

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/11/2023

Section H: Update/Display the Payroll Sequence Monitor, V2.8

Revision History

Date	Version	Description	Author
12/11/2023	2.8	23.04.00 – Add Pension Code value 6 for Georgia State Employees' Pension	D. Ochala
		and Savings Plan (GSEPS).	
04/04/2017	2.7	17.01.00 – Update Post Leave Input Data status codes for the Payroll Monitor.	D. Ochala
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8/21/2014	2.5	14.03.00 – Add button bar to Payroll Monitor screens.	D. Ochala
12/26/2013	2.4	13.04.00 – Update payroll monitor screenshots.	D. Ochala
11/29/2012	2.3	12.04.00 – Update DOE logo. Add Post substitute pay and employee leave	D. Ochala
		item to the payroll monitor.	
11/29/2010	2.2	10.04.00 – Add Procedure 2B. Updating Selected Payroll Deductions Updates.	D. Ochala
		Update document formatting.	
03/30/2010	2.1	10.01.00 – Updates to screenshots. Added screen 2 of the Payroll Sequence	D. Ochala
		Monitor. Added dialog box instructions.	
03/18/2008	2.0	08.01.00 – Updates to screenshots, no procedural changes.	C. W. Jones

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Overview

The *Payroll Sequence Monitor* controls the sequence of the payroll run, and allows PCGenesis users to monitor the payroll processing steps online. Completed procedures will be identified with Y (*Yes*), incomplete procedures will contain an N (*No*).



Note: The Payroll Sequence Monitor items 'Post substitute pay and employee leave' and 'Post leave for Manual/Void Run' are available only if the system is using the Enhanced Substitute Pay and Employee Leave System. Refer to the <u>Payroll System Operations Guide</u>, Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure B: Display/Update the Payroll Identification Record for additional information on enabling the Enhanced Substitute Pay and Employee Leave System.

The information within the '*Payrolls Selected During Setup*' area defaults from *Payroll Setup* selections, and system-specific payroll schedule information.

Note the following Payroll Sequence Monitor guidelines:

• <u>Payroll Setup</u>: The payroll setup procedure initializes employees' current period payroll information, removes deduction adjustments made in the prior period, clears hours and days for non-salaried employees, clears employee messages for the new detailed pay stub, and clears current leave usage. Payroll setup also resets the manual and void check processing.

To run payroll setup, all of the flags in the first column must be either N (*No*) or Y (*Yes*). Payroll setup for a *Regular* payroll run sets the first monitor flag (*Setup payroll for new pay period*) to Y (*Yes*) and all other flags to N (*No*). Payroll setup for a *Manual/Void* run sets the first four monitor flags to Y (*Yes*), the *Checks Replace/Added* flag to Y (*Yes*), and all other monitor flags to N (*No*). When payroll is set up for a *Manual Void* run, PCGenesis users must complete manual/void check processing before setting up for payroll again.

• <u>Reset Payroll:</u> Modify the *Payroll Sequence Monitor* to set the *Setup payroll for new pay period* and *Run exceptions register* flags to *N*(*No*) if the monitor indicates the *Setup payroll flag* has been set to *Y*(*Yes*), and but the *Calculate Payroll and Update YTD* procedure has not been completed.

If the *Setup payroll* flag is manually set to N(No), the flag may be manually set back to Y(Yes) to recover the prior payroll setup, or an additional payroll setup may be run to change the payroll run's characteristics.

• <u>Update Selected Payroll Deductions</u>: Modify the payroll deductions selected for the payroll cycle if the monitor indicates the *Setup payroll flag* has been set to *Y*(*Yes*), and but the *Calculate Payroll and Update YTD* procedure has not been completed. In the event the payroll cycle's deduction parameters require modifications, such as when adding a payroll deduction, users may modify the deduction field information as needed. Enter **Y** (Yes) or **N** (No) next to the appropriate payroll deduction field to select or deselect that deduction for processing during the payroll cycle.

Note that the *Calculate Payroll and Print Exceptions* step and the *Calculate Payroll and Print Trial Register* step must be repeated after modifying the selected deductions for the payroll cycle.

