

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

PC GENESIS PAYROLL

GASBO FY18

Presented By: Katie Green

Table of Contents

1. Quick review (Steps for Setting up a payroll)
2. How to set up a manual Payroll
2. Earning History Adjustment
 - TRS
 - PSERS
3. December Payroll
 - Install Release
 - Update GHI
4. January Payroll
 - Set Up Pay Schedule's

Steps for a Payroll Run

- ▶ Payroll Setup
- ▶ Run pre-payroll reports
- ▶ Update employees with current changes
- ▶ Run post update validation reports
- ▶ Calculate payroll and update YTD
- ▶ Print checks and direct deposits
- ▶ Print registers and create NACHA
- ▶ Print final distribution
- ▶ Post to earnings history and financial

Check and Direct Deposit Menu

PCG Dist=8991 Rel=17.02.00 11/07/2017 DOE 002 CADEVSY5 CASECOND GREEN

Payroll System PAYM0003

FKey **Check and Direct Deposit Menu**

- 1** -- Print Balance Sheets (After Updates)
(Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave)
- 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

Master User List

F15

13.02.00

How to set up a Manual /Void Check Run

YOUR COMPANY NAME HERE

Employee # 1007 Employee Name Charles, Frank Department Pay Ending 09/30/00 Check Date 09/30/00 Check # 1007

Regular OY OY Sick Vacation Holiday Bonus B.Y.P.C.A. Allow. A.Y.P.C.A. Tax Amount Exp. Paid

Hours

Rate Regular OY OY Sick Vacation Holiday Bonus B.Y.P.C.A. Allow. A.Y.P.C.A. Tax Amount Exp. Paid

Amount Total Percentage of Taxes withheld from Gross Pay for Period: 27.84 %

Code	Amount	D.D.	Medicare	Social	City	County	State	Description	Amount
1000	3,000.00	100.00	180.00	115.11				Gross Pay	3,000.00
1001	100.00							Federal Tax	100.00
1002	180.00							Medicare	180.00
1003	115.11							Social Security	115.11
1004								City Tax	
1005								County Tax	
1006								State Tax	
1007								State	10.00
1008								Taxes	285.11
1009	1,115.89							Net Check	1,115.89

