pension Adjustment

The screenshot displays two side-by-side windows from a payroll system. Both windows show the same employee's payroll data. The left window is titled "Calculate and Display Pau" and the right is "Calculate and Display Pau".

**Employee Information:**  
 Emp#: [Redacted] Sec 125 N Loc 0195 Class 10  
 Tax Marital Status - Federal: H State: A REIC Ind: REIC Payment: .00  
 Federal: Mar Stat H Exemptions 0 Withholding Code 0 Fed Amount/2  
 State: Mar Stat A Allow H(0) D(00) W/Holding Code 0 State Amount/2  
 Switches: Fed Y State Y FICA/Med H Pension Y GHI N Pension type TRS  
 Reg-hr Out-hr Reg-ant 4904.22 Out-ant

**Payroll Summary (Left Window):**

Proc	Pay	Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay	Pay For
01	S		4862.55	4862.55	78.51	4862.55	291.75		18/28/2013	
02	S		41.67	41.67	.60	41.67	2.50		10/30/2013	
03										
04										
05										
*** Totals			4904.22	4904.22	71.11	4904.22	294.25			

**Deductions Summary (Right Window):**

Ded Short	Employee	Empr	Employer	Ded Short	Employee	Empr	Employer
Cd	Description	Amount	Flag	Amount	Cd	Description	Amount
TRS		294.25	Y	482.24	GHI	EMPLR	n/a
FICA		71.11	Y	71.11			
01	LSU	125.00	N				
02	FED. TAX	494.65	N				
04	STATE TAX	241.77	N				
20	PAGE BUES	14.58	N				

**Summary Statistics (Bottom of both windows):**

*** Gross Pay	4904.22	*** Deductions	1241.36	*** Net Pay	3662.86	*** Non Tax	
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At the bottom of the page, there is a logo for the Department of Education and text: "Dr. John D. Barge, State School Superintendent 'Making Education Work for All Georgians' www.gadoe.org". The date "11/6/2015" and page number "131" are also present.

In our example, we will look at an employee's **Calculate and Display** screen prior to entering a pension adjustment. We can see that the employee contribution is \$294.25 and the employer contribution is \$602.24.

# Refund TRS on Next Payroll Cycle Pension Adjustment

Update/Display Gross Data

Class 10 TEACHERS  
Job cd 10 TEACHERS

Salary sched \_\_\_\_\_ Cert level 16 Pay step L4 State grs 18 Local grs 16  
Work sched ID \_\_\_\_\_ Hrs/Day 8.000 Days/Week 0 Hrs/Week 0.00 13/14 pay ind -  
Ann work days 180 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Rate	Days/Hrs	Days/Hrs	Regular Gross	Overtime Gross	GHI %	Pay Dist	Pay For Period End
01. S				4862.55				
02. S				41.67				
03. Z								8/31/2013
04. -								
05. -								
06. -								

4904.22

ACCT	Fnd	Prgn	Fact	Objct	Fcty	B	Add'l	Pens Gross	Pens Amt	Contract	Sub Distrib
ACCT 01	15	100	2111	1000	11000	195					Y
ACCT 02	15	100	929.8	1000	19082	195					
ACCT 03	15	100	1041	1000	11000	205.9		1000.00-	60.00-		
ACCT 04	00										
ACCT 05	00										
ACCT 06	00										

1000.00- 60.00-

TRs & ERS Pens Gross Adj

Contract ant 58850.60 Cycle gross 4904.22 Total gross 4904.22  
Pay sch. # 12 State salary 58350.60 Local salary \_\_\_\_\_ Cycle 1 Cal Vr  
Pens code 2 TRS Pens elig date \_\_\_\_\_ Ant/% .0600 Other 500.00  
Pens switch Y TRS service ind 1 PV contno 10  
Validations passed. Save your changes.

13.01.00



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In our example, we will refund the employee contribution of \$60.00. We will refund the employer contribution of \$122.80. We generate the employer contribution refund by entering in the **Pension Gross** amount.

- You can fix this by running a pension adjustment on the next payroll cycle. A pension adjustment is done with a **Proc Type 'Z'**.
- If you only want to adjust the employer contribution, enter only the **Pension Gross** amount. The employer amount will be calculated by multiplying .1228 times the Pension Gross.
- If you only want to adjust the employee contribution, enter only the **Pension Amount**. The pension amount should be the exact amount of the employee contribution.
- If you need to adjust both the employer and employee contributions, enter both amounts.
- The **Pay for Period End** date should reflect the date of the payroll which is being adjusted. So, if you are adjusting September's payroll, enter your Sept pay date.