- <u>Run Exceptions Register:</u> The *Setup payroll* flag must be *Y*(*Yes*) and the *Calc payroll and update YTD figures* flag must be *N*(*No*) to run the *Exceptions Register*. Running an error free *Exceptions Register* sets the *Run exceptions register with no errors* flag to *Y*(*Yes*). If the *Run exceptions register* flag is manually set to *N*(*No*), PCGenesis does not allow the flag to be set back to *Y*(*Yes*). PCGenesis users should run an additional error free *Exceptions Register* to reset this flag.
- For systems using the *Enhanced Substitute Pay and Employee Leave System*: The leave data entered for the payroll cycle is collected in the *Current Leave Input File*. The *Current Leave Input File* is a temporary holding area utilized for collecting the employee leave information, and the substitute gross data lines. Setting up payroll causes the *Current Leave Input File* to be cleared in preparation for the new payroll cycle.

Once all leave data and substitute pay has been entered into the *Current Leave Input File* and verified, the *Post Leave Input Data* procedure can be performed. The *Current Leave Input Data* may only be posted ONE TIME during the payroll cycle. The *Current Leave Input File* <u>must</u> be posted before F4 - Calculate Payroll and Update YTD (Final) is executed so that the substitutes' gross data transactions are included in the payroll.

Posting the Current Leave Input File data accomplishes the following:

- The payroll monitor will display a 'Y' next to the *Post substitute pay and employee leave* step.
- The payroll monitor will display an 'N' next to the *Run exceptions register with no exceptions* step.

Once the current leave input data has been posted, the user must run the payroll *Trial Registers* and *Exceptions Reports* again. This is a required step because after the *Current Leave Input File* has been posted, the payroll monitor switch for *Run Exceptions Register with no exceptions* is automatically reset to 'N' so that the *Trial Registers* and *Exceptions Reports* must be rerun.

The *Post Leave Input Data* procedure updates the Payroll Monitor with each step of the leave posting process. If posting fails, the user is <u>forced</u> to restore SECONDL to SECOND and cannot proceed without doing so. The '*Post substitute pay and employee leave*' indicator in the Payroll Monitor will be updated with each step of the leave posting process as illustrated in the following table.

'Post substitute pay and employee leave' Payroll Monitor Value	Leave Data Status
Ν	The Post Leave Input Data process has not started
S	The <i>Post Leave Input Data</i> process started, but did not finish. The substitute <i>Gross Pay</i> data has posted, but the <i>Leave History</i> data has <u>not</u> been posted.
L	The <i>Post Leave Input Data</i> process started, but did not finish. The substitute <i>Gross Pay</i> data has posted and the <i>Leave History</i> data has posted, but the <i>Payroll Leave Data</i> (F2, F2, F17) screen has <u>not</u> been posted.
Y	The <i>Post Leave Input Data</i> has completed successfully. The Payroll Administrator may now continue with the next steps in the payroll cycle.

Refer to the <u>Personnel System Operations Guide</u>, Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 2: Leave Payroll Processing for additional information on the Enhanced Substitute Pay and Employee Leave System.

• <u>Calculate Payroll and Update Year-to-Date (YTD - FINAL) Figures:</u> To calculate payroll and update YTD totals, the *Run exceptions register with no errors* flag must be *Y* (*Yes*) and the *Calc payroll and update YTD* flag must be *N* (*No*). Running the *Calculate Payroll and Update YTD* procedure sets the *Calc payroll and update YTD figures* flag to *Y* (*Yes*) when successfully completed.

After *F4* (*Calculate Payroll and Update YTD –FINAL*) has been performed, payroll may only be reset by performing a PCGenesis restore. **PCGenesis users should not attempt the restore procedure unless being assisted by Technology Management Customer Support Center.**

- <u>Print Paychecks and Direct Deposits:</u> To print paychecks and direct deposits, the *Calc payroll and update YTD figures* flag must be *Y*(*Yes*) and the *Print paychecks and direct deposits* flag must be set to *N*(*No*) or *C*(*Check printing only completed*). The code "C" indicates payroll checks have printed but direct deposits have not printed. In this instance the *Print Paychecks and Direct Deposits* step can be re-run and PCGenesis skips processing the checks, and only processes the direct deposits. Running the print paychecks and direct deposits procedure successfully sets the *Print Paychecks and Direct Deposits* flag to *Y*(*Yes*). The procedure also sets the *Void/Add Run Completed* flag to *Y*(*Yes*).
- <u>Final Payroll Register</u>: To run the *Final Payroll Register*, the *Print Paychecks and Direct Deposits* flag and *Void/Add Run Completed* flag must be *Y* (*Yes*) and the *Update Earnings History* flag must be *N* (*No*).
- <u>Deduction Register and Final Payroll Distribution Register:</u> PCGenesis generates a warning message when the *Deduction Registers and Final Distribution Register* flags are *Y*(*Yes*), and when users process *F7*(*Print Final Payroll Register*).