YOUR COMPANY NAME HERE
123 MAIN STREET
ANYWHERE, US 10000
0000 000-0000

VOID LINE
VOID LINE
VOID LINE

1007

NINE HUNDRED FOUR AND 00 / 100

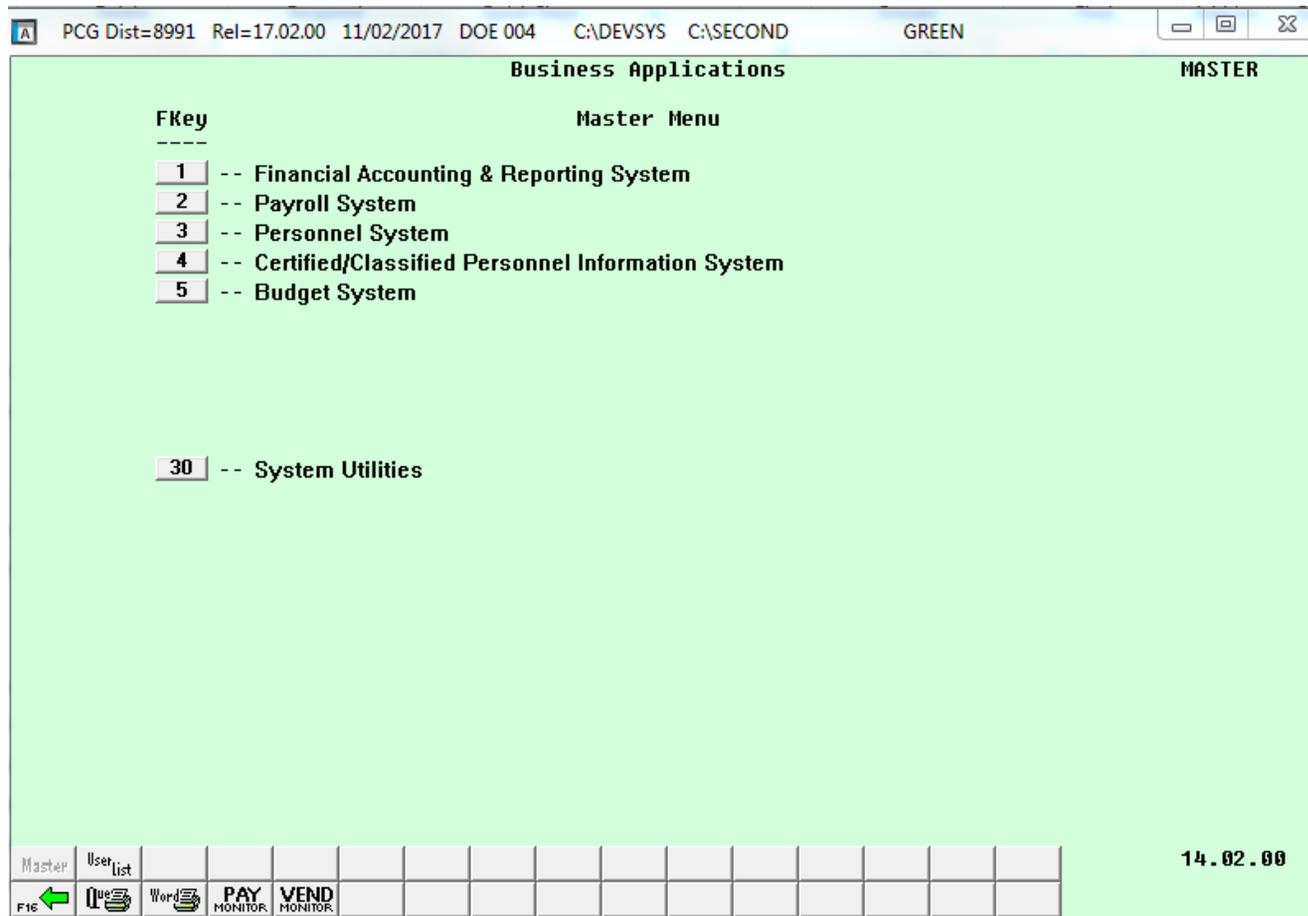
DATE 09/30/00 AMOUNT ** 1115.89

FOR
Charles, Frank
123 Main Street
Any 10000
Atlanta, GA 30001

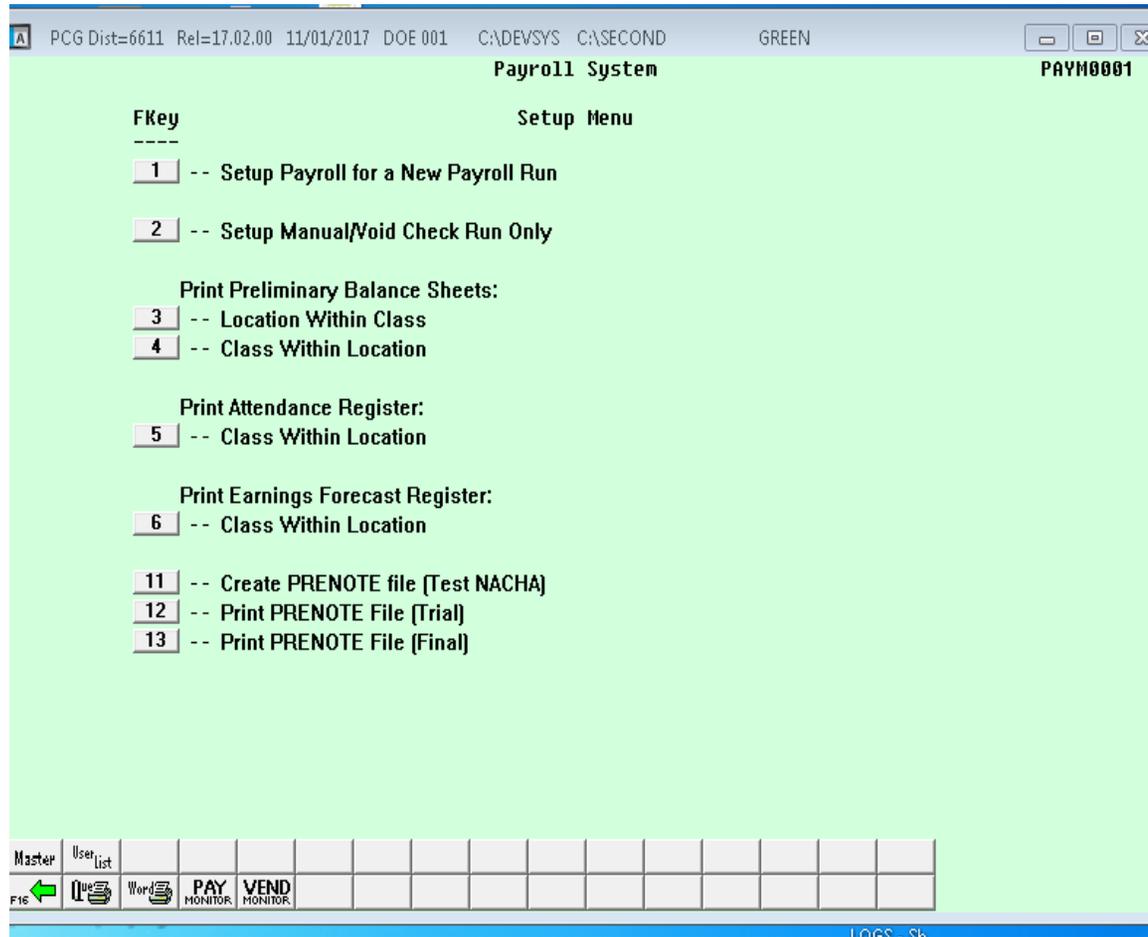
VOID VOID VOID

⑆001007⑆ ⑆555555555⑆ ⑆555-5555555⑆

To set up a Manual/Void Check Run From the Main Menu go to (PF2)



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



Enter in the date that you want to print on your checks. If you are not posting leave press enter

```
PCG Dist=8991 Rel=17.02.00 11/06/2017 DOE 002 CADEVSY5 C:ASECOND GREEN PAYCM501
Setup Manual/Void Check Run Only

This option will process Manual/Void checks without running a Regular Payroll Run.
Payroll Transaction Date: 11/01/2017

The above transaction date represents the date the Payroll transactions
will be posted to the General Ledger accounts during Budget Updates.

Enhanced Substitute Pay and Employee Leave Option:
To post employee leave, enter 'Y' N

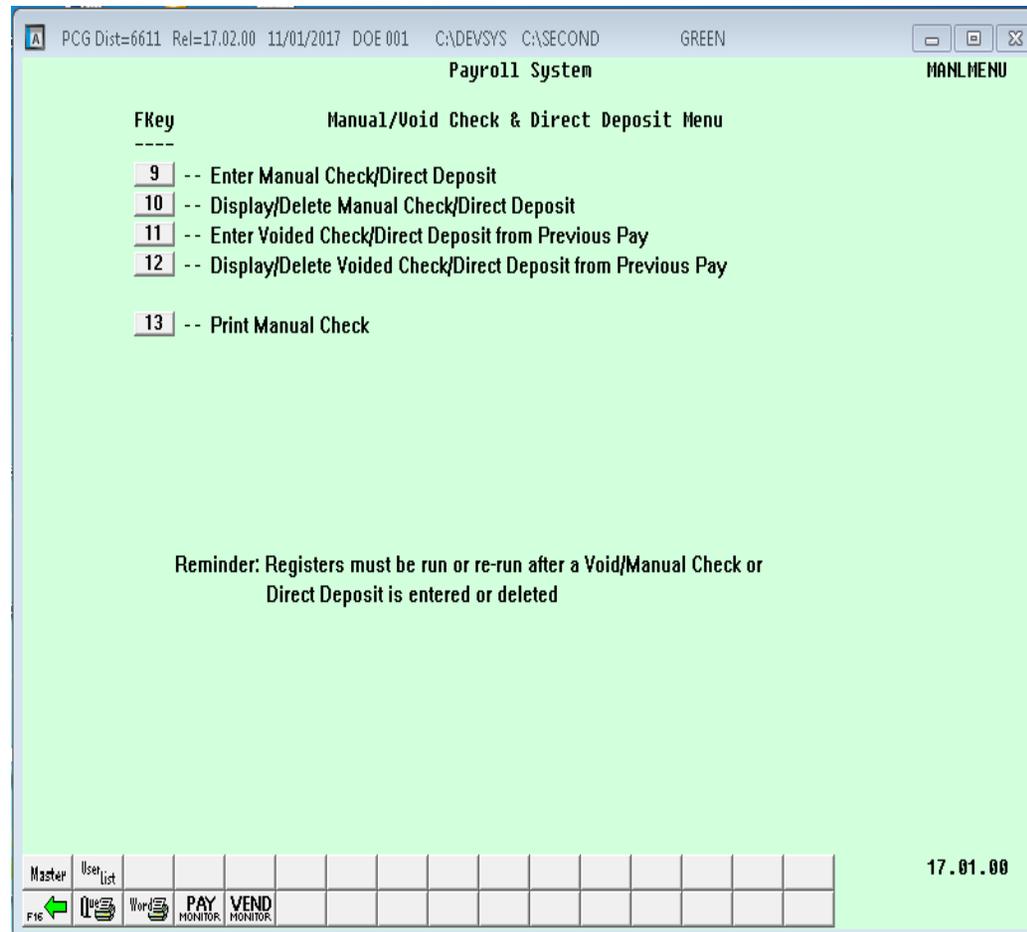
Setting the above option to 'Y' will allow employee leave to be entered, but
will NOT allow substitute pay to be entered during the Manual/Void Check Run.

ENTER=Continue, F16=Exit 13.04.00
```

If you mark Y for leave please see the message then enter

After setup is complete it will take you back to the setup Menu PF16 back to Master Menu. From the Master Menu Use the PF keys below to get Manual/Void & Direct Deposit Menu

- ▶ Payroll System (PF2)
- ▶ Payroll Check and Direct Deposit Menu (PF3)
- ▶ Manual Checks & Voids From Previous Pay Menu (PF9)
- ▶ Then click on (PF9) Enter Manual Check/Direct Deposit



Enter the Employee Name or Employee Number

PCG Dist=8991 Rel=17.02.00 11/02/2017 DOE 004 C:\DEV\SYS CASECOND GREEN

Enter Manual Paycheck **PAYFIND**
Select Employee

Filter not active Current Order
Emp Number

Input: _____

Fkey	Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	Mth
											13

Input Employee Number or Name or SSN - Press Enter Key
F16 to Exit, F18 Clear employee filter
F1-9 = Choose from Selection Above

17.01.00

ENTER ✓	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F15
F16 ←	SET F17	F18	PGUP ▲	PGDN ▼						Help	

Form PF9 Manual/Void

- ▶ Enter the Check Date
- ▶ Enter the Check number
- ▶ Remove the Direct Deposit bank and account number. You can not process a direct deposit check through this process
- ▶ Change FICA to N
- ▶ Our process type is S
- ▶ Our Pay period is the same as check date
- ▶ We are refunding a deduction so we are going to deduction code 17 and refunding the 12.00 put in as negative.
- ▶ Employer Ded N
- ▶ Enter F8 to validate

