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"Making Education Work for All Georgians"

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MEMORANDUM

TO: PCGenesis System Administrators
FROM: Steven Roache, Senior Information Systems Manager
SUBJECT: Release 14.01.00 – Miscellaneous Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 14.01.00*.

PCGenesis supporting documentation is provided at:

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

March, 2014 Payroll Completion Instructions

Install this release after completing the March 2014 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the April 2014 payroll.

Action Required

A problem was reported to the PCGenesis help desk concerning the *Reset YTD Amounts to Zero* function (F2, F13, F5, F1). This program was not resetting the calendar YTD amounts for net pay, retirement, HI and OASDI to zero as it should on the *Update/Display YTD/Fiscal Data* (F2, F2, F7) causing the FICA calculation to be incorrect for highly compensated employees. This problem was addressed with a Portal Notification Message sent to our client base on January 8, 2014. If you did NOT follow the instructions in the Portal Notification Message, please be sure to execute the steps in *Section C: After PCGenesis Release 14.01.00 Has Been Installed* of this installation notice. Failure to follow these instructions may cause the FICA tax to be underwithheld for highly compensated employees.

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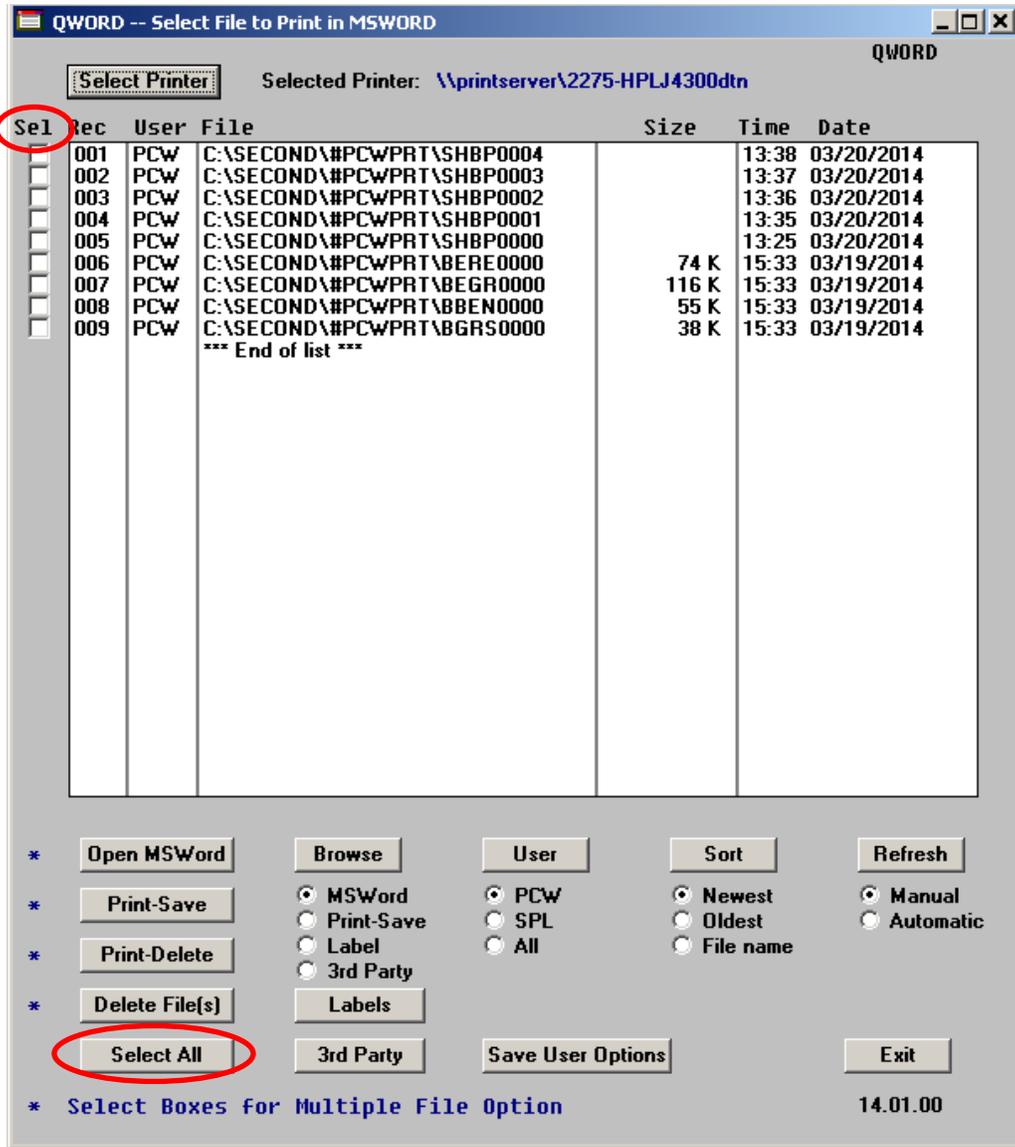
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Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. New Features for the Microsoft® Word Print Queue

A new *Select All* button () has been added to the *PCGenesis Microsoft® Word Print Queue* (accessed via the  button from any PCGenesis menu).



The new feature allows multiple print files to be processed from the print queue at the same time. Four buttons work in conjunction with the *Sel* (Select) check box. The *Open MSWORD* button (**Open MSWord**), the *Print-Save* button (**Print-Save**), the *Print-Delete* button (**Print-Delete**), and the *Delete File(s)* button (**Delete File(s)**) will allow multiple files to be processed at the same time. A new *Select All* button (**Select All**) will allow all print files to be selected or deselected at once.

To select a print file or files for deletion or printing, the check box to the left of the print file(s) must be selected. When selected, the check box displays a check () to identify the print file's selection for up to 29 print files. The multiple file selection feature is not available when there are more than 29 print files.

Other recent new features include:

- The *Select All* button (**Select All**) allows all print files to be selected or deselected at once.
- The *Open MSWORD* button (* **Open MSWord**) allows the user to view the document(s) in Microsoft® Word. (The asterisk indicates this function works with the multiple-select feature.)
- The *Print-Save* button (* **Print-Save**) allows the user to print the document(s) and then save the document(s) in the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *Print-Delete* button (* **Print-Delete**) allows the user to print the document(s) and then delete from the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *Delete File(s)* button (* **Delete File(s)**) allows the user to delete the document(s) from the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *3rd Party* button (**3rd Party**) allows the user to print the document for use by a 3rd party without any PCL (printer control language) codes.
- The *Labels* button (**Labels**) allows the user to print mailing labels using the *QWord* process on AVERY 5162 label stock.

The *PCGenesis Microsoft® Word Print Queue* is a powerful feature which allows users to quickly display and view PCGenesis reports in a readable format in Microsoft® Word. For users who have not implemented the *PCGenesis Word Print Queue*, Microsoft® Word macros must be installed on each user's individual computer. In order to access the instructions necessary for installing the Microsoft® Word macros, users may access the following link or call the PCGenesis Help Desk for instructions:

http://www.gadoe.org/Technology-Services/PCGenesis/Documents/A1_QWordMacro2010.pdf

A1.2. QWORD Desktop Shortcut

A desktop shortcut has been added to the directory *K:\PCGICON* which will allow a user to access QWORD from their desktop instead of from within the PCGenesis menu. This will allow users to access the QWORD utility from their C: drive. This is especially helpful when users access PCGenesis via terminal server.



A2. PCGenesis Budget System

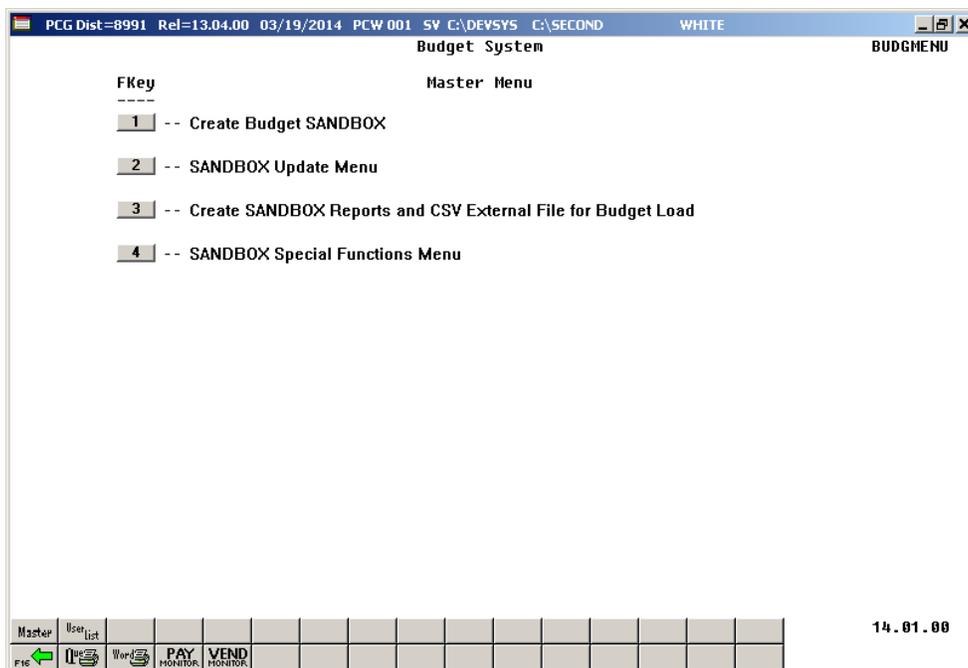
A2.1. Announcing PCGenesis Budgeting System

The Department of Education is pleased to announce the development of a PCGenesis Budgeting System for payroll salaries and employer benefits. The preliminary code for a new budgeting system is included in release 14.01.00. While the programs have been updated, this system is still evolving, and is not yet available to all users. The new budgeting system will be piloted at one test site starting in April 2014. If your district would like to participate in the pilot, please call the PCGenesis help desk to request the opportunity of being a test site. PCGenesis development anticipates that the new system will be available for the rest of our user base by July 2014.