Printing the *Final Payroll Register* sets the *Final Register* flag to Y(Yes) and the *Deduction Registers* and *Final Distribution* flags to N(No).

To print the *Deduction Registers and Create the Direct Deposit File*, the *Final Register* flag must be Y(Yes) and the *Update Earnings History* flag must be N(No).

If the *Final Distribution Register* flag is Y(Yes), PCGenesis displays a warning message as users attempt the F8 (*Print Deduction Registers and Create Direct Deposit Export File*) procedure from the *Payroll System – Check and Direct Deposit Menu*.

Printing the *Deduction Registers* sets the monitor's *Deduction Registers* flag to Y(Yes) and the *Final Distribution Register* flag to N(No).

To print the *Final Payroll Distribution Report*, the *Deduction Registers* flag must be Y(Yes) and the *Update Earnings History* flag must be N(No).

Printing the Final Payroll Distribution Register sets the Final Distribution flag to Y (Yes).

• <u>Update Earnings History with Current Pay:</u> To update earnings history with current pay, the *Final Distribution* flag must be *Y* (Yes), the *Update Earnings History* flag must be *N* (*No*), and the update *Budget Files* flag must be *N* (*No*).

Running the Update Earnings History with Current Pay sets the Update Earnings History flag to Y (Yes).

• <u>Update Budget Files with Current Pay:</u> To run the *Update Budget Files with Current Pay* procedure, the *Update Earnings History* flag must be *Y* (*Yes*), and the *Update Budget* flag must be *N* (*No*).

Running the *Update Budget* procedure sets the *Update Budget* flag to Y(Yes). When the *Update Budget* flag is set as such, the payroll cycle is complete.

- <u>Manual Checks and Voids from Previous Payroll:</u> F9 (Manual Check and Voids from Previous Pay) may be performed any time after the payroll is set up, e.g. Setup payroll for a new period set to **Y** (Yes), until earnings history is updated. Note however that any payroll processing procedure resets the *Final Register* flag, *Deduction Registers* flag, and *Final Distribution* flag back to **N** (No). These three procedures must be repeated if they were done before the Manual Check and Void From Previous Pay procedure was completed.
- <u>Check/Direct Deposit Void/Add:</u> *F6 (Check/Direct Deposit Void/Add Menu)* may be performed during a normal payroll cycle after checks and direct deposits are run, e.g. *Print checks and direct deposits* set to *Y (Yes)*. Note however that any processing will reset the *Final Register* flag, *Deduction Registers* flag, and *Final Distribution* flag back to *N (No)*. PCGenesis users must repeat these three procedures when completing the steps before void check processing.

Voiding and replacing a check, or adding a check to a payroll run also resets the *Void/Add Run Completed* flag to N (No) to prevent PCGenesis users from reprinting the final registers until the void cycle is complete. Voiding but not replacing a check leaves this flag unchanged. Completing the Void and Replace Processing Cycle in order to recalculate and reprint the check resets the *Void/Add Run Completed* flag back to Y (*Yes*) and allows final registers to be run.

Screen Print: The screen print feature allows the user to obtain a screen print of selected payroll screens. The screen print feature is available on display/inquiry screens which have the $r_3 \bigoplus$ button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Topic 1: Displaying the Payroll Sequence Monitor

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

	A	PCG Dist=8991	Rel=23.04.00	12/11/2023	DOD 001	SV K:\SYSTEM	K:\SECOND	WHITE	-		×
						Payroll S	System			PAYMOO	00
		FKey				Master I	lenu				
		1 2 3	Payroll Payroll Payroll	Setup Men Update Me Check & D	iu :nu irect De	posit Menu					
		4	Annual	Reports M y/Quarterly	enu /Fiscal/I	Biennial Repo	rts Menu				
		8 9 10 11 12 13	Employ Update Earning Check Update Specia	vee Reports /Display D js History I Reconciliat /Display Pa I Functions	s/Labels escriptio Menu ion Men ayroll M Menu	: Menu on/Deduction// u onitor	Annuity Menu				
		20	File De	organizatio							
				organizauu							
	Master F16	, ^{User} list Qua Word	PAY VENI MONITOR MONITOR							23.04.	00
ер		Action									
2		Select	12 (F1	2 - Upc	late/D	oisplay Pa	yroll Mor	nitor).			