PCG Dist=8991 Rel=17.02.00 11/01/2017 DOE 002 C:\DEV\SYSD C:\SECOND GREEN

PAYMANL

Annual Check For: Employee 89980 JO4LY, M04GAN 999-08-9980 Loc 0108

Chk Dt 6/01/2017 Bank BK01 Chk No. 800000 DD Bank DD acct

Reg Hr Out-Hr Reg Amt Out Amt

HI ind N FICA N TRS Serv 1 Retire Y TRS DOE Paid ERCON ? Pens code 2 TRS

Proc	Pay Type	Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01	S									6/01/2017
02										6/01/2017
03										
04										
05										

Totals

Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	GHI	Dist	Contract
ICCT 01	17	100	1041	1000	11000	108	1				
ICCT 02	17	100	2111	1000	11000	108	1				
ICCT 03	17	100	1043	1000	11000	108	1				
ICCT 04	17	100	2113	1000	11000	108	1				
ICCT 05	17	100	9990	2400	19100	108	1				

Totals

OASDI Gr	OASDI Amt	HI Gr	HI Amt
Ded 03 N Ded 04 N Ded 09 N Ded 17 N Ded		Ded	Ded
	12.00-		
Ded	Ded	Ded	Ded

*** Gross Pay *** Deductions 12.00- *** Net Pay 12.00 *** NON TAX

Validations passed. Save your changes.

14.03.00

ENTER [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F15]

[F16] [F17] [F18] [Help]

Example of extra hours came in late

PCG Dist=8991 Rel=17.02.00 11/07/2017 DOE 002 CADEVSY5 CA5ECOND GREEN

PAYMANL

Manual Check For: Employee 89518 JASESON, KASHELEEN 999-08-9518 Loc 0195
 Chk Dt 5/31/2017 Bank BK01 Chk No. 500001 DD Bank DD acct
 Reg Hr Out-Hr Reg Amt 500.00 Out Amt
 GHI ind Y FICA Y TRS Serv 1 Retire Y TRS DOE Paid ERCON ? Pens code 0 NO PENSION

Proc	Pay	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay Reas	Pay for Period End
01	S		75.00	75.00	5.74				5/31/2017
02	S		425.00	425.00	32.51				5/31/2017
03									
04									
05									
Totals			500.00	500.00	38.25				

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	GHI Dist	Contract
01	17	514		6030	2400	14200	195	1		.1500	
02	17	514		6030	2900	19100	195	1		.8500	
03	17	514		6030	2400	14200	195	1			
04	00										
05	00										
Totals										1.0000	

OASDI Gr	OASDI Amt	HI Gr	HI Amt
500.00	31.00	500.00	7.25

Ded 03	N Ded 04	N Ded 08	N Ded 36	N Ded 47	N Ded 48	N Ded 50	N Ded 52	N Ded	Ded

*** Gross Pay 500.00 *** Deductions 38.25 *** Net Pay 461.75 *** NON TAX

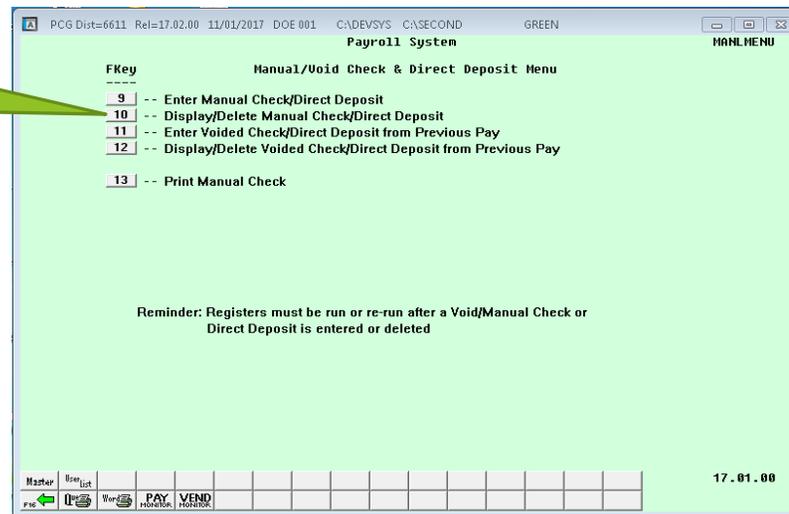
Validations passed. Save your changes.

ENTER [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F15] 14.03.00

[F16] [F17] [F18] Help

After you finish viewing the data FP16 will take you back to Manual/Void & Direct Deposit Menu.

PF10) will allow you to view your check



Click of PF Key

PCG Dist=8991 Rel=17.02.00 11/06/2017 DOE 002 CADEVSY5 CASECOND GREEN

Display/Delete Manual Check/Direct Deposit
Select Employee

Filter not active Current Order Name

Input: _____

Fkey	Name	Empno	SSN	Loc	Cl5	Cert	Pens	ContMo	Job	Stat	Mth
1	HE2NDON, XE2IA	89949	999-08-9949	8012	12	N	5	10	30	A	13

Input Employee Number or Name or SSN - Press Enter Key
F16 to Exit, F18 Clear employee Filter
F1-9 = Choose from Selection Above

17.01.00

Verify all data is correct

PCG Dist=8991 Rel=17.02.00 11/06/2017 DOE 002 CADEVSY5 CASECOND GREEN

MANLUD

Manual Check For: Employee 89949 HE2NDON, XE2IA 999-08-9949 Loc 8001

Chk Date 06/01/2017 Bank BK01 Chk No. 800000 DD Bank DD acct

Reg Hr Out-Hr Reg Amt Out Amt

GHI ind N FICA N TRS Serv 0 Pens code 5 NEW PSERS

Proc	Pay	Type	Type	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Pay	Pay for
										Reas	Period End
01											
02											

05

*** Totals

Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	GHI	Dist	Contract
ACCT 01											
ACCT 02											
ACCT 03											
ACCT 04											
ACCT 05											

Totals

0ASDI Gr	0ASDI Amt	HI Gr	HI Amt
Ded 17 N Ded	Ded	Ded	Ded
12.00-			
Ded	Ded	Ded	Ded

*** Gross Pay *** Deductions 12.00- *** Net Pay 12.00 ***

F18=Delete Rec

17.01.00

After you completed entering your check information it will take you back to Manual/Void & Direct Deposit Menu.

To Print
Check
click on
PF13

PCG Dist=6611 Rel=17.02.00 11/01/2017 DOE 001 CADEVSY5 CA\$ECOND GREEN MANL MENU

Payroll System

Manual/Void Check & Direct Deposit Menu

FKey

- 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

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

17.01.00

Master User List Word PAY MONITOR VEND MONITOR

F10

Click the box to choose the check to print

PCG Dist=8991 Rel=17.02.00 11/06/2017 DOE 002 CADEVSYS CASECOND GREEN

Print Manual Check
This procedure does not print direct deposits. MANLPRT

EmpNo	Employee Name	Pay	Bank	Chk No	Chk Date	DD	Bnk DD Acct	Net Pay
<input checked="" type="checkbox"/>	89949 HE2NDON, XE2IA		BK01	800000	6/01/2017			12.00
	END OF FILE REACHED							

* Asterisk indicates manual check has already been printed or item is a direct deposit.
Select one check to print and ENTER