Once you update the Gross Data screen, go to the **Calculate and Display** screen and look at both screen 1 and screen 2 to see how the system calculates the TRS amounts. Verify that you get the results that you expect.

# Refund TRS on Next Payroll Cycle After Pension Adjustment

The screenshot displays two windows from a payroll system. The left window shows a 'Calculate and Display' screen for an employee. A red box highlights the 'Pens Gr' and 'Pens Amt' columns, showing a gross pension contribution of \$602.25 and a net pension contribution of \$234.25 after a \$368.00 adjustment. The right window shows a 'Ded Short' table with a red box around the TRS deduction, indicating a refund of \$479.44.

Proc	Pay	Type	Tot Gross	FICA Cr	FICA Amt	Pens Gr	Pens Amt	Pay	Pay For
01	S		4862.55	4862.55	78.51	4862.55	291.75	1878.28	10/20/2013
02	S		41.67	41.67	.60	41.67	2.58	10/20/2013	
03	Z					1888.00	68.00	8/31/2013	
04									
05									
*** Totals			4904.22	4904.22	71.11	3904.22	234.25		

Ded Short	Employee	Emp'r	Employer	Ded Short	Employee	Emp'r	Employer
Cd	Description	Amount	Flag	Amount	Cd	Description	Amount
TRS		234.25	Y	479.44	GHI	EMPLR	n/a
FICA		71.11	Y	71.11			
01	LSU	125.00	N				
03	FED. TAX	580.65	N				
04	STATE TAX	245.37	N				
20	PAGE DUES	14.58	N				

In our example, we will look at an employee's **Calculate and Display** screen after entering the pension adjustment.

We can see that the employee contribution is \$294.25 minus \$60.00 to give \$234.25.

We can see that the employer contribution is the original \$602.24 minus \$122.80 giving \$479.44.

# Refund TRS on Next Payroll Cycle Before Pension Adjustment

The screenshot displays two instances of the 'Calculate and Display' payroll screen. The left instance shows the following summary data:

Proc	Pay	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay	Pay For
01	S	4862.55	4862.55	78.51	4862.55	291.75	18/28/2013	
02	S	41.67	41.67	.60	41.67	2.50	10/30/2013	
03								
04								
05								
*** Totals		4904.22	4904.22	71.11	4904.22	294.25		

The right instance shows a detailed deduction table with the following data:

Ded Short	Employee	Empr	Employer	Ded Short	Employee	Empr	Employer
Cd	Description	Amount	Flag	Amount	Cd	Description	Amount
TRB		294.25	Y	482.24	GHI	EMPLR	n/a
FICA		71.11	Y	71.11			
01	LSU	125.00	N				
02	FED. TAX	494.65	N				
04	STATE TAX	241.77	N				
20	PAGE DUES	14.58	N				

At the bottom of both screens, the summary is: \*\*\* Gross Pay 4904.22 \*\*\* Deductions 1241.36 \*\*\* Net Pay 3662.86 \*\*\* Non Tax 13.03.00

In our example, we will look at an employee's **Calculate and Display** screen prior to entering a pension adjustment. We can see that the employee contribution is \$294.25 and the employer contribution is \$602.24.



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# Refund TRS on Next Payroll Cycle Pension Adjustment

PCG Dist=0991 Rel=13.03.00 10/30/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN

Status Active Update/Display Gross Data Class 10 TEACHERS PAY07  
 EmpNo SSN Loc 195 PCHS Job cd 10 TEACHERS  
 Salary sched Cert level T6 Pay step L4 State yrs 18 Local yrs 16  
 Work sched ID Hrs/Day 8.000 Days/Week 9 Hrs/Week 0.00 13/14 pay ind -  
 Ann work days 180 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Type	Pay Rate	Days/Hrs	Days/Hrs	Regular Gross	Overtime Gross	GHI %	Pay Dist	Pay for Period End
01	S				4862.55				
02	S				41.67				
03	Z								8/31/2013
04									
05									
06									

Yr	Fnd	F	Prgm	Fnct	Objct	Fcty B	Add'l	Pens Gross	Pens Amt	Contract	Sub Distrib
ACCT 01	14	100	2111	1000	11000	195					Y
ACCT 02	14	100	9220	1000	12002	195					
ACCT 03	14	100	1041	1000	11000	2050		60.00			
ACCT 04	00										
ACCT 05	00										
ACCT 06	00										

TRs & ERS Pens Gross Adj

Contract ant	58850.60	Cycle gross	4904.22	Total gross	4904.22
Pay sch. #	12	State salary	58350.60	Local salary	
Pens code	2 TRS	Pens elig date		Ant/%	.0600
Pens switch	Y	TRS service ind	1	Contno	10
Validations passed. Save your changes.				PV contno	10

13.01.00



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Now, we will refund the employee contribution of \$60.00 but we will NOT generate an employer contribution refund. If we don't want the employer contribution refund, we will NOT enter the **Pension Gross** amount.