With this release, we want to give our users a “first look” at the new PCGenesis budgeting system. Using the new budgeting system will be optional. Sites may continue to use their existing methods or a third party for budgeting for as long as they like. Highlights of the new PCGenesis budgeting system are detailed in the sections below.

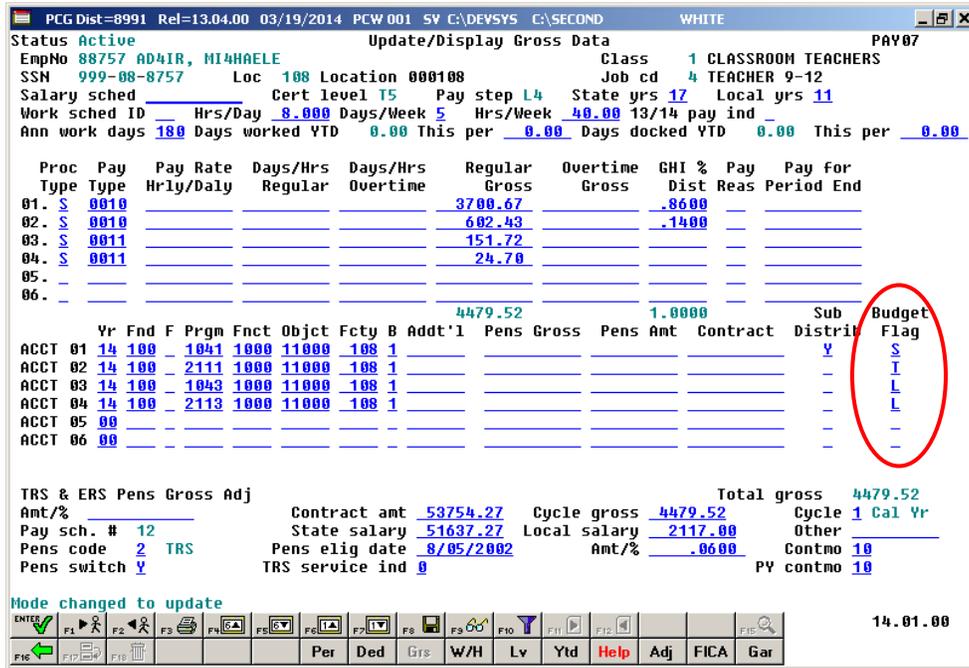
The concept of the budgeting system is to create a “playground” or “sandbox” with copies of the appropriate employee and system files so that a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a CSV external file that will be used for loading the budget on the financial side. By utilizing the concept of a “playground” or “sandbox”, users may execute a variety of “what if” scenarios to model various budget outcomes.

Every time the user accesses the *Create Budget SANDBOX* option (F1 on the menu below), a new copy of the SANDBOX directory is built by copying the payroll file and other accompanying files into the directory *K:\SECOND\SANDBOX* and applying the budgeting parameters. The *Create Budget SANDBOX* option can be run as many times as desired, and each time the user can apply a new set of parameters to the employee data.

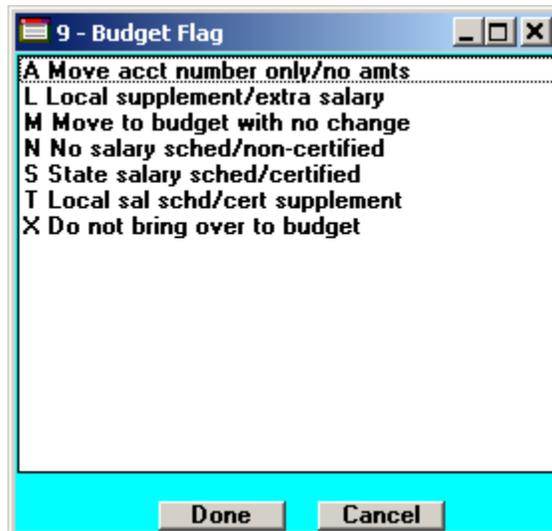


A2.1.1. Budget Flag on Payroll Gross Data Screen

The budgeting parameters which are applied to the employee salary data are dependent on a new field defined on the *Update/Display Gross Data* screen for the employee (F2, F2, F4). The **Budget Flag** field on each account line determines what formulas are applied to generate new salary amounts in the budget SANDBOX directory.



Payroll Gross Data Screen with Budget Flag Field



Drop down for Budget Flag Field

Valid values for the **Budget Flag** are as follows:

- A** = Move the account number over to the budget, but do NOT bring over any amounts.
- L** = Budget as a local supplement/extra salary. Apply either an amount or percent increase or decrease to the line salary or the line rate.
- M** = Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.
- N** = Budget as state salary, but do not apply a salary schedule. Apply either an amount or percent increase or decrease to the line salary or the line rate.
(Usually used for non-certified employees)
- S** = Budget as state salary using the state CPI salary schedule.
(Used for the ‘S’ account lines of certified employees only)
- T** = Budget as local supplement using a local salary schedule.
(Used for the ‘S’ account lines of certified employees only)
- X** = Do not bring the account line over to the budget process.
(Generally used for substitute pay, etc.)

Spaces Do not bring the account line over to the budget process.

A2.1.2. Create Budget SANDBOX

When the *Create Budget SANDBOX* option is run, the *Create Budget SANDBOX* screen allows the user to define the budgeting parameters for **Budget Flag** values of ‘S’, ‘T’, ‘N’, and ‘L’, as shown below. The data on the *Create Budget SANDBOX* screen is saved so that the user can remember what parameters were used on the prior budget run.

For lines with a **Budget Flag** of ‘S’, the user specifies the CPI state salary schedule year to use, and also specifies whether or not to increment the employees’ local and state years. The user may also specify the number of work days for certified employees. Since the CPI state salary schedule is based on 190 days per calendar year, if the number of work days is less than 190, the annual salary on the CPI state salary schedule is prorated accordingly.

For lines with a **Budget Flag** of ‘T’, the user specifies the local salary schedule year to use, and also specifies the number of work days for certified employees. Since the local salary schedule is based on 190 days per calendar year, if the number of work days is less than 190, the annual salary on the local salary schedule is prorated accordingly.

For lines with a **Budget Flag** of ‘L’ (budget as a local supplement/extra salary) or with a **Budget Flag** of ‘N’ (budget as state salary, but do not apply a salary schedule), the user can apply either an amount or percent increase or decrease to the salary or the rate on the account line.