13.02.00

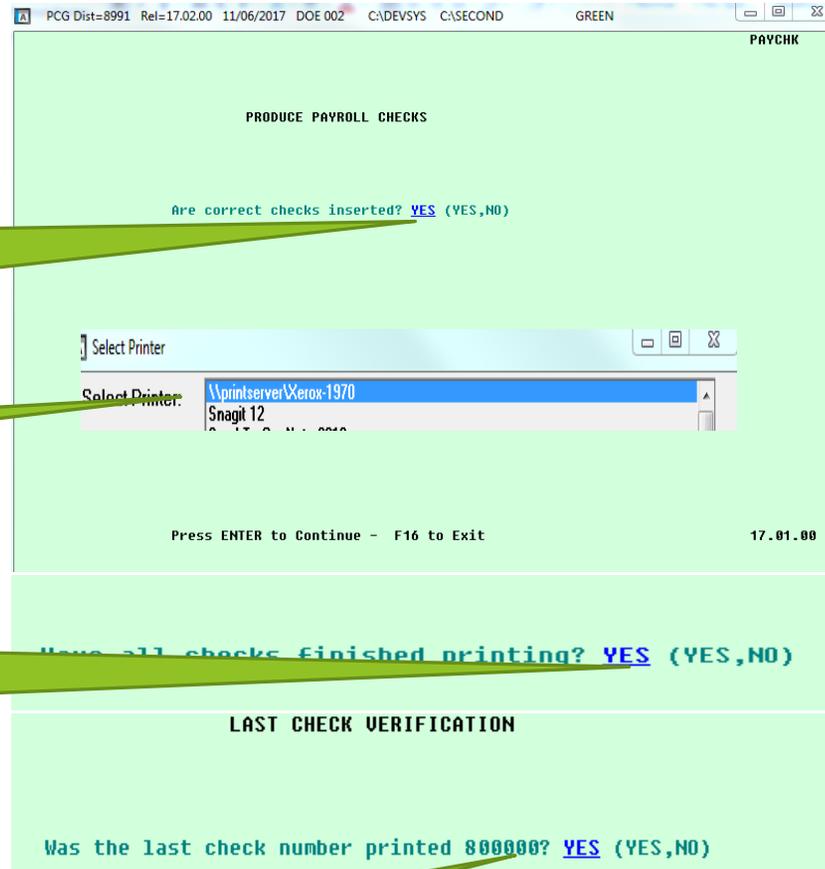
You will receive this Message

YES to PRINT check

 Are you SURE you want to print manual check number 800000 for employee 89949?

Yes No

Click on Yes to print check

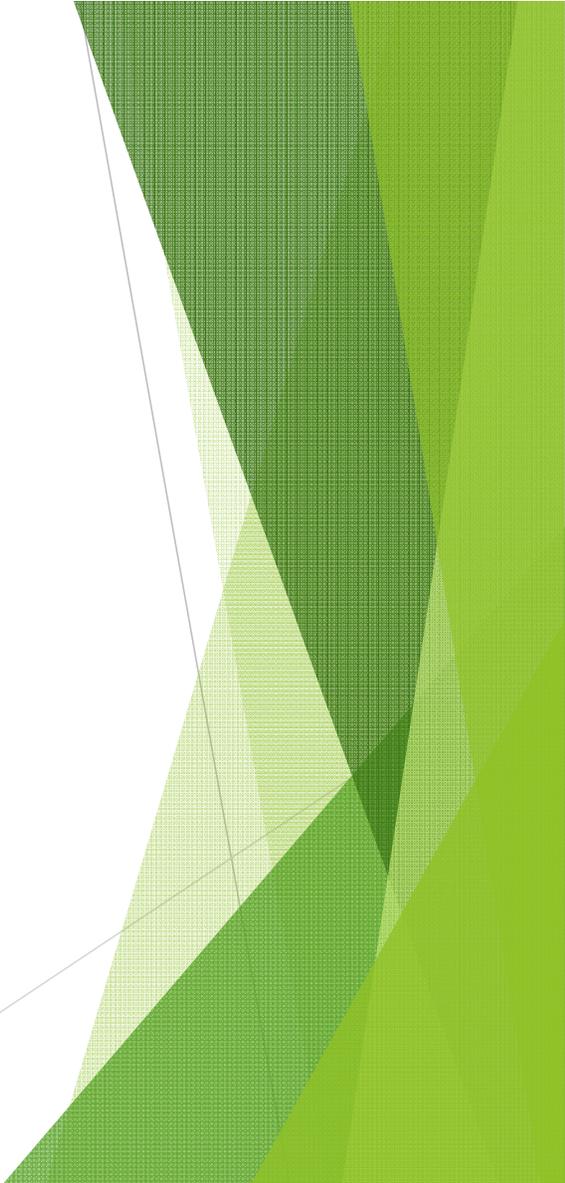


Yes if checks are inserted

Select Printer

Have all checks printed

Verify last check number



After your checks have printed it will take you back to Manual/Void & Direct Deposit Menu.

Click
PF16 to
go back
to the
Check
and
Direct
Deposit
Menu

PCG Dist=8991 Rel=17.02.00 11/06/2017 DOE 002 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 Voided Check/Direct Deposit from Previous Pay
- 12** -- Display/Delete Voided Check/Direct Deposit from Previous Pay

- 13** -- Print Manual Check

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

17.01.00

Master User List

File Queue Word PAY MONITOR VEND MONITOR

Once you have completed printing your check you will go through
The process of closing your payroll like a normal cycle

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

PCG Dist=8991 Rel=17.02.00 11/01/2017 DOE 002 CADEVSY5 CA5ECOND GREEN PAYM0003

Payroll System

Check and Direct Deposit Menu

FKey

- 1 -- Print Balance Sheets (After Updates)
(Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave)
- 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

Master User List

F16 Word PAY MONITOR VEND MONITOR

13.02.00

► Print Final Payroll Distribution (F12)

► Calculates employer paid benefits

► Creates files to post earnings history and budget

The screenshot shows a window titled "Payroll System" with the following details:

- Window Title: PCG Dist=8991 Rel=17.02.00 11/01/2017 DOE 002 CADEVSY5 CA5ECOND GREEN
- System Name: Payroll System
- User ID: PAYM0003
- Menu Title: Check and Direct Deposit Menu

The menu lists the following options:

- 1** -- Print Balance Sheets (After Updates)
[Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave]
- 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