- You can fix this by running a pension adjustment on the next payroll cycle. A pension adjustment is done with a **Proc Type 'Z'**.
- If you only want to adjust the employer contribution, enter only the **Pension Gross** amount. The employer amount will be calculated by multiplying .1228 times the Pension Gross.
- If you only want to adjust the employee contribution, enter only the **Pension Amount**. The pension amount should be the exact amount of the employee contribution.
- If you need to adjust both the employer and employee contributions, enter both amounts.
- The **Pay for Period End** date should reflect the date of the payroll which is being adjusted. So, if you are adjusting September's payroll, enter your Sept pay date.

Once you update the Gross Data screen, go to the **Calculate and Display** screen and look at both screen 1 and screen 2 to see how the system calculates the TRS amounts. Verify that you get the results that you expect.

# Refund TRS on Next Payroll Cycle After Pension Adjustment

PGC001=8991 Rel=13.03.00 10/30/2013 000.001 SV C:\DEV\SVS C:\SECOND GREEN Screen 1 of 2 PAYCHOP

Calculate and Display Pay

Emp#: Tax Marital Status - Federal: H State: 0 AEC Ind: AEC Payment: .00  
 Federal: Mar Stat H Exemptions 0 Withholding Code 0 Fed Amount/2  
 State: Mar Stat 0 Allow M(1) 0(00) W/Holding Code 0 State Amount/2  
 Switches: Fed Y State Y FICA/Med H Pension Y GRI H Pension type TRS  
 Reg-hr Out-hr Reg-ant 4904.22 Out-ant

Proc	Pay	Type	Code	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Reas	Pay For	Period End
01	S			4862.55	4862.55	78.51	4862.55	291.75			10/30/2013
02	S			41.67	41.67	.40	41.67	2.58			10/30/2013
03	Z							60.00			8/31/2013
04											
*** Totals 4904.22 4904.22 71.11 4904.22 234.25											
Vr Fnd F Prgn Fact Object Fcty B Addt'l GRI Dist Contract Annuities											
ACCT 01	14	100	2111	1000	11000	195				Ann #1	Ded 1 Co 6
ACCT 02	14	100	9990	1000	19002	195				Ann #2	Ded 2 Co
ACCT 03	14	100	1041	1000	11000	2850					
ACCT 04											
ACCT 05											
Totals											
0ASD1 Gr				0ASD1 Amt			HI Gr	4904.22	HI Amt	71.11	
Ded 01 H	Ded 03 H	Ded 04 H	Ded 20 H	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded
125.00	494.65	241.77	14.58								
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded
*** Gross Pay 4904.22 *** Deductions 1181.36 *** Net Pay 3722.86 *** Non Tax											

In our example, we will look at an employee's **Calculate and Display** screen after entering the pension adjustment.

We can see that the employee contribution is \$294.25 minus \$60.00 to give \$234.25.

We can see that the employer contribution remains the original \$602.24 amount.

# Agenda

- Void/Add Menu
- Manual/Void Check Run
- Getting FICA Right on a Manual Check
- Refunding Deductions
- Correcting PSERS and TRS
- **Overpayments**
- Garnishments
- W2s



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# Overpayment

- Active Employee
  - Adjust next paycheck
  - Use a special gross type
  - Enter a negative amount



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**Overpayments happen! If the employee is still active and will receive another check/direct deposit:**

- The easiest solution is to collect the overpayment from the employee's next check.
- Use a special gross line or lines to reduce the employee's normal pay in the next payroll run. This is better than modifying the employees normal gross data salary lines because the correction will automatically clear the next month.