For in-progress payroll runs, the following screen displays:

-	=8991 Rel=23	3.04.00 12/11/	2023 DOD 001	SV K:\SYSTEM	K:\SECOND	WHITE		– 🗆 X
	Setup pay Run excep Post subs Calculate Print pay (This cyc Update ea Update bu	roll for tions regi titute pay payroll a checks and le can be rnings hig dget files	PAYROL new pay per ister with y and emplo and update d Direct De repeated m story with s with curr	L SEQUENCE iod no exceptic yee leave YTD figures posits nore than or current pay	MONITOR N N N N N N N N N N N N N	Scre / Void/Add R / Final Regi \ Deduction \ Final Dist	en 1 of 2 un Complete ster Registers ribution	PAYSTUPD d N N N
		Manı Regi Spec	Jal/Void Ch Jlar Gross Sial Gross	necks Run Or Types Types	11y: N : Y : Y	Post leave fo Old PSERS: N New PSERS: N	or Manual/Vo Old ERS: Y New ERS: Y	id Run: N TRS: Y GSEPS: Y
		IO. PAYS	FHTKU	ILLS SELEGIE	D DONING	3ETUF	0050V DATE	
	SCH T 12	AX CALC 12	2023 PAYRO	ULL YEAR		PERIOD 8	08/31/23	GHI Y
Selecte	SCH T 12 ed classes	AX CALC 12	DESCRIPTIC 2023 PAYRO 3 4 5 6	7 8 9 10	9 11 13 1!	PERIOD 8	08/31/23	GHI Y

The actual screen results are system-specific.

Step	Action
3	To display Payroll Sequence Monitor information only: Review the screen's information, and select $\mathbf{FH} \mathbf{E}$ (F11 – Go to screen 2) to display the deductions which have been selected for the current payroll run. If the user is finished reviewing the payroll monitor information, select $\mathbf{FH} \mathbf{E}$ (F16 - Exit) to return to the <i>Payroll System Master Menu</i> .
	Select $\mathbf{F3}$ (F3 – Print this data) to obtain a screen print of the <i>Payroll Sequence Monitor</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

PCG Dist=8991 Rel=14.02.01 08/20/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	_ & ×
PAYROLL SEQUENCE MONITOR Screen 2 of	2 PAYSTUPD
Deduction Contucl	
Dead(110) Control	
(A 'Y' indicates that the deduction is to be taken)	
00=FRINGE N 01=ANNUITY #1 Y 02=ANNUITY #2 Y 03=FED W/H	TAX Y
94=6H INCUME INA Y $97=CUUNIY$ INAES Y $98=SI$ mi(N=C) NI Y $99=SI$ mi CEI 19=IENNDB 061693 V 10=IENNDB 060695 V 20=IENNDB 060691 V 21=FOIDIB W/I	
22=1-UNDR 606014 N 23=1-UNDR 606013 N 36=COURT W/H Y 37=UENDR 6	03237 N
38=I-UNDR 004523 Y 39-UENDR 004807 N 40-UENDR 004808 Y 41-UENDR 0	02550 N
43=CUNION 002602 N 44=I-UNDR 003104 N 45=UENDOR 003104 N 46=I-UNDR 0	03237 N
47=I-UNDR 003237 N 48=I-UNDR 003237 N 49=I-UNDR 003499 N 50=I-UNDR 0	03237 N
52=I-UNDR 003908 Y 53=I-UNDR 004806 N 54=COURT W/H Y 55=I-UNDR 0	05185 N
56=I-UNDR 663237 N 57=I-UNDR 6648688 Y 58=I-UNDR 665621 N 59=UENDOR 6	05621 Y
00=1-UNDR 005010 N 01=1-UNDR 004808 Y 02=UENDUR 000018 Y 03=UENDUR 0	05745 Y
04-1-VNDK 993998 Y DS-VENDUK 995021 Y DO-VENDUK 990111 Y D/-VENDUK 9	00122 Y
F3=Print creen F12=Co to creen 1 F0=Modifu F16=Fvi	
	14.02.00
V F3 ⊕/ F3 ⊕/ F3 ⊕/ F1 ∠ F12 ∠	
F16	

The following screen displays after selecting $\mathbf{F11}$ (F11 – Go to screen 2) in *Step 3*:

The actual screen results are system-specific.