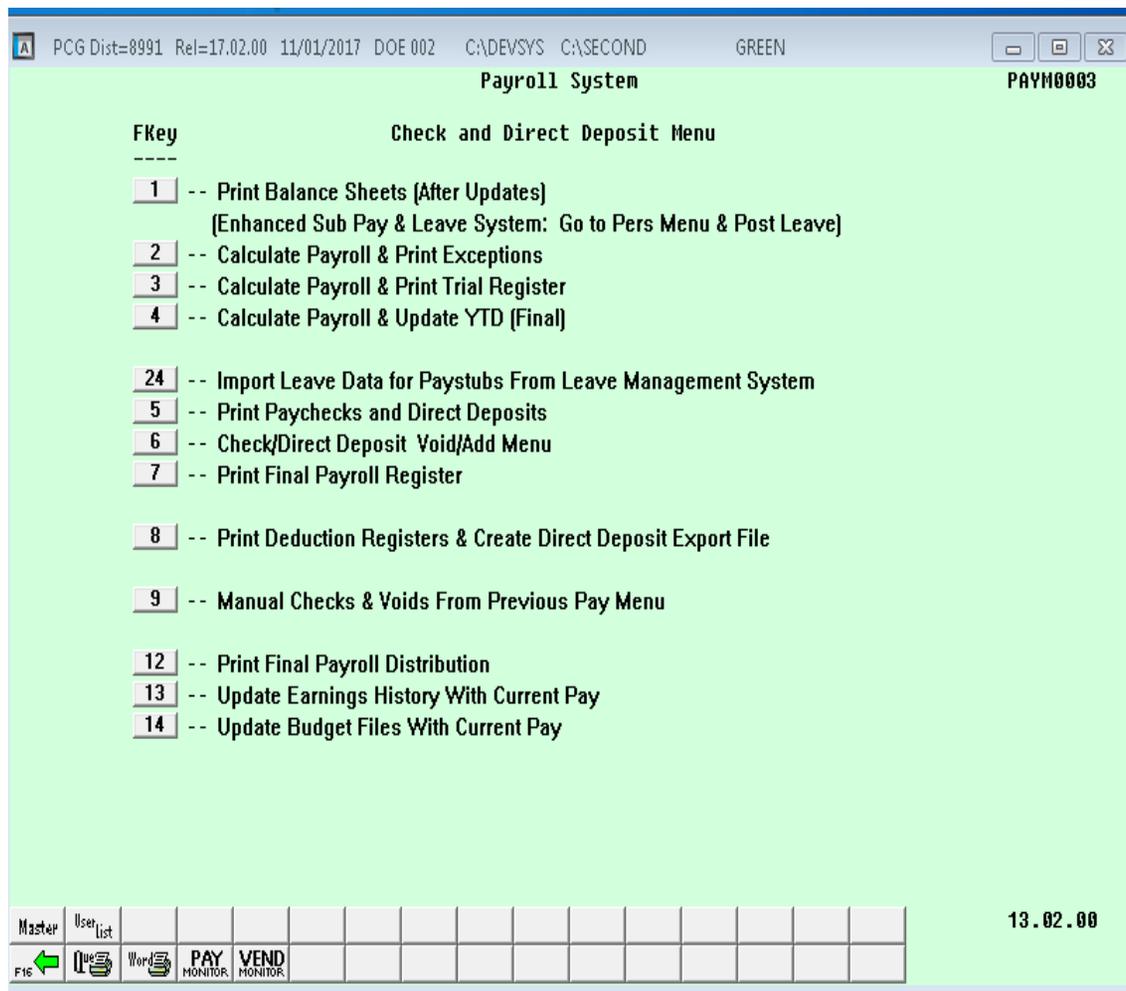
- 12** -- Print Final Payroll Distribution
- 13** -- Update Earnings History With Current Pay
- 14** -- Update Budget Files With Current Pay

At the bottom of the window, there is a toolbar with icons for Master, User List, F16, Word, PAY MONITOR, and VEND MONITOR. The version number 13.02.00 is displayed in the bottom right corner.

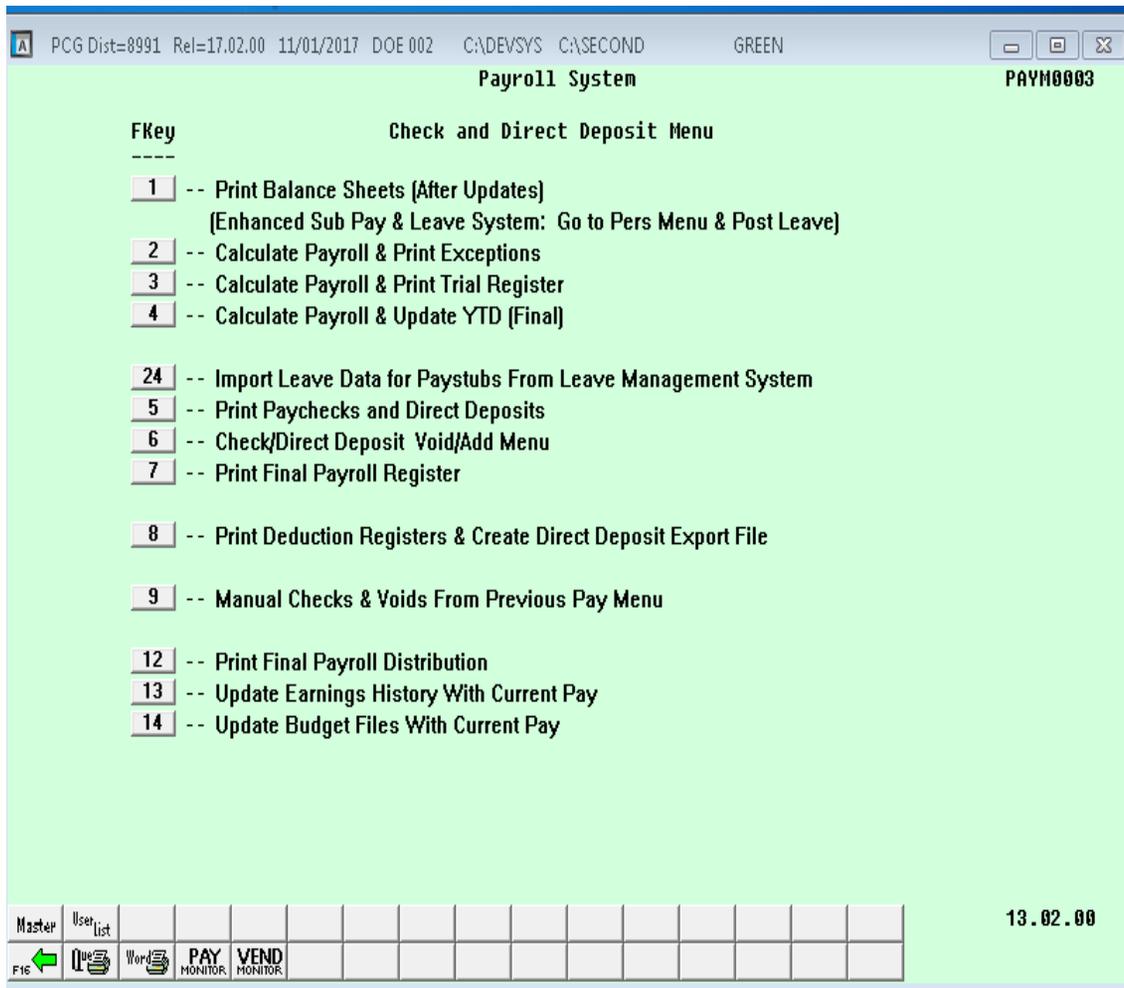
Update Earnings History with Current Pay (PF13)

Behind the scenes

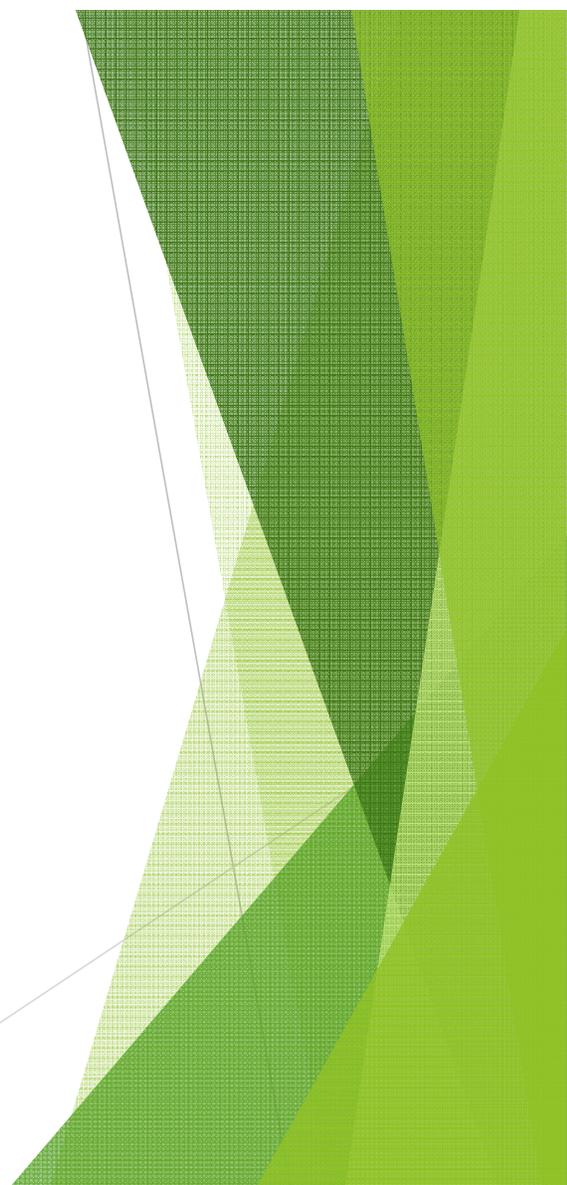
Backup of PAYDATA to PAYDATAQ
Backup of SECOND to SECONQ