## Overpayment Paid a terminated employee

- If You Receive Prompt Repayment From Ex-Employee
  - Void the paycheck in PCG – do not cancel
  - Deposit the repayment
  - Do not record the receipt in PCGenesis (make a note in cash journal and on bank statement– returned overpayment check #nnnn voided)
  - PCGenesis makes all necessary entries



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**Overpayments happen! One typical example is when you fail to stop paying someone who has left your school district.**

If you receive prompt repayment of the entire amount:

- Deposit the check in the bank and DO NOT record in PCGenesis. Make a copy in your manual receipt book and note that it was entered to refund a check or direct deposit which should not have been issued.
- In payroll, VOID the check or direct deposit (even though it really cleared) and make a copy and note for your bank statement and note on the relevant registers and when you reconcile.

# Agenda

- Void/Add Menu
- Manual/Void Check Run
- Getting FICA Right on a Manual Check
- Refunding Deductions
- Correcting PSERS and TRS
- Overpayments
- **Garnishments**
- W2s



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Now we will discuss garnishments.

# Garnishments

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



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**This section does not advise on the legal issues of which garnishment to withhold or how much or how long.**

- It does cover instructions on how to apply a garnishment to an employee in PCGenesis.
- Name Garnishment deductions generically. You only need 3 or 4 deductions for all employees, based on the maximum number of garnishments withheld from any one employee at one time. The vendor is assigned at the employee level.
- You may wish to create a different vendor for each different employee's payment. This will make sure each employee's payment is separated when you pay the vendor claims. This is all that is necessary to completely separate the garnishments and is preferable to creating a entirely different garnishment deductions for each garnishment. If two employees are paying the same garnishment vendor, such as child support to the county court, and you elect to use the same vendor number, each garnishment will be generated as a separate claim, and if paid together, will be itemized on the check stub by the employee number. Providing a copy of the deduction register page for that vendor along with the check will provide the employee name.