Step	Action
4	Select $F12 - Go$ to screen 1) to return to the first page of the payroll sequence monitor.
	If the user is finished reviewing the payroll monitor information, select FIG (F16 - Exit) to return to the <i>Payroll System Master Menu</i> .
	Select $\mathbf{F3}$ – Print this data) to obtain a screen print of the <i>Payroll Sequence Monitor Deduction Control</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

The following screen displays after selecting $\mathbf{F12} \bullet \mathbf{F12} \bullet$

PCG Dist	t=8991 Rel Setup p Run exc Post su Calcula Print p (This c Update	=23.04.00 payroll postitu obstitu paychec cycle c earnin	12/11/2 for n s regi te pay roll a ks and an be gs his	023 D F ew pa ster and nd up Dire repea	OD 001 PAYROL ay per with emplo odate ect De ated m with	SV K:\: L SEQ no ex yee 1 YTD f posit curre	SYSTEM UENCE cepti eave igure s han o nt pa	K:\SI MON ons s nce)	COND ITOR Y N N N N N	/ Uc _/ Fi \ Dc \ Fj	WHF S Did/Ad inal R educti inal D	TE Screer Id Rur Regist Jon Re Vistri	n 1 of Comp cer egiste butio	2 lete rs n	d N N N	D Paysti	× JPD
	PAY SCH 12	NO. P TAX C 12	+11es Manu Regu Spec AYS ALC	al/Vo lar G ial G DESCR 2023) curr Did Ch Gross Gross PAYRO RIPTIO PAYRO	ent p ecks Types Types LLS S N LL YE	Run O ELECT AR	nly: : ED D	N Y Y URING	Post Old F New F SETUF	leave PSERS: PSERS: P PERI 8	For N C N M	Manua Did ER Hew ER CHECK 08/31	1/Vo: S: Y S: Y DATE /23	id Ru TR GSEP GSEP GHI Y	n: N S: Y S: Y	
Select ENT	ed class ER=Valic	ses: 1 late, F	2 3 3=Prin	t scr	56 een,	7 8 F11=G	9 1 0 to	0 11 scre	13 19 en 2,	5 16 2	20 21	22 28	8			23.04	. 99

The actual screen results are system-specific.



PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE	_							
Payroll System		PAYMOOOO						
FKey Master Menu								
1 Payroll Setup Menu 2 Payroll Update Menu 3 Payroll Check & Direct Deposit Menu								
4 Annual Reports Menu 5 Monthly/Quarterly/Fiscal/Biennial Reports Menu								
 8 Employee Reports/Labels Menu 9 Update/Display Description/Deduction/Annuity Menu 10 Earnings History Menu 11 Check Reconciliation Menu 12 Update/Display Payroll Monitor 13 Special Functions Menu 								
20 File Reorganization								
Master User <		23.04.00						

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

Topic 2: Modifying the Payroll Sequence MonitorProcedure 2A. Resetting Payroll

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

	PCG Dist=899	1 Rel=23.04.00	12/11/2023 DOD 0	01 SV K:\SYSTEM	K:\SECOND	WHITE	-		×
				Payroll	System			PAYMOOO	9
	FKe	'y		Master	Menu				
	1 2 3	Payrol Payrol Payrol Payrol	l Setup Menu l Update Menu l Check & Direct D)eposit Menu					
	45	Annual Month	Reports Menu y/Quarterly/Fisca	l/Biennial Rep	orts Menu				
	8 9 10 11	Employ Update Earnin Check	yee Reports/Labe /Display Descrip gs History Menu Reconciliation Me /Display Payroll	Is Menu tion/Deduction enu Monitor	/Annuity Menu	I			
	13	 Opulation Special File Re 	I Functions Menu	Monitor					
	Master ^{User} list F16 Dei Word	PAY VEN						23.04.0	0
Step	Action	1							
2	Select	12 (F)	12 - Update/	Display P	ayroll Mo	nitor).			