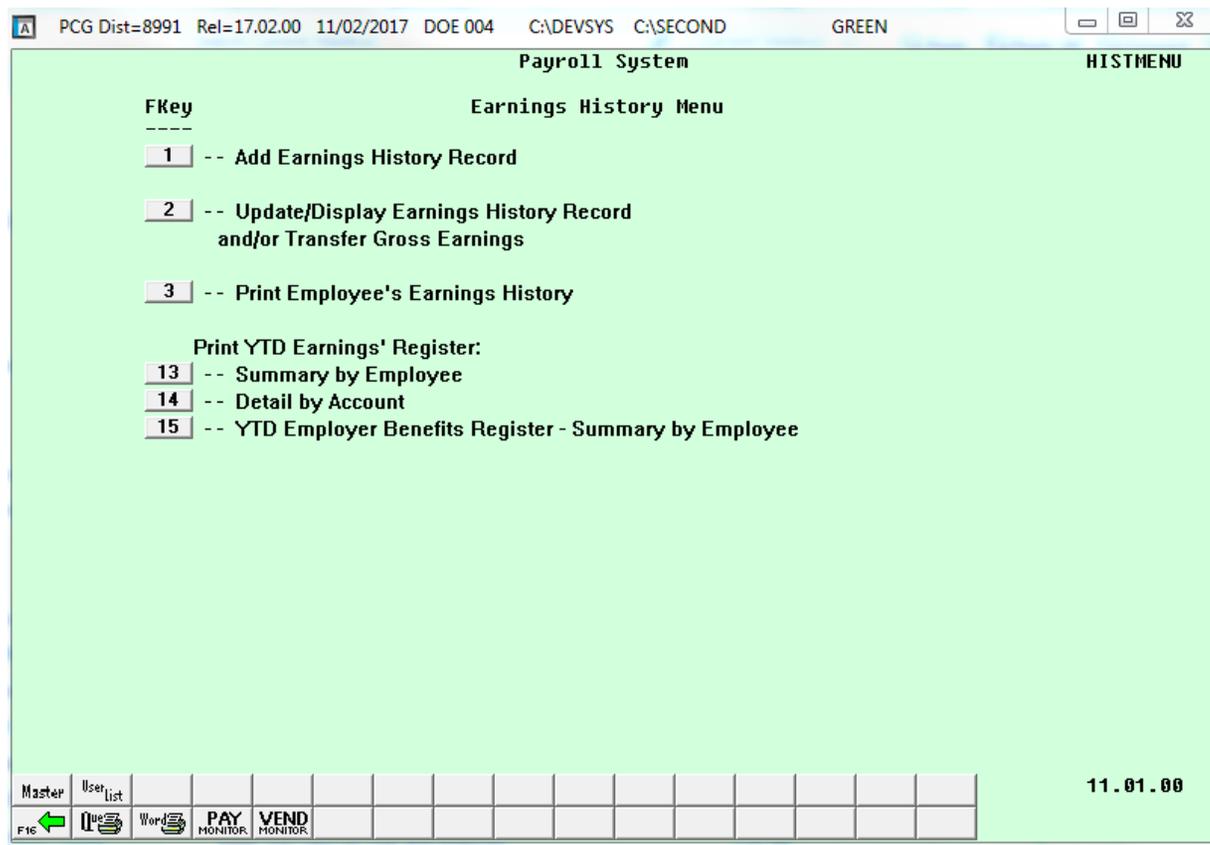
- ▶ Update Budget Files with Current Pay (PF14)
- ▶ Run PF13 and PF14 back to back
- ▶ Payroll is complete



Earning History Adjustment

The right side of the slide features a decorative graphic composed of several overlapping, semi-transparent green geometric shapes, including triangles and polygons, creating a layered, abstract effect.

From the Main Menu (PF2) Payroll System (PF10) Earning History Menu (PF1) Add Earning History Record



Enter an (A) for adjustment Year the quarter and pay period

PCG Dist=8991 Rel=17.02.00 11/02/2017 DOE 004 C:\DEV\SYS C:\SECOND GREEN

Add Earnings History Record **EARNADD**

Enter New Record Type A Empno 87803 Year 20 Quarter 1 Pay Period 1
AC9ER, NU9IA

Type	Required Fields
A = Adjustment Record	Empno Year Quarter (1-4) Pay Period (01-53, 99)
Third Party Sick Pay: N = Nontaxable T = Taxable	
W = W-2 Adjustment	
C = Control Record	Empno

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15

F16 F17 F18 Help

16.03.01

PSERS Earning History Correction

PCG Dist=8991 Rel=17.02.00 11/02/2017 DOE 004 C:\DEVSY S C:\SECOND GREEN

Add Earnings Record for: 87936 - ANSEL, JA3KELYN Qtr 17-1 Pay Prd 01 EARNADD

** Adjustment ** 999-08-7936 Loc 195 Class 15 Cert N Instruc N Type E Pen 1

Federal: Mar Stat S Exemptions 1 W/H Code 0 Fed Amount/% _____ Fed Y
 State: Mar Stat A Allow M[1] D[00] W/H Code 0 State Amount/% _____ State Y
 Chk Dt 01/01/2017 Chk Bank _____ Chk No _____ Pay Sched 12 Chk Type A GHI Y
 AEIC Ind _____ AEIC Paymt _____ Retr suc credit 0 FICA Y
 Reg Hr _____ Out Hr _____ HI Gr _____ OASDI Gr _____ SEC 125 Y
 Reg Amt _____ Out Amt _____ HI Amt _____ OASDI Amt _____ Contract _____

LTyp	PType	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Dist	Reas	Period End
001	S					4.00-	1.0000		1/01/2017
002									
003									
004									
005									
Totals						4.00-	1.00		

Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'1	Bank	DD Account	Net Pay	Annuities
ACCT 001	17	604	9990	3100	18400	195	1		#1 01	11 1111 111531		Ded 1 Co
ACCT 002	00								#2			Ded 2 Co
ACCT 003	00								#3			
ACCT 004	00								#4			
ACCT 005	00								#5			

Ded 03 N Ded 04 N Ded 08 N Ded 47 N Ded 48 N Ded 50 N Ded _____ Ded _____ Ded _____ Ded _____