The screenshot shows a terminal window titled "Create Budget Sandbox" with the following content:

```

PCG Dist=8991 Rel=13.04.00 03/19/2014 PCW 001 SV C:\DEVSY5 C:\SECOND WHITE BUDDATE
Create Budget Sandbox

Enter the following budget parameters for type S (Salary schedule used to budget) lines:
  Enter year for salary schedule:      2014 (CCYY)
  Increase local and state years?      Y (Y or N)
  Number of work days for certified employees: 180

Enter the following budget parameters for type T (Local schedule used to budget local
supplement) lines:
  Enter year for salary schedule:      2014 (CCYY)
  Number of work days for certified employees: 190

Enter the following budget parameters for type N (No salary schedule used to budget) lines:
  Salary lines (S, B, Y, Q): Amount change 10.00 - or - Percentage change 0.0000
  Hourly lines (D, H, A, X, P): Amount change 0.00 - or - Percentage change 0.5000

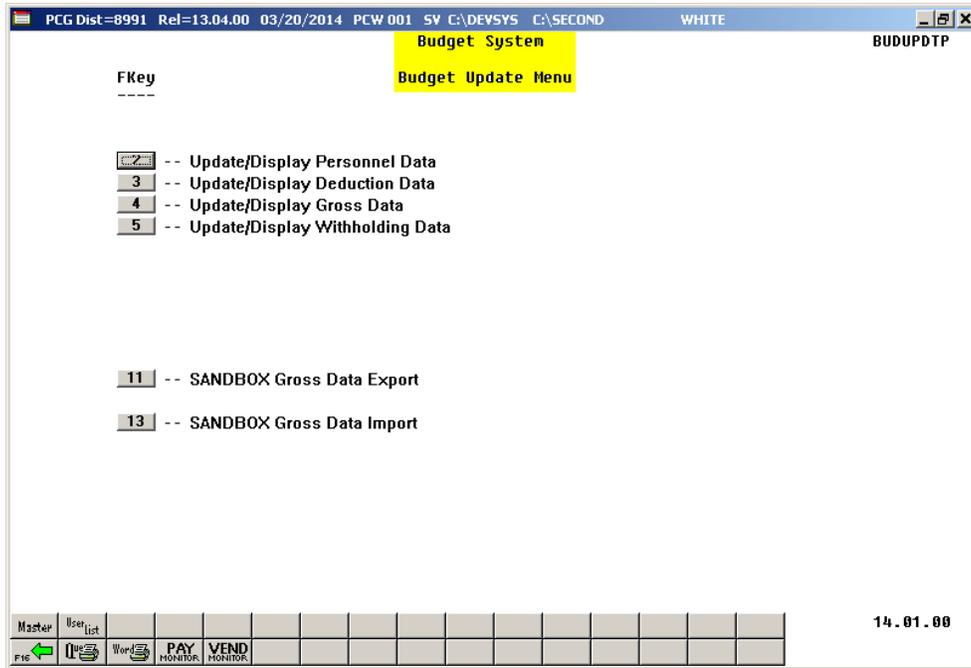
Enter the following budget parameters for type L (Local supplement/extra salary) lines:
  Salary lines (S, B, Y, Q): Amount change 0.00 - or - Percentage change 0.1000
  Hourly lines (D, H, A, X, P): Amount change 0.50 - or - Percentage change 0.0000

ENTER = Continue, F16 = Exit
14.01.00
  
```

Create Budget Sandbox Screen

A2.1.3. Budget Update Menu

Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees’ gross data salary lines from the *Budget Update Menu* shown below. This menu allows the user to modify employee information in the SANDBOX directory including personnel data, deduction data, gross data, and withholding data. The user can also export the SANDBOX gross data, make modifications on a spreadsheet, and then import the SANDBOX gross data back into the PCGenesis budgeting system. Since the SANDBOX employee information is in the budget “playground” or “sandbox”, any changes made within the budgeting system do not affect the regular payroll files, and will have no impact on the current scheduled payroll cycle.



Budget Update Menu

An example of an employee's *SANDBOX - Update/Display Gross Data* screen from within the Budget System is shown below.

PCG Dist=8991 Rel=13.04.00 03/19/2014 PCW 001 SV C:\DEV5YS C:\SECOND WHITE

Status Active **SANDBOX - Update/Display Gross Data** PAY07

EmpNo 88757 AD4IR, MI4HAELE Class 1 CLASSROOM TEACHERS
 SSN 999-08-8757 Loc 108 Location 000108 Job cd 4 TEACHER 9-12

Salary sched _____ Cert level T5 Pay step L4 State yrs 18 Local yrs 12
 Work sched ID _____ Hrs/Day 8.000 Days/Week 5 Hrs/Week 40.00 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 Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI % Dist	Pay Reas	Pay For Period	End
01.	S	0010			4303.11		.8600			
02.	S	0010			9.67		.1400			
03.	S	0011			166.89					
04.	S	0011			27.17					
05.										
06.										
					4506.84		1.0000			

Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens	Contract	Sub	Budget
ACCT 01	14	100	1041	1000	11000	108	1						Y	S
ACCT 02	14	100	2111	1000	11000	108	1							I
ACCT 03	14	100	1043	1000	11000	108	1							L
ACCT 04	14	100	2113	1000	11000	108	1							L
ACCT 05	00													
ACCT 06	00													

TRS & ERS Pens Gross Adj

Amt/%		Contract amt	53754.27	Cycle gross	4479.52	Total gross	4506.84
Pay sch. #	12	State salary	51637.27	Local salary	2117.00	Cycle	1 Cal Yr
Pens code	2 TRS	Pens elig date	8/05/2002	Amt/%	.0600	Other	
Pens switch	Y	TRS service ind	0			Contno	10
						PY contno	10

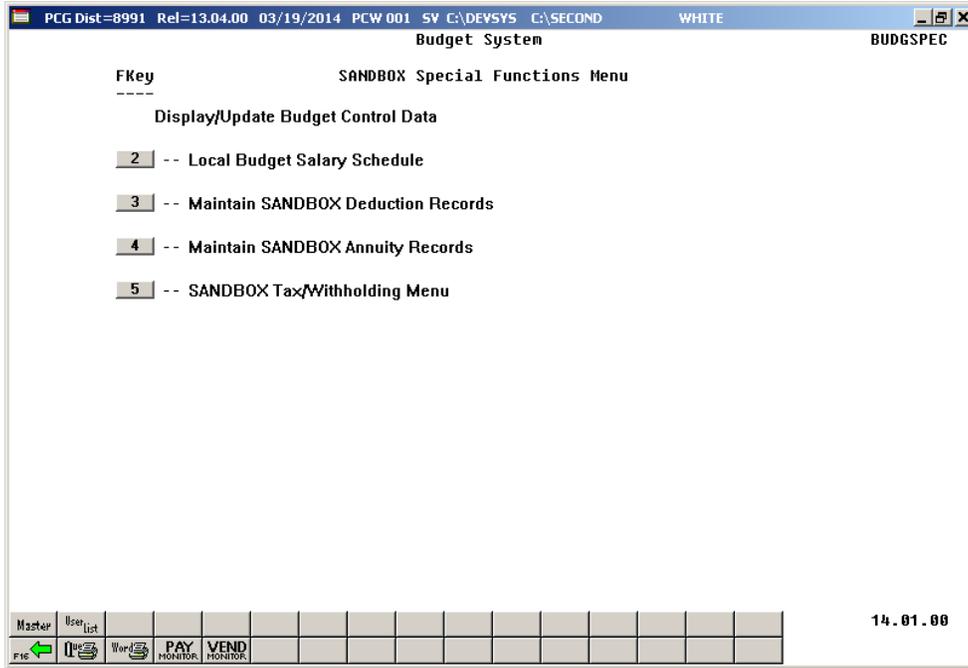
Mode changed to update

14.01.00

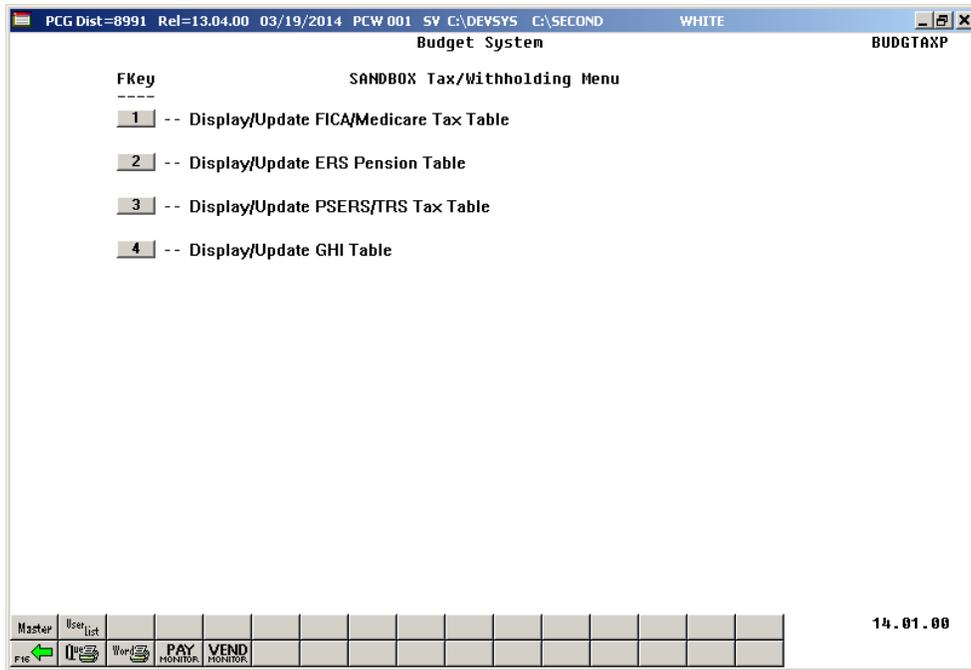
Sandbox Gross Data Screen

A2.1.4. SANDBOX Special Functions Menu

The user may want to anticipate rate changes to employer benefits for the upcoming budget year. The *SANDBOX Special Function Menu* allows the user to set up a local budget salary schedule (used in conjunction with the **Budget Flag ‘T’** option on the *Payroll Gross Data* screen), maintain SANDBOX deduction records, maintain SANDBOX annuity records, and maintain SANDBOX tax records. These options allow the user to change the employer contribution amounts or percentages for system deductions and/or system annuity companies. The user can also change the employer rates for FICA, ERS, TRS, or GHI.