For in-progress payroll runs, the following screen displays:

CG Dist=8991 Rel=23.04.00 12/11/20	3 DOD 001 SV K:\SYSTEM K:\SECOND	WHITE – 🗆 X
Setup payroll for ne Run exceptions regis Post substitute pay Calculate payroll an Print paychecks and (This cycle can be r Update earnings hist Update budget files	PAYROLL SEQUENCE MONITOR w pay period Y ter with no exceptions N and employee leave N d update YTD figures N Direct Deposits N epeated more than once) ory with current pay N with current pay N	Screen 1 of 2 PAYSTUPD / Void/Add Run Completed N _/ Final Register N \ Deduction Registers N \ Final Distribution N
Manua Regul Speci PAY NO. PAYS SCH TAX CALC D 12 12 2	1/Void Checks Run Only: N ar Gross Types : Y al Gross Types : Y PAYROLLS SELECTED DURING ESCRIPTION 023 PAYROLL YEAR	Post leave for Manual/Void Run: N Old PSERS: N Old ERS: Y TRS: Y New PSERS: N New ERS: Y GSEPS: Y SETUP PERIOD CHECK DATE GHI 8 08/31/23 Y
Selected classes: 1 2 3	4 5 6 7 8 9 10 11 13 1 screen, E11=Go to screen 2.	5 16 20 21 22 28
		P12 d 23.94.00

The actual screen results are system-specific.

Step	Action
3	To modify Payroll Sequence Monitor information: Modify the appropriate field information, and select (Enter).
	Typically, the <i>Payroll Sequence Monitor</i> screen is for display purposes only. If however, only the first two flags are set to \mathbf{Y} (Yes), PCGenesis allows the user to reset the current payroll cycle. In the event the payroll cycle's parameters require modifications, such as when adding a payroll schedule, or when changing the deduction parameters, users may modify the field information as needed.
	To cancel the current payroll run's setup: Enter N (No) in the Setup payroll for new
	pay period field, and the Run exceptions register with no exceptions field and select (Enter) . This allows the payroll setup process to begin again.
	Note however, when manual checks or voids are present, the payroll setup cannot be cancelled. To cancel the payroll setup when manual checks or voids are present, delete the manual checks and voids first.

When cancelling the current payroll run's setup, the following dialog box displays:



The following screen displays after selecting (Enter) in *Step 3*, and 'YES' in the dialog box:

PCG Dis	t=8991 Rel=2	23.04.00 12/1	1/2023 DOD 00	1 SV K:\SYSTEM	1 K:\SECONE) WHITE		- 🗆
	Setup pa Run exce Post sub Calculat Print pa (This cy Update e	yroll for ptions re stitute p e payroll ychecks a cle can b arnings h	PAYR new pay p gister wit ay and emp and updat nd Direct e repeated istory wit	OLL SEQUENCI eriod h no excepti loyee leave e YTD figure Deposits more than o h current pa	E MONITOR N ions N N es N N once) ay N	Sc / Void/Add _/ Final Re \ Deductio \ Final Di	reen 1 of 2 Run Complete gister n Registers stribution	PAYSTU 2d N N N N
	 PAY	Maget FII Ma Re Sp NO. PAYS	es with cu nual/Void gular Gros ecial Gros PAY	rrent pay Checks Run (s Types s Types ROLLS SELEC]	Dnly: N : Y : Y TED DURING	Post leave Old PSERS: New PSERS: G SETUP	for Manual/Vo N Old ERS: Y N New ERS: Y	oid Run: N Y TRS: Y Y GSEPS: Y
	SCH 12	TAX CALC 12	DESCRIPT 2023 Pay	ION Roll year		PERIO 8	D CHECK DATE 08/31/23	GHI Y
Select	ed classe	s: 1 2	345	6789 ⁻	10 11 13 ⁻	15 16 20 21 2	2 28	
ENT	ER=Reente	r, <mark>F8=Upd</mark>	ate, F16=E	xit.				

The actual screen results are system-specific.

Step	Action
4	Verify the screen's information is correct, and select F8 - Update).
	If the information is incorrect, select (ENTER – Reenter) and return to the original display values.