# Garnishments

```
PGC Dist=0991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSY5 C:\SECOND GREEN
PAYROLL DEDUCTION DATA ENTRY
Deduction code: 28 Sort: 28
Description: COURT W/H Percent: .00000
Short desc: COURT W/H Vendor:
Deduction type: G 'A' = Annuity (Tax Sheltered) 'C' = Credit Union
                  'F' = Imputed Income 'G' = Garnishment
                  'I' = Non-Taxable Insurance
Fund: 199 Fiscal: Program: 9990 Expense/receipt Function: 9000
Balance #: 479
Benefit plan code associated with deduction:
Employer contribution indicator: 0 0 = None
                                1 = Fixed Amount
                                2 = % of Process Type Gross (specified below)
                                3 = % of Employee Contribution
Employer Indicator '2' Process Types: S D H A B X Y Q P
                                      N N N N N N N N N
Contribution amount or %: Object: Balance:

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

Garnishment deduction – do not enter vendor number here



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Set up the garnishment deduction with **Deduction Type** of 'G'. You cannot enter a vendor number here. The vendor number will be added on the employee screen.

# Garnishments

- Add Garnishment to employee
  - Payroll Update Menu (F2)
  - Update/Display Deduction Data (F3)
  - Select employee
  - Enter garnishment amount



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To apply a garnishment to an employee, enter the court ordered garnishment amount in one of the garnishment deduction fields. If more than one garnishment for the employee is served and allowed, enter additional garnishments on the second and third garnishment deduction codes.

# Garnishments

PCGDist=991 Rel=12.03.00 10/16/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN

Status Active Update/Display Deduction Data Screen 1 of 2 PAY06  
 'H' = Ded Not Taken, '\*' = Ded Taken, '0' = Ded Not Taken, Insufficient Gross  
 Employee 00464 RGPILERA, JOYUE Class 17 Loc 0101 GHI deduction code 00  
 SSN 999-08-8464 Work-Loc 0101

Cd Description	Amount	Emplr	Cd Description	Amount	Emplr (Y/N)
01 ANNUITY # 1			02 ANNUITY # 2		
03 FED INCOME TAX	228.53	# N	04 VENDOR 000012	121.58	# N
08 NOT ELIGIBLE			09 NOT ELIGIBLE		
10 VENDOR 000014			11 VENDOR 002203		
12 VENDOR 004850			13 VENDOR 002920		
15 VENDOR 000018			16 VENDOR 000023		
17 VENDOR 000019	14.58	# N	18 VENDOR 000009		
19 VENDOR 000541			20 COURT W/H	200.00	
21 VENDOR 000021			22 COURT W/H		
23 VENDOR 004805			24 VENDOR 002920		
25 VENDOR 000014			26 VENDOR 002208		
27 VENDOR 002599			28 VENDOR 000869		
29 VENDOR 000869			30 VENDOR 001040		
31 VENDOR 002920			33 VENDOR 002920		
34 COURT W/H	100.00	#	35 VENDOR 001383		
36 VENDOR 002920			37 VENDOR 004764		
38 VENDOR 003218			39 VENDOR 000814		
40 VENDOR 002775			41 VENDOR 004043		

Credit Union 0000000000000000 Section 125 N  
 Ann Type Employee Contribution

Ded Desc Ded Annuity Company  
 ANNUITY # 1 / 01  
 ANNUITY # 2 / 02

12.03.00



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In this example, we are adding an amount to deduction 24 in the amount of \$200.00.

# Garnishments

- Enter the vendor for the employee garnishment
  - Update/Display Garnishment Vendor Data (F10)
  - Enter vendor



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Then select the employee garnishment screen and enter the vendor associated for each garnishment. PCG does not monitor garnishments for completion. You must check each garnished employee each payroll run.

# Garnishments

Employee: 88464 AGUILERA, JOUPE

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

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

12.03.08

The vendor number is specified by employee. Therefore, deduction 20 (or deduction 34) can be used by different employees and reflect payments to different vendors.

- You may wish to create a different vendor for each different employee's payment. This will make sure each employee's payment is separated when you pay the vendor claims. This is all that is necessary to completely separate the garnishments and is **preferable to creating a entirely different garnishment deductions** for each garnishment.
- If two employees are paying the same garnishment vendor, such as child support to the county court, and you elect to use the same vendor number, **each garnishment will be generated as a separate claim**, and if paid together, **will be itemized on the check stub by the employee number**. Providing a copy of the deduction register page for that vendor along with the check will provide the employee name.

# Agenda

- Void/Add Menu
- Manual/Void Check Run
- Getting FICA Right on a Manual Check
- Refunding Deductions
- Correcting PSERS and TRS
- Overpayments
- Garnishments
- **W2s**



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## W2s Make Life Easier!!

- Run the YTD Earnings Register at least once a quarter, but definitely run in the month of November – find errors early!!!
- At calendar year end wait until W2s are complete before:
  - Closing December financials
  - Setting up January payroll
  - Sending the 4<sup>th</sup> quarter 941



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If you have a check erroneously issued in a calendar year, it must be voided in the same year in order to produce a correct W-2. If the check was issued in December, you need to void in a manual void run dated December to produce a correct W-2.

**Don't set up your normal January payroll until as late as possible in January.**

## W2s Make Life Easier!!!

- Don't do major clean up before/after:
  - Calendar Year End
  - Fiscal Year End
- Find and Correct Errors Regularly
  - Run and check Earnings History
  - Run and check CS1
  - Run and check W2s



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If you have old uncleared checks to cancel and replace, do by EARLY December or EARLY June, not January or July. Do try to clean up in the same fiscal year, but do timely. If you have checks produced but not issued because the employee left and the check should not have been run, void these in a Manual/Void run or in the next payroll run. Do not let them collect for later. These skew the taxes paid and will cause W-2 problems if held into the next calendar year.

- But, on the 941, you can routinely carry forward adjustments to the next quarter.
- Run the **Employee Earnings History Summary** by employee every payroll. It identifies errors, particularly FICA payment errors from manual checks. Don't wait until you are trying to balance W-2s. If the employee has terminated, the problem will be more difficult to correct. You don't have to print it, you can look at it online and search for errors.
- Run and check totals on the **CS-1** and **W-2's** at least quarterly. You don't have to print the entire reports, at least **look at the totals** and check for error messages. This will give you an opportunity to correct errors due to adjustments or other circumstances on a more timely basis.

## W2s

- Code **DD**—Cost of employer-sponsored health coverage
  - You must report the cost of employer-sponsored health coverage in box 12 using code DD.
  - The amount reported with Code DD is **not taxable.**



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New last year.

## W2s

- Code **DD**—Cost of employer-sponsored health coverage
  - “This reporting is for informational purposes only and will provide employees useful and comparable consumer information on the cost of their health care coverage.”



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

## W2s

- Code **DD**—Cost of employer-sponsored health coverage
  - Required: Major medical, hospital indemnity or specified illness (e.g. cancer, heart, etc.)
  - Optional: Dental or vision plans
  - In general, the amount reported should include both the portion paid by the employer and the portion paid by the employee.
  - An employer is not required to issue a Form W-2 solely to report the value of the health care coverage for retirees or former employees to whom the employer would not otherwise provide a Form W-2.



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

# W2s

The screenshot shows a software window titled "Add Earnings History Record" with the following details:

- PCGDist=0991 Rel=12.03.00 10/25/2012 DDD 001 C:\DEVSYS C:\SECOND GREEN
- Earnings Record for: 89893 - ABNEY, LITALIAN Qtr 12-3 Pay Prd 09 EARNADD
- \*\* W2 Adjustment \*\* 999-08-9093 Class 08 Cert N Instruc I Type F FICA Y
- Transaction date 09/01/2012

The main table shows a single entry:

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

A callout box points to the "Item" column with the text: "Use Earnings History W2 Adjustments to get miscellaneous items to print on the W-2".

The "W2CD - W-2 Box and Item" dropdown menu is open, showing the following list:

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

At the bottom of the window, it says "Validations passed. Save" and "Done" and "Cancel" buttons are visible.

At the bottom of the slide, there is a logo for the Department of Education and the text: "Dr. John D. Barge, State School Superintendent 'Making Education Work for All Georgians' www.gadoe.org". The date "11/6/2015" and page number "154" are also present.

We have the ability to add W-2 Adjustments in Earnings History for employees. For example, a W-2 adjustment is an easy way to get moving expenses on the W-2.

A W-2 adjustment will be added to the box and item selected on the drop down selection box.

# W2s

PCG Dist=8991 Rel=13.03.00 10/30/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN M2EXT

Print W-2's and Create File

Enter W-2 year to be selected: 2013

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

Dependent Care Assistance: \_\_\_ (Box 10)

Roth IRAs to a 401(k): \_\_\_ (Box 12, label 'AA')

Roth IRAs to a 403(b): \_\_\_ (Box 12, label 'BB')

Roth IRAs to a 457(b): \_\_\_ (Box 12, label 'EE')

Other health deductions: \_\_\_ (Box 12, label 'DD')

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

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

= Continue, F16 = Exit Program 13.03.01

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Many districts have asked whether or not PCG supports Roth IRAs. The answer is 'Yes'.

A Roth IRA is set up in PCGenesis as a normal post-tax deduction. Then, when you run W-2s, you supply the system deduction numbers so that the system can report the YTD deduction amount in the correct W-2 box as shown on the screen.

## W2s

- **K:\SECOND\PAYSSA**
  - The **W2REPORT** file is the Federal MMREF file required by the Georgia Department of Revenue.
  - The **1003.csv** file is the G-1003 file required by the Georgia Department of Revenue.
- Follow the instructions to submit the Federal MMREF file and G-1003 file electronically.
- *Follow the instructions at:*  
<https://gaefile.dor.ga.gov>



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# W2s

```
PCG Dist=0991 Rel=13.03.00 10/23/2013 DDD 001 SV C:\DEVSYS C:\SECOND GREEN W2SSA
*** W2 Electronic Media ***
----- Successful Completion -----
The data file that was created must now be sent to the Federal government.
Transmit the file created per instructions.

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

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

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

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

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



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# W2s

## Return G-1003 File Layout

Field Name	Cell	Description	Type	Example
TaxPeriodEnd	A	Period Ending Date	Date (YYYY-MM-DD)	2010-12-31
SoftwareId	B	Software Product used to generate the CSV File	Alphanumeric (enter zero if you don't know it)	0
SoftwareVersion	C	Software Version used to generate the CSV File	Alphanumeric (enter zero if you don't know it)	0
AmendedReturnIndicator	D	Indicates if this is an amended Return	Boolean (No = 0 or Yes = 1)	0
TIN	E	FEI Number	Alphanumeric (No dashes)	123456789
StateEIN	F	GA Withholding ID	Alphanumeric (No dashes)	1234567AB
DueDate	G	Due Date	Date (YYYY-MM-DD)	2011-02-28
TaxYear	H	Tax Year	Date (YYYY)	2010
NoGATax	I	True for Domestic employer with no GA Tax Withheld	Boolean (No = 0 or Yes = 1)	0
NumberOfForms	J	Number of Forms	Numeric	130
GATaxableWages	K	Georgia Taxable Wages	Currency (must show 2 places after decimal)	50.00
GATaxWithheld	L	Georgia Tax Withheld	Currency (must show 2 places after decimal)	50.00



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# W2s

## Return G-1003 CSV File

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	12/31/2013	PCGENESIS	12.04.00	0	586000223	3257536CU	2/28/2014	2013	0	662	13138296.56	597117.02	
2													

GA taxable wages and GA tax withheld should match the numbers on the final W2 screen



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# Questions?



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# PCGenesis Documentation



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



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# Thank you for attending!



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