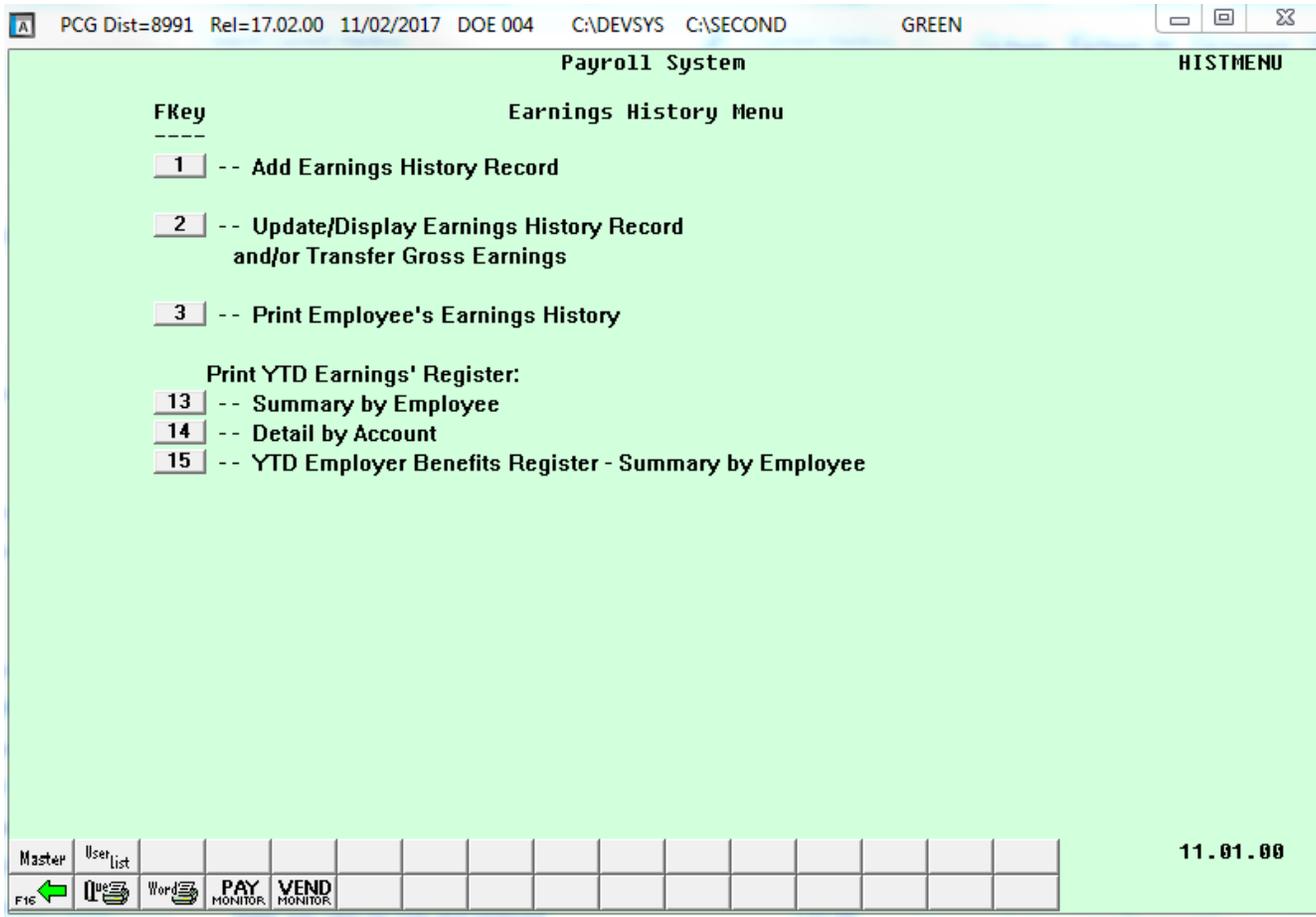
Employer paid deductions: GHI _____ Pension _____ Medicare _____ OASDI _____
 Ded _____ Ded _____ Ded _____ Ded _____ Ded _____ Ded _____ Ded _____ Ded _____ Ded _____

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

Validations passed. Save your changes.
 Location 000195

16.03.01

From the Main Menu (PF2) Payroll System (PF10) Earning History Menu (PF1) Add Earning History Record



Add Earnings History Record

EARNADD

Enter New Record Type A Empno 87803 Year 20 Quarter 1 Pay Period 1
AC9ER, NU9IA

Type

- A = Adjustment Record
- Third Party Sick Pay:
 - N = Nontaxable
 - T = Taxable
- W = W-2 Adjustment
- C = Control Record

Required Fields

- Empno
- Year
- Quarter (1-4)
- Pay Period (01-53, 99)

- Empno

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

16.03.01

TRS Earning History Correction

PCG Dist=8991 Rel=17.02.00 11/02/2017 DOE 004 C:\DEVSY S C:\SECOND GREEN

Add Earnings Record for: 87803 - AC9ER, NU9IA Qtr 17-1 Pay Prd 01 EARNADD

** Adjustment ** 999-08-7803 Loc 195 Class 02 Cert N Instruc I Type E Pen 2

Federal: Mar Stat M Exemptions 0 W/H Code 0 Fed Amount/% _____ Fed Y
 State: Mar Stat B Allow M[0] D[00] W/H Code 0 State Amount/% _____ State Y
 Chk Dt 01/01/2017 Chk Bank _____ Chk No _____ Pay Sched 12 Chk Type A GHI N
 AEIC Ind _____ AEIC Paymt _____ Retr suc credit 1 FICA Y
 Reg Hr _____ Out Hr _____ HI Gr _____ OASDI Gr _____ SEC 125 Y
 Reg Amt _____ Out Amt _____ HI Amt _____ OASDI Amt _____ Contract _____

LTyp	PTyp	Tot	Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Dist	Reas	Period End
001	Z					200.35	12.02			11/01/2016
002	Z					200.35	12.02			12/01/2016
003	Z					200.35	12.02			1/01/2017
004	Z					200.35	12.02			1/01/2017
005	-									
Totals						801.40	48.08			

ACCT	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Bank	DD Account	Net Pay	Annuities
ACCT 001	17	100	-	1011	1000	14000	195	1		#1 01	11 1111 111567		Ded 1 Co
ACCT 002	17	100	-	1021	1000	14000	195	1		#2			Ded 2 Co
ACCT 003	17	100	-	1021	1000	14000	195	1		#3			
ACCT 004	17	100	-	1011	1000	14000	195	1		#4			
ACCT 005	17	100	-	1021	1000	14000	195	1		#5			

Ded 03 N Ded 04 N Ded 17 N Ded 36 N Ded 50 N Ded 57 N Ded _____ Ded _____ Ded _____ Ded _____

Ded _____ Ded _____ Ded _____ Ded _____ Ded _____ Ded _____ Ded _____ Ded _____ Ded _____ Ded _____

Employer paid deductions: GHI _____ Pension 500.00 Medicare _____ OASDI _____
 Ded _____ Ded _____ Ded _____ Ded _____ Ded _____ Ded _____ Ded _____ Ded _____ Ded _____

*** Gross Pay _____ *** Deductions 48.08 *** Net Pay 48.08- *** NON TAX _____

Validations passed. Save your changes.
 Location 000195

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

16.03.01

REPORT DATE 10/27/2017

EARNINGS HISTORY REGISTER FOR 10/01/17 THRU 10/31/17

PAGE 1

ERROR REPORT

REG. HR.	OVT. HR.	REG. GR.	OVT. GR.	GROSS	CONTRACT	PENS GR.	OASDI GR.	HI GR.	GHI GR.	NET
EMP #: 33059		NMME: [REDACTED]		2,497.09		2,497.09	3,035.38-	2,497.09 M		2,101.29
284.45 /03	113.51 /04	149.83 /82	188.20-/85	36.21 /86						

**** MEDICARE ONLY RECORD CONTAINS OASDI AMOUNTS ****

REPORT ID: HISTPAT
REPORT DATE: 10/31/2017

PAYROLL EARNINGS HISTORY DETAIL - (SINGLE EMPLOYEE)