	PCG Dist	=8991	Rel=23	.04.00	12/11/2	2023 D	OD 001	SV K:\S	SYSTEM	K:\SE	COND		WHI	TE			_		×
		Setu Run Post Calc Prin (Thi: Upda Upda	p pays excep subs ulate t pays t cyc te eas te bu	roll titu payı chec le c rninı dget	for r s regi te pay roll a ks and ks and an be gs his files	F new pa ster and up I Dire repea story with	PAYROL ay per with emplo date ect De oted m with curr	L SEQ iod no ex yyee 1 YTD f YTD f eposit core t curre ent p	UENCE cepti eave igure s than o ent pa oay	MONI ons s nce) y	TOR N N N N N	/ Vo _/ Fi \ De \ Fi	id/Ad nal R ducti nal D	creer Id Rur egist on Re istri	1 0 Com er gist buti	f 2 plete ers on	d N N N	PAYST	UPD
					Manu Regu Spec	ial/Vo ilar G	id Ch ross	ecks Types	Run O	nly: :		Post Old P	leave SERS:	for C	Manu 11d E	al/Vo: RS: RS:	id Ru TH CSEF	И : п. RS: 25-	
					oper		POVDU			- 	RINC	ссти с						-	
		PAY Sch	Ni Ti	D. PI Ax Ci	AYS Alc	DESCR	IPTIO	IN	LLUI	20 00		SETUR	PERI	OD C	HECK	DATE	GHI	ſ	
s	electe	PAY SCH	Ni Ti asses	D. Pr Ax Ci	AYS Alc 2 S	DESCR	артіа 5 б	in 7 8	9 1	0 11	13 15	5 16 2	PERI 0 21	0D (22 28	HECK	DATE	GHI	I	

The actual screen results are system-specific.

Step	Action
5	Select FIG - Exit) to return to the <i>Payroll System Master Menu</i> .
	Select $\mathbf{F3} \bigoplus$ (F3 – Print this data) to obtain a screen print of the <i>Payroll Sequence Monitor</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SPSTEM K:\SECOND WHITE	_	
Payroll System		PAYMOOOO
FKey Master Menu		
1 Payroll Setup Menu 2 Payroll Update Menu 3 Payroll Check & Direct Deposit Menu		
_4 Annual Reports Menu _5 Monthly/Quarterly/Fiscal/Biennial Reports Menu		
 8 Employee Reports/Labels Menu 9 Update/Display Description/Deduction/Annuity Menu 10 Earnings History Menu 11 Check Reconciliation Menu 12 Update/Display Payroll Monitor 13 Special Functions Menu 		
_20 File Reorganization		
Master User User Master Master		23.04.00

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

Procedure 2B. Updating Selected Payroll Deductions

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

А	PCG Dist=8991	Rel=23.04.00	12/11/2023 D	OD 001 SV	K:\SYSTEM	K:\SECOND) WI	HITE	_		×
				I	Payroll \$	System				PAYMOO	00
	FKey				Master I	lenu					
	1 2 3	Payroll Payroll Payroll	Setup Menu Update Men Check & Dire	u ect Depos	it Menu						
	4 5	Annual Monthly	Reports Mer y/Quarterly/F	iu iscal/Bier	inial Repo	rts Menu					
	8 9 10 11 12 13	Employ Update, Earning Check f Update, Special	ree Reports/I /Display Des js History Mi Reconciliatio /Display Pay Functions M	abels Me cription/D nu Menu roll Monit lenu	nu reduction/# or	Annuity Me	nu				
	_20	File Re	organization								
Maste F16	r User _{list}	PAY VEND MONITOR MONITOR								23.04.	00
	Action										
	Select	12 (F1	2 - Upda	te/Dis	play Pa	yroll M	Ionitor).				