SANDBOX Special Functions Menu

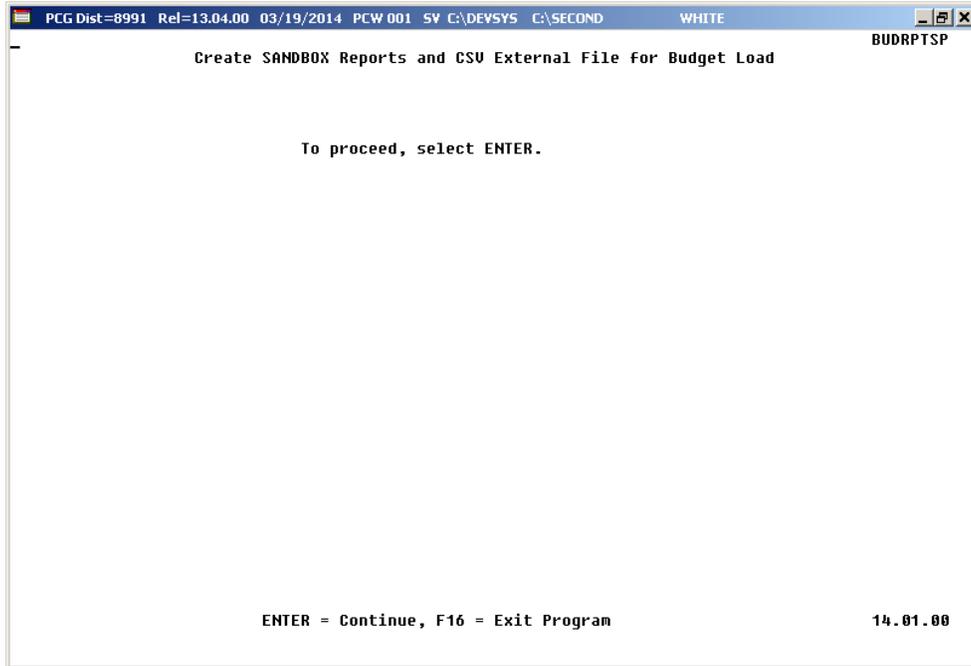


SANDBOX Tax/Withholding Menu

For example, the user may be able to anticipate a change to the GHI employer premium amounts in the coming budget year. With the new budgeting system, users have the ability to modify the employer rates in the budget “playground” or “sandbox”. Again, any changes made to employer rates within the budgeting system do not affect the regular payroll files, and will have no impact on the current scheduled payroll cycle.

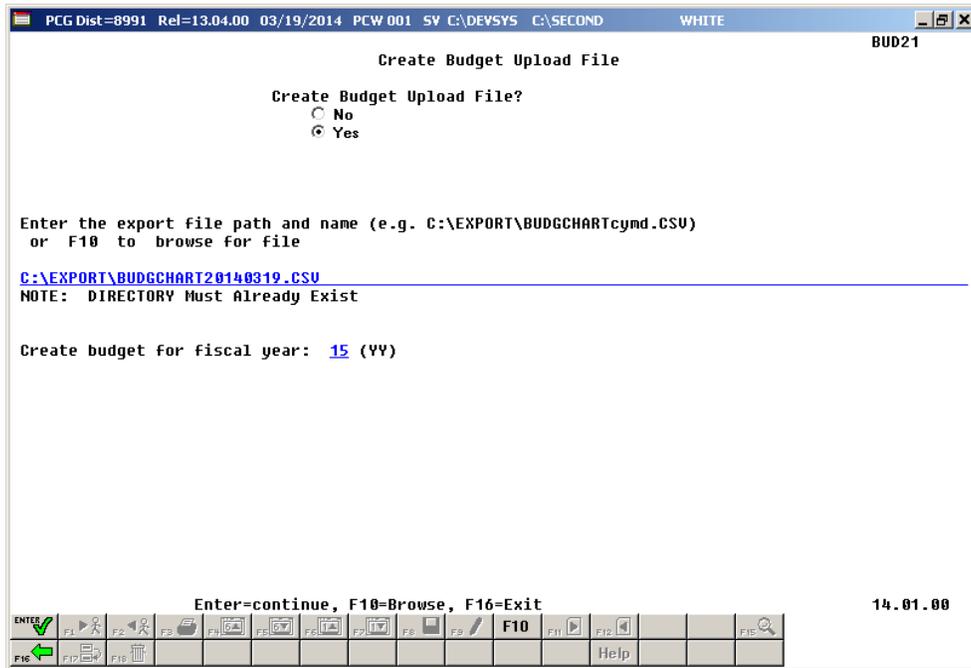
A2.1.5. Create SANDBOX Reports and CSV External File for Budget Load

Once the user has finished making all necessary changes to the SANDBOX employee data and the SANDBOX employer rates, the user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option, as shown below. This option will generate a series of budgeting reports, and will also allow the user to create a CSV external file that can be used for loading the budget on the financial side.



Create SANDBOX Reports and CSV External File for Budget Load – Screen 1

The user can specify the location of the CSV external file, and can also specify the fiscal year for the budget file, as shown below.



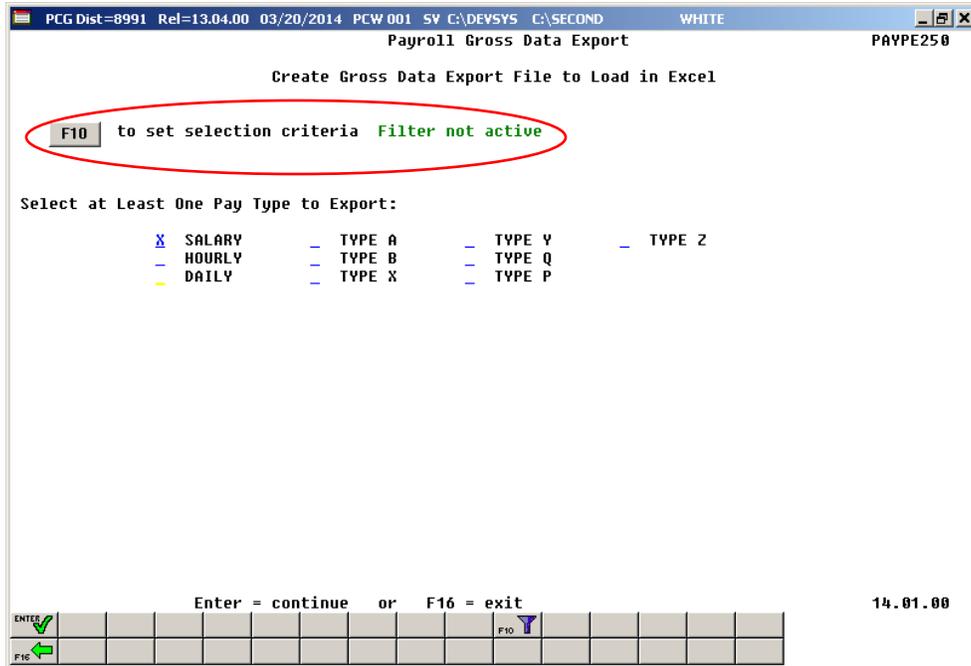
Create SANDBOX Reports and CSV External File for Budget Load – Screen 2

The user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again, using different gross data amounts on the employee records and different employer rates on the *SANDBOX Special Function Menu*. The budgeting system will update the budget numbers with each iteration, allowing users to run any variety of budget scenarios until the budget parameters are finalized and the CSV external file is uploaded to the financial system at which point the budget is complete.

A3. Payroll System

A3.1. Gross Data Export

The *Payroll Gross Data Export* option (F2, F13, F8, F1) now allows the user to select employee records by using the  (F10 – Set Employee filter/Set filter condition) function. This will allow gross data to be exported for a selected group of employees, when desired, instead of always all employees. Also, the new **Budget Flag** field has been added to the Gross Data Export csv file in Column AD.



A3.2. GHI Change File for State Health Benefits

A new feature has been added to the *Monthly/Quarterly/Annual/Fiscal Reports Menu* called the *GHI Change File for State Health Benefits* option (F2, F5, F4). This function allows users to easily create and/or view employee changes reported in the *State Health AUF file*. This function will facilitate creating the *State Health AUF file* by allowing users to create a required change record needed by State Health, or allowing users to view existing employee change records in the file.

GHI Change File for State Health Benefits

A3.3. Direct Deposit File Processing

Before, the *Payroll Exceptions Report* (F2, F3, F2) did NOT indicate a fatal exception when an employee's direct deposit was defined with an invalid bank code. Now, if an employee has an invalid direct deposit bank code on their *Update/Display Withholding Data* screen, a fatal error will occur. Also, the payroll process does not create a direct deposit to an incorrect bank when the direct deposit bank has been deleted from the *Alpha Description File*.