* ACTIVE *

LOC- 1 CLASS- 7 INSTR-I TYPE-F GHI-N
 SEX-F ETHNIC- 2 MARITAL STAT-M PAY SCH. #-12 PAYCYCLE-1
 BIRTH- 3/04/1977 HIRE- 8/29/2017 RENIRE- TERM- REASON-
 CREDIT UNION: PENS- TRS .0600
 FED# EXEMPT 0 WITHHOLD CD- 0 AMT / % .00 MAR. STAT M CHECK/DD? DD
 ST ALLOW M-0 D-00 WITHHOLD CD- 0 AMT / % .00 PERS STAT A CUR PAY PD 12
 STATE 33194.00 LOCAL .00 OTHER SEC 125 Y ASIC
 ANN1 DED 01/CO 00 FEDERAL-Y STATE-Y FICA/MED-M
 ANN2 DED 02/CO 00 ANN3 DED 06/CO 00 ANN4 DED 00/CO 00 ANN5 DED 00/CO 00

ACCOUNT	PAY CODE	RATE	REG-HR	OVT-HR	REG-GR	OVT-GR
18-402-0-1750-1000-11000-03010-000000	S				2497.09	

** EARNINGS HISTORY PERIOD COVERED - 01/01/2017 THRU 10/31/2017 **

CHK DATE	STATUS	TRN DATE	TOT GROSS	HI-GR	OASDI-GR	GHI-GR	GHI %	NET	BANK	CHECK
09/29/2017	I / C		2511.90	2511.90	2511.90			1768.14	0022	017228
S		9/29/2017	2497.09	2497.09	2497.09					
Q		8/31/2017	14.81	14.81	14.81					
Employer deductions:										
422.25 /82	155.74 /85	36.42 /86								
09/01/2017	I / M	9/29/2017	523.48	523.48	523.48			442.63	0022	017215
B		9/01/2017	523.48	523.48	523.48					
		9/01/2017	523.48-	523.48-	523.48-					
		9/01/2017	523.48	523.48	523.48					
Employer deductions:										
32.46 /85	7.59 /86	33.15 /03	7.65 /04							
10/31/2017	I / C		2497.09	2497.09	3035.38-			2101.29	0022	268405
S		10/31/2017	2497.09	2497.09	2497.09					
		149.83 /82	188.20-/85	36.21 /86	284.45 /03	113.51 /04				
Employer deductions:										
419.76 /82	188.19-/85	36.21 /86								

TOTAL GROSS 5,532.47 TOTAL DEDUCTIONS 1,220.41 TOTAL NET 4,312.06

** YTD ACCUMULATION PERIOD - 01/01/2017 THRU 10/31/2017 **

ACCOUNT	GROSS	REG-HRS	OVT-HRS	REG-GROSS	OVT-GROSS	CONTRACT	FICA-GR	FICA-AMT	PENS-GR	PENS-AMT
18-402-0-1750-1000-11000-03010-000000	5532.47			5532.47			5532.47	80.22	5008.99	300.55
TOTAL YTD	5532.47			5532.47			5532.47	80.22	5008.99	300.55

** FISCAL ACCUMULATION PERIOD - 01/01/2017 THRU 10/31/2017 **

ACCOUNT	GROSS	CONTRACT	TRF-GR	OLDERS-GR	NEWERS-GR	OPSERS-GR	NPSERS-GR
18-402-0-1750-1000-11000-03010-000000	5532.47		5008.99				
TOTAL FISCAL	5532.47		5008.99				

YTD DED-03 604.14 YTD DED-04 235.50

The Following steps should
be taken to prepare for
December 2017 Payroll



Release
17.03.01 will
be available
11/30/2017

November, 2017 Payroll Completion Instructions

Install this release after completing the November 2017 payroll(s). Install this release before executing F4 - Calculate Payroll and Update YTD for the December 2017 payroll.

The following steps should be taken to prepare for the **December 2017** payroll:

1. Install release **17.03.01**.
2. Print Benefit Plan/Option/Tier records by using F2, F9, F9. Enter the date range as **01/01/2018** through **12/31/2018**. Verify the **2018** rates.
3. Download the open enrollment file from the DCH/ ADP website.
4. Import open enrollment GHI option and tier elections by using F3, F13, F6.
5. Set state health deduction amounts for active employees by using F3, F13, F8. Set the deduction effective date to **01/01/2018**.

When updating the SHBP deductions amounts for active employee's Run in Trail mode
Do not forget to go back and run in again with the Trail mode set to N.

PCG Dist=8991 Rel=17.02.00 11/03/2017 DOE 001 C:\DEVSY C:\SECOND GREEN PER0150

Set State Health Deduction Amount For Active Employees
(All substitutes are skipped)

Trial mode to verify changes prior to updating? Y
Reduce premium amount by normal employer paid share? N
Split premium according to employee's pay schedule? N

Set deductions to rates in effect on: 11/03/2017 01/01/2018

The following SHBP system deductions will be modified by this process:

Ded Code	Ded Desc	Emplr Ind	Emplr Amt
8	NONCERTIFIED MERIT	N	
9	CERTIFIED MERIT	N	
42	BOARD MEMBER MERIT	N	

ENTER = Validate PF16 = Exit

ENTER ✓ F8 F15

F16 ←

17.01.00

The Following steps should
be taken to prepare for
January 2018 Payroll



December, 2017 Payroll Completion Instructions

Install this release after completing the December 2017 payroll(s). Install this release **before executing F4 - Calculate Payroll and Update YTD** for the January 2018 payroll.

2017 Year-End Closing Information

- Do install Release 17.04.00 after completing December payroll(s). It must be installed before printing W-2, 1095-C, and 1099-MISC forms.
- Do read the release overview. Many changes are included in this release.
- **Do not set up for January payroll until all W-2s are verified.** It may be necessary to run another December payroll to make W-2 corrections.
- Do follow the steps on the Calendar Year End Checklist included in the release:
Instructions_for_Release_170400.pdf
- Do not remove a vendor from 1099 status if any claims have been selected for a 1099-MISC. Otherwise, you will receive a fatal error when printing the 1099-MISC forms.

The following steps should be taken to prepare for the **January 2018** payroll:

1. Install release **17.04.00**.
2. Set up the pay schedules for the new calendar year (F2, F13, F1).
3. Change the payroll year in the Payroll Identification record (F2, F13, F3, F9).
4. Verify all tax settings on the Tax/Withholding/Control Menu (F2, F13, F3).
5. Reset employee calendar year-to-date amounts to zero (F2, F13, F5, F1).
6. Process calendar year 2017 W-2 statements.
7. Process calendar year 2017 1095-C statements.
8. Process calendar year 2017 1099-MISC statements.

Release
17.04.00 will
be available
12/29/2017

Setting up pay
schedules
(PF2) (PF13)
(PF1)



No of pays for Tax Calc should be 12 if you have one payroll a month

PCG Dist=8991 Rel=17.02.00 11/05/2017 DOE001 CADEVSY S C:\SECOND GREEN

***** Calendar Year Pay Schedule ***** PAYS

Year: 18 Pay Schedule #: 12 * SCHEDULE IN PROGRESS *
No. OF Pays For Tax Calc: 12 Max No. OF Pays Per Year: 13
Description: PAYROLL 2018
Current Pay Period: 1 No. of days between Pay Dates: 30
SCHEDULE COMPLETE INDICATOR : N

1). <u>011518</u>	2). <u>021418</u>	3). <u>031618</u>	4). <u>041518</u>
5). <u>051518</u>	6). <u>061418</u>	7). <u>071418</u>	8). <u>081318</u>
9). <u>091218</u>	10). <u>101218</u>	11). <u>111118</u>	12). <u>121118</u>
13). <u>123118</u>			

**** Add Mode ****

(ENTER)-Add Record F1-Reenter F11-Sort Dates F31-Generate Dates

ENTER ✓	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	CREATE F13	F15
F16	F17	F18									Help		F31	

17.01.00

The End

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