For in-progress payroll runs, the following screen displays:

PCG Dis	t=8991 Rel=23.0	4.00 12/11/2023	DOD 001 SV K:\SYSTEM	K:\SECOND	WHITE		– 🗆 X
	Setup payro Run except: Post subst: Calculate p Print payc (This cyclo Update earn Update budg	oll for new p ions register itute pay and u payroll and u hecks and Dir e can be repe nings history get files win	PAYROLL SEQUENCE bay period • with no excepti I employee leave update YID figure • ect Deposits eated more than c with current pay	E MONITOR V Lons N N PS N N N N N N N N N N N	Scre / Void/Add R _/ Final Regi \ Deduction \ Final Dist	en 1 of 2 un Complete ster Registers ribution	PAYSTUPD d N N N
		Manual/U Regular Special	Joid Checks Run (Gross Types Gross Types • PAYROLLS SELEC1	Dnly: N : Y : Y TED DURING	Post leave for Old PSERS: N New PSERS: N SETUP	r Manual/Vo Old ERS: Y New ERS: Y	d Run: N TRS: Y GSEPS: Y
	PAY NU SCH TA: 12	. PAYS X CALC DES(12 2023	RIPTION 8 Payroll year		PERIOD 8	CHECK DATE 08/31/23	GHI Y
Select	ed classes:	1234	567891	0 11 13 1	5 16 20 21 22 :	28	
	ER=Validate	, F3=Print so	reen, F11=Go to	screen 2,			00 01 00

The actual screen results are system-specific.

Step	Action
3	To display Payroll Sequence Monitor information only: Review the screen's information, and select $\mathbf{F1}$ (F11 – Go to screen 2) to display the deductions which have been selected for the current payroll run. If the user is finished reviewing the payroll monitor information, select $\mathbf{F16}$ (F16 - Exit) to return to the Payroll System Master Menu.
	Select $\mathbf{F3} \rightarrow \mathbf{F3}$ (F3 – Print this data) to obtain a screen print of the <i>Payroll Sequence Monitor</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

red bist=0551 itel=2.	3.04.00 12/	/11/2023	DOD 001 SV K:\S	YSTEN	K:\SECOND		WHITE	-	_		×
			PAYROLL SEQ	UENC	E MONITOR		Screen 2	of 2		PAYSTUP	D
			Deductio	n Co	ntrol						
	(A '	'Y' indi	.cates that	the	deduction i	s to be	taken)				
00=FRINGE 04=GA INCO 10=VENDOR (22=VENDOR (33=VENDOR (43=VENDOR (49=I-VNDR (53=I-VNDR (Y ME TAX Y 003168 Y 005020 Y 004027 Y 003949 Y 0067113 Y 006758 Y 007023 Y	<pre>? 01=1S ? 07=45 ? 14=CO ? 25=CO ? 34=UE ? 44=I- ? 50=I- ? 54=CO ? 58=UE</pre>	T ANNUITY 7 PLAN WRT W/H INRT W/H INDOR 004050 VNDR 008561 VNDR 008413 URT W/H INDOR 007497	Y Y Y Y Y Y Y Y Y Y	02=2ND ANNU 08=STATE ME 16=VENDOR 0 26=Court W/ 35=VENDOR 0 46=I-UNDR 0 51=I-UNDR 0 55=VENDOR 0 59=VENDOR 0	ITY RIT 05726 H 06783 08562 08562 08565 08174 09174	03=FED W, 09=STATE 19=COURT 30=COURT 38=COURT 47=UENDOF 52=I-UNDF 56=I-UNDF	/H TAX MERIT W/H W/H & 002831 & 008414 & 007658	Y		
F3=Print screen,	, F12=Go) to scr	'een 1, F9=M	odif	y, F16=Exi						

The following screen displays after selecting $\mathbf{F11}$ (F11 – Go to screen 2) in *Step 3*:

The actual screen results are system-specific.

Step	Action
4	Select F9 - Modify) to modify.

A	PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND W	/HITE —	· □ ×
	PAYROLL SEQUENCE MONITOR	Screen 2 of 2	PAYSTUPD
	Deduction Control		
	(A 'Y' indicates that the deduction is to be	taken)	
	00=FRINGE Y 01=1ST ANNUITY Y 02=2ND ANNUITY Y 04=GA INCOME TAX Y 07=457 PLAN Y 08=STATE MERIT Y 10=UENDOR 003168 Y 14=COURT Y/H Y 16=UENDOR 005726 Y 22=UENDOR 005020 Y 25=COURT W/H Y 26=COURT W/H Y 33=UENDOR 004027 Y 34=UENDOR 004050 Y 35=UENDOR 060783 Y 43=UENDOR 006113 Y 50=I-UNDR 008511 Y 45=I-UNDR 0067562 Y 53=I-UNDR 006178 Y 54=COURT W/H Y 55=UENDOR 