A3.4. Pension Eligible Date Required Field

The **Pension Eligible Date** is now a required field for TRS/PSERS/ERS employees. This will reduce the number of filing errors with the pension agencies which require a **Pension Eligible Date** on the submission file.

A3.5. Reset YTD Amounts to Zero

A problem was been reported to the PCGenesis help desk concerning the *Reset YTD Amounts to Zero* function (F2, F13, F5, F1). This program was not resetting the calendar YTD amounts for net pay, retirement, HI and OASDI to zero as it should on the *Update/Display YTD/Fiscal Data* (F2, F2, F7). This problem is corrected in this release.

A4. Financial Accounting and Reporting (FAR) System

A4.1. 1099-MISC Alignment

The 2013 1099-MISC “Copy A” form had an alignment problem with the vendor address field. The “Copy A” is the 1099-MISC copy sent to the IRS. There was not a problem with the “Copy B” vendor copy and the “Copy C” employer copy. If the school system filed their 1099-MISC forms electronically with the IRS and did NOT submit a paper copy to the IRS, then there was not a problem. However, if the school system sent the “Copy A” form to the IRS, the vendor address field was misaligned. This problem has been corrected in this release.

A4.2. Budget Master: Account Activity Detail List

A new option has been added to the *Budget Master: Account Activity Detail List* (F1, F9, F3, F1) procedure to allow the user to exclude accounts with zero activity. This option will create shorter reports and require less paper for printing.

The screen below shows the new option on the *Budget Master: Account Activity Detail List*:

A4.3. Vendor Master Maintenance

An **E-Verify Number** and an **E-Verify Authorization Date** have been added to the *Vendor Maintenance* screen (F1, F14, F1). The **E-Verify Number** must be between 4 and 6 numerical digits only. This number is provided by the Federal government and is required under the provisions for the Immigration and Reform Act submission. The **E-Verify Number** and an **E-Verify Authorization Date** on the *Vendor Maintenance* screen are available for informational purposes only.

A4.4. System Control Record

The school district's **E-Verify Number** and an **E-Verify Authorization Date** have been added to the *System Control Information* screen (F1, F13, F12). The **E-Verify Number** must be between 4 and 6 numerical digits only. This number is provided by the Federal government and is required under the provisions for the Immigration and Reform Act submission. The **E-Verify Number** and an **E-Verify Authorization Date** on the *System Control Information* screen are available for informational purposes only.

Also, a 4 digit charter district number has been added to the system control record. This is required for charter schools reporting into Financial Review.

Section B: Installation Instructions for Release 14.01.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 14.01.00* before performing any work in PCGenesis for the day, proceed to *B2. Install PCGenesis Release*. In addition to its current labeling, also label the prior evening’s backup CD/DVD/tape as “**Data Backup Prior to Release 14.01.00**”. Continue to use the backup CD/DVD/tape in the normal backup rotation.

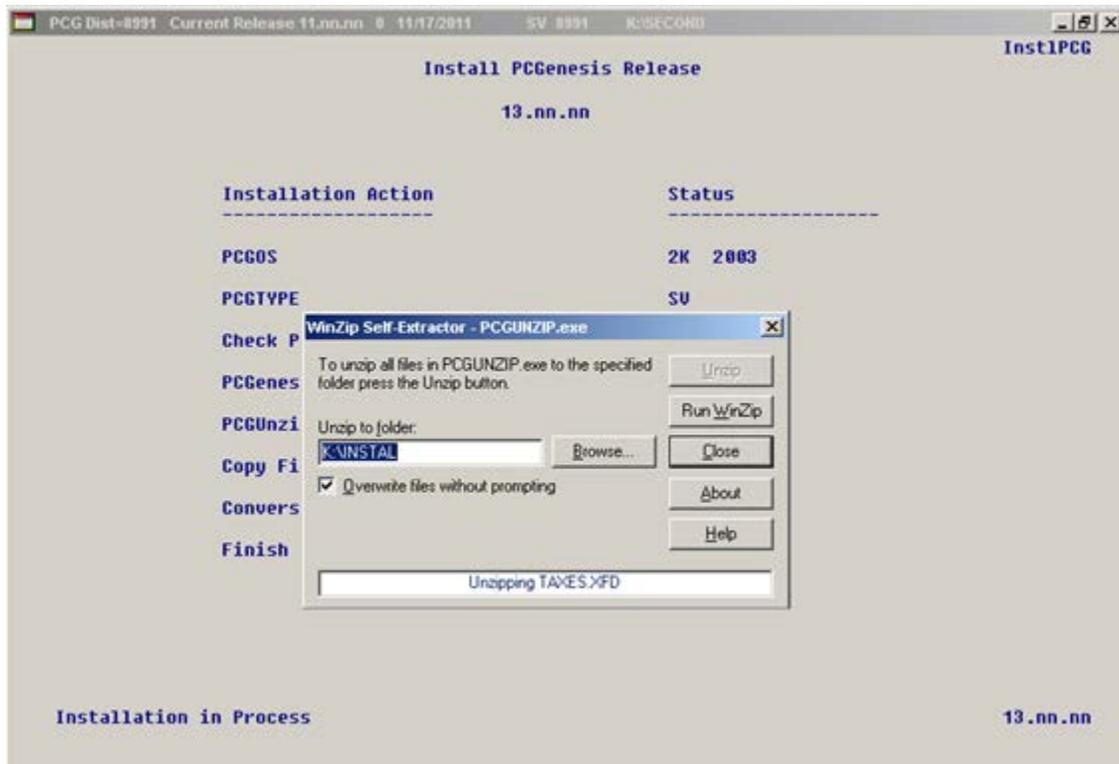
Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ Full System Backup Prior to Release 14.01.00 ”.
5	Proceed to <i>B2. Install PCGenesis Release 14.01.00</i> .

B2. Install PCGenesis Release 14.01.00

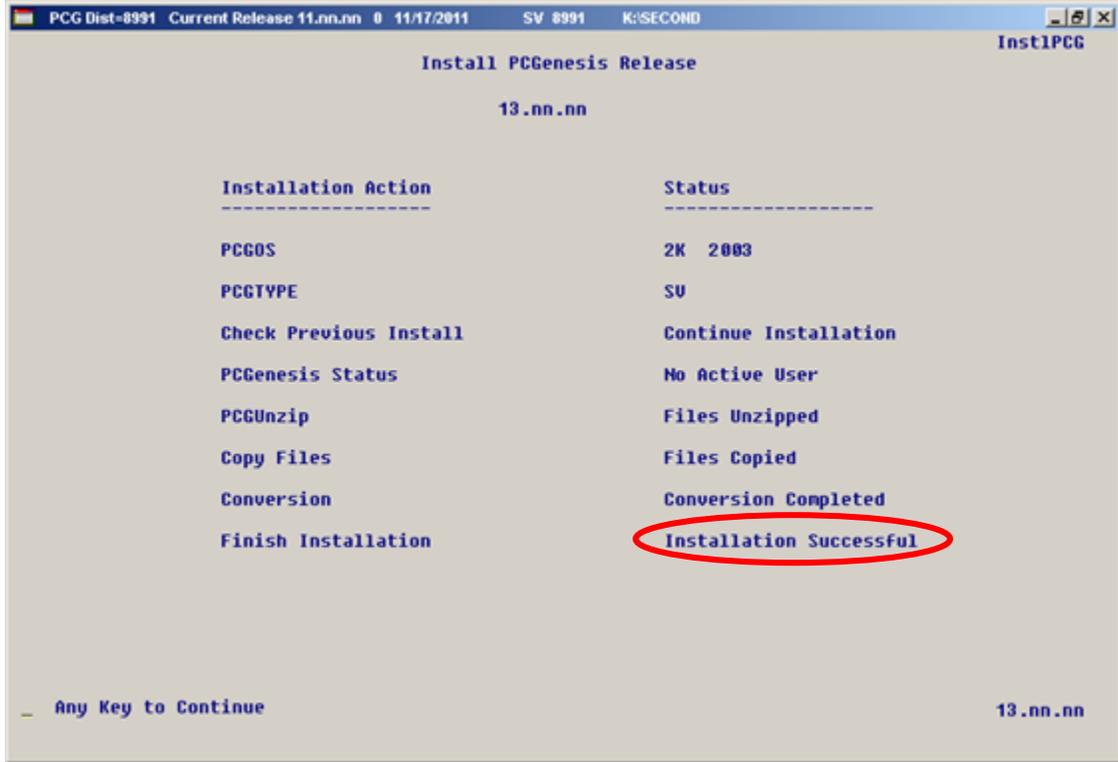
FROM THE PCGENESIS SERVER

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer.
3	Navigate to the K:\INSTAL directory.
4	Verify PCGUNZIP.EXE , RELINSTL.BAT , and INSTLPCG display. <i>If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.</i>
5	Double-click RELINSTL.BAT to perform the installation. <i>A status screen will display showing the release steps as they are completed.</i>

A screen will display showing the progress of the installation:

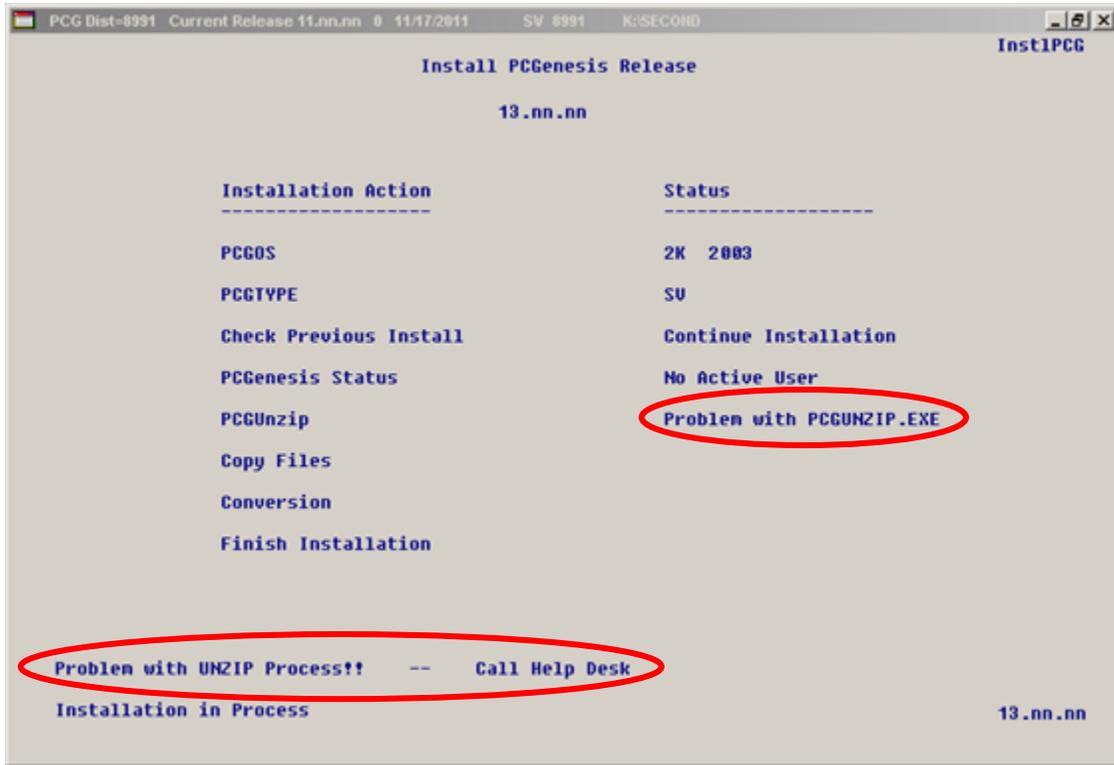


For PCGenesis Release 14.01.00 successful installations, the following message displays:



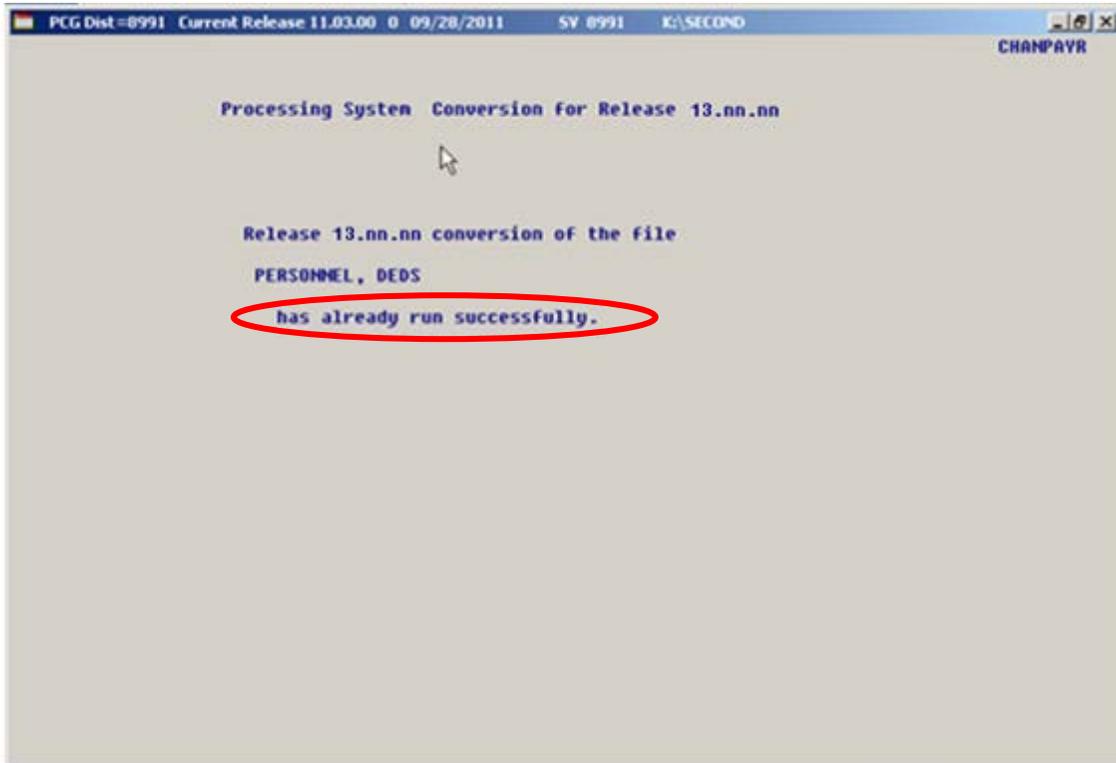
Step	Action
6	Select Enter to close the window.
7	<p>If the installation was successful: Proceed to B3. <i>Verify Release 14.01.00 Was Successfully Installed.</i></p> <p>If the installation was unsuccessful: Proceed to Step 8.</p>

A problem message displays if an error occurred:

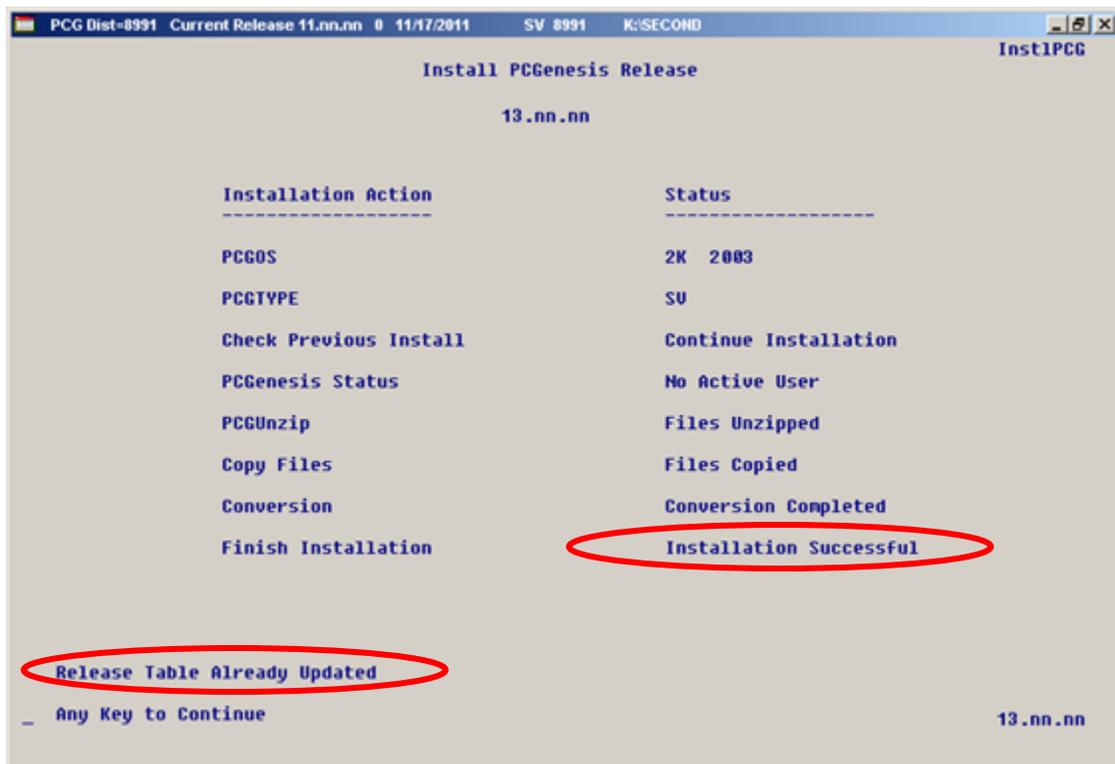


Step	Action
8	Select F16 to close the window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
10	<i>Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.</i>

A warning message will display if the release installation is repeated:



A warning message will display if the release installation is repeated, but in this case, the installation is considered successful. In this instance, select any key to continue:

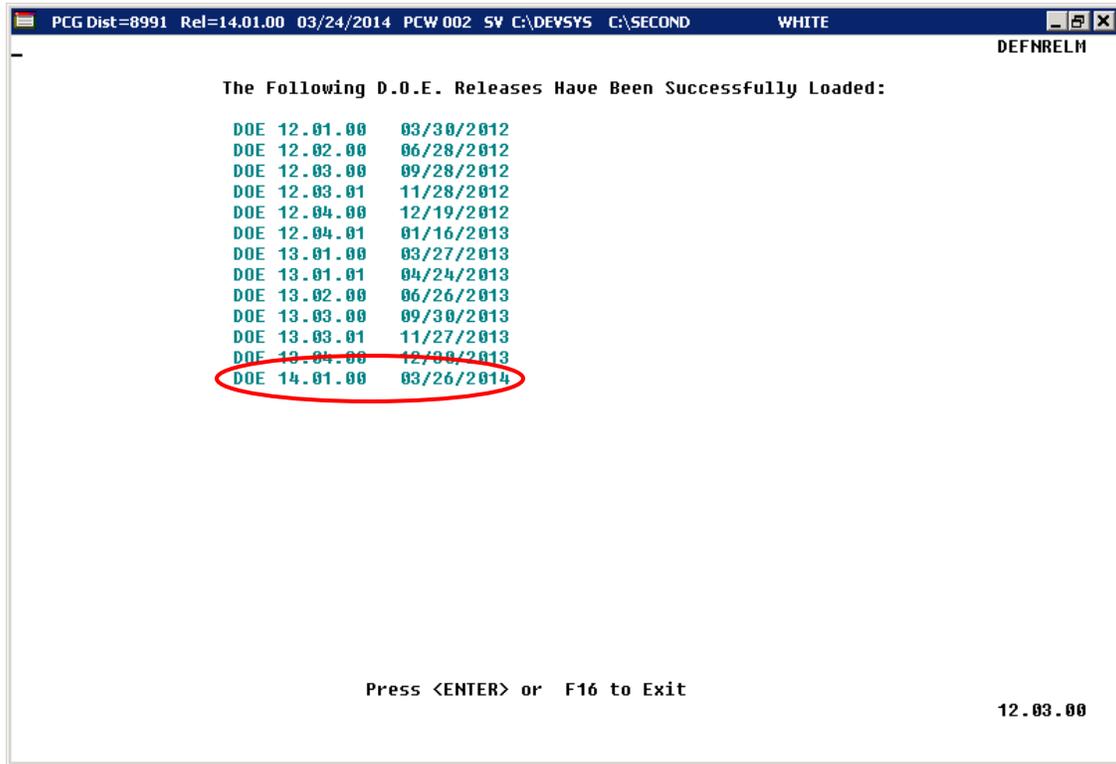


Step	Action
11	Proceed to B3. <i>Verify Release 14.01.00 Was Successfully Installed.</i>

B3. Verify Release 14.01.00 Was Successfully Installed

Step	Action
1	Log into PCGenesis.
2	From the <i>Business Applications Master Menu</i> , select 30 (F30 - System Utilities).
3	From the <i>System Utilities Menu</i> , select 17 (F17 - Display Current Release Number).

The following screen displays:



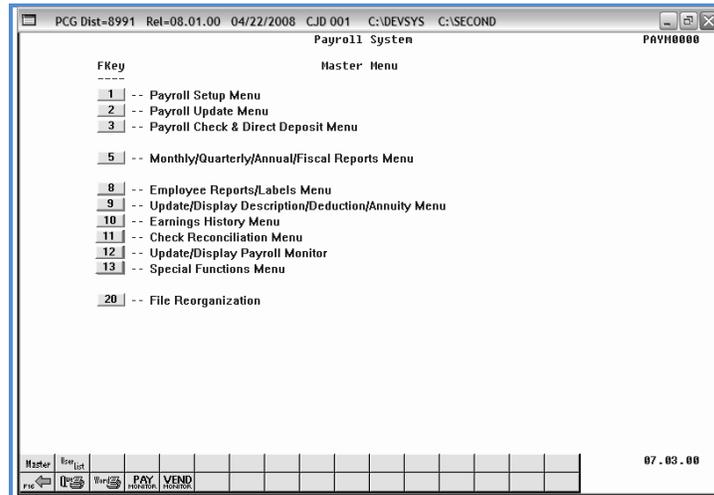
Step	Action
4	Verify Release 14.01.00 displays. <i>The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as DOE 14.01.00 displays. If Release 14.01.00 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select Enter .
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

B4. Perform a PCGenesis Full Backup after Release 14.01.00 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ Full System Backup After Release 14.01.00 ”.

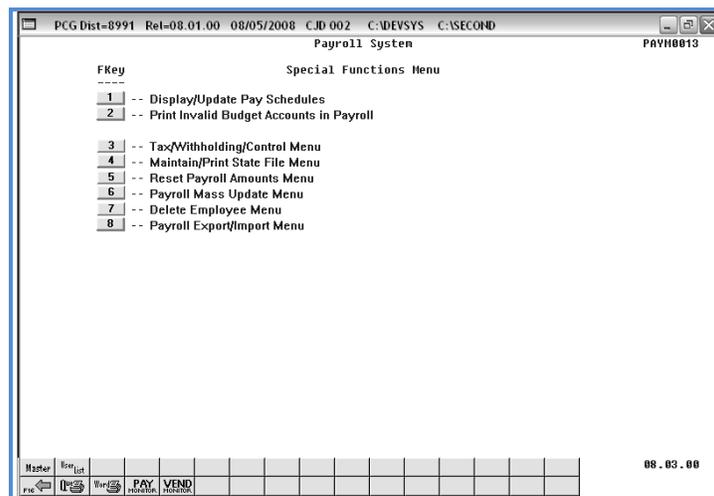
Section C: After PCGenesis Release 14.01.00 Has Been Installed

C1. Recalculate Employees' Year-to-Date (YTD) Payroll Earnings



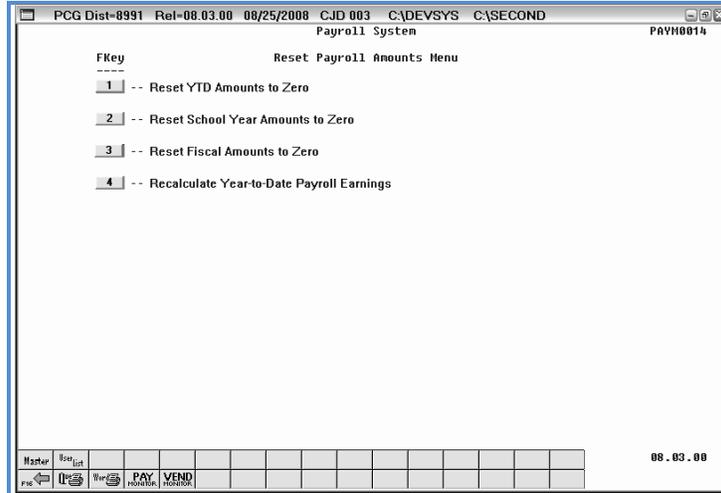
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



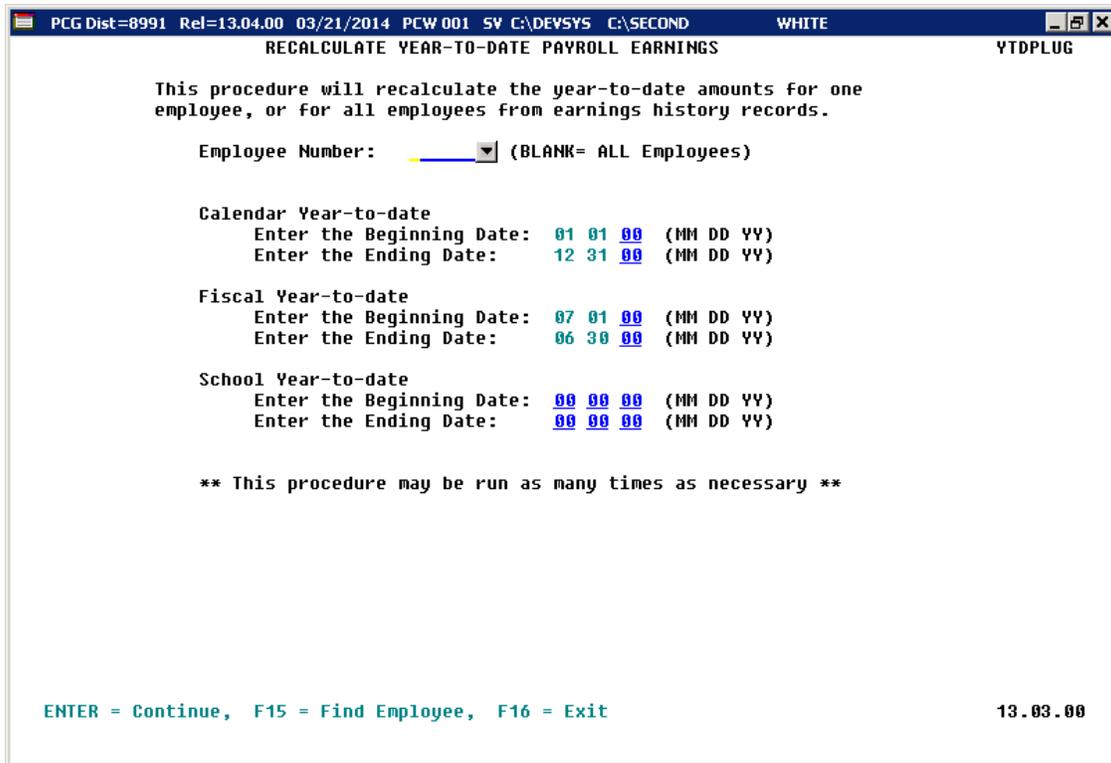
Step	Action
2	Select 5 (F5 – Reset Payroll Amounts Menu).

The following screen displays:



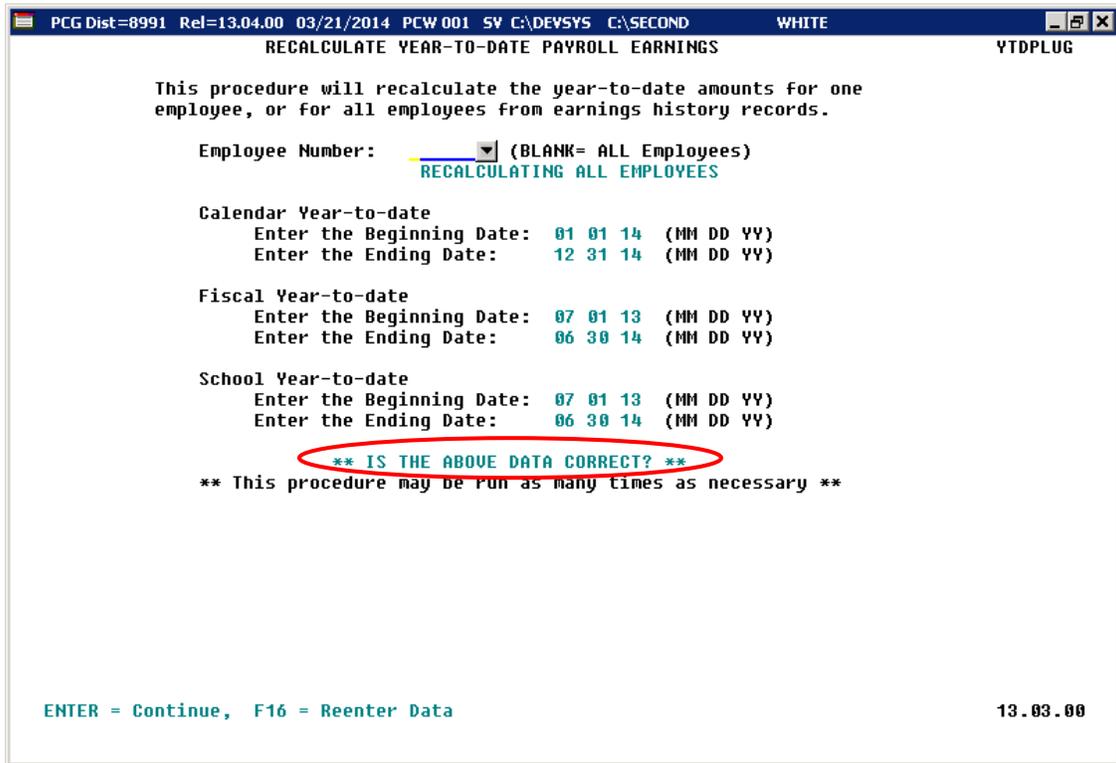
Step	Action
3	Select 4 (F4 - Recalculate Year-to-Date Payroll Earnings).

The following screen displays:



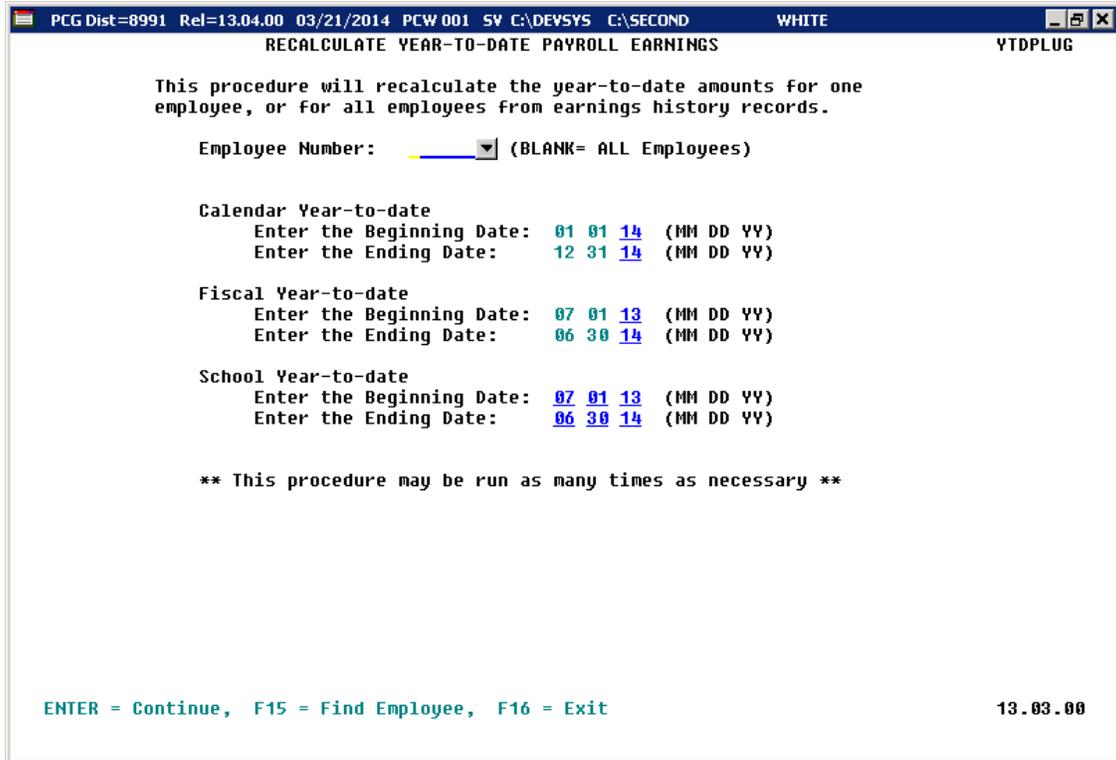
Step	Action
4	For all employees' information: Leave the Employee Number field blank.
5	Enter the calendar, fiscal, and/or school year date ranges in the appropriate fields. Calendar Year-to-date Beginning date: 01-01- 14 Ending date: 12-31- 14 Fiscal Year-to-date Beginning date: 07-01- 13 Ending date: 06-30- 14 School Year-to-date Beginning date: 07-01-13 (or as defined by the district) Ending date: 06-30-14 (or as defined by the district)
6	Select Enter <u>once</u> .

The following screen displays:



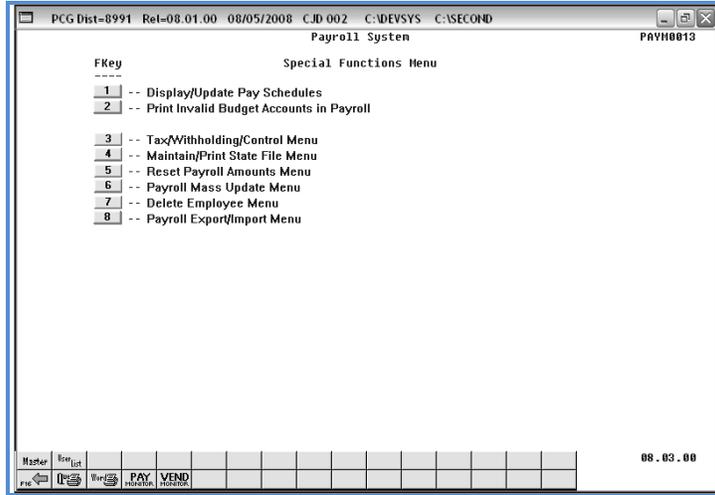
Step	Action
7	<p>Verify the screen’s entries are correct, and select Enter <u>once</u> in response to the “** IS THE ABOVE DATA CORRECT? **” message.</p> <p><i>If the information is incorrect, Select F16, make the appropriate modifications, and Select Enter.</i></p> <p><i>** Processing Request ** briefly displays.</i></p>

The following screen displays:



Step	Action
8	To exit the procedure: Select F16 (Exit Program).

The following screen displays:



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