

PCGenesis Prepare Payroll

GASBO

Augusta, GA

November 5, 2015



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Agenda

- Gross Data Export

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

Section I: Special Functions, Topic 8A: Payroll Gross Data Export and Import File Processing

- Hourly/Daily Updates
- Stipends
- Regular Payroll Items

- New Hire Setup

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

Section I: Special Functions, Topic 8E: Payroll New Hire Export and Import File Processing

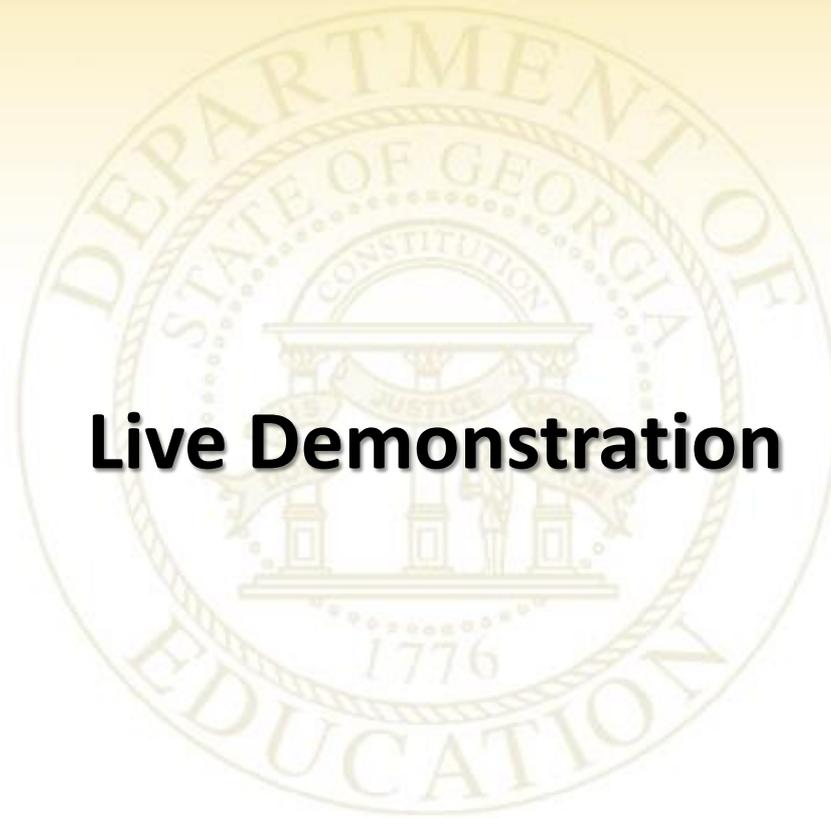
- Gross Data Export for New Hires

- Leave/Substitute Processing

PCGENESIS PERSONNEL SYSTEM OPERATIONS GUIDE

Section E: Enhanced Substitute Pay and Employee Leave System, Topic 2: Leave Payroll Processing





Live Demonstration



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PCG Dist=6791 Rel=15.03.00 11/04/2015 GEJ 001 K\SYSTEM K\SECOND RED

Personnel System PER03P2

FKey Leave Update Menu

- 1 -- Input Employee Leave and Substitute Pay
- 2** -- Import Leave Input Data from CSV
- 3 -- Post Leave Input Data

- 5 -- Display Gross Data
- 6 -- Display Leave YTD\Balance Paycheck Data

- 10 -- Advance Leave
- 11 -- Plan Year Rollover Processing

- 20 -- Load Employee Leave History from Payroll Leave Records
- 21 -- Recalculate Year-to-Date Leave on Payroll Record

F3, F4, F2

12.02.00

Master User list Word PAY MONITOR VEND MONITOR



Live Demonstration



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Compliments of Cynthia Jones



**Thank
You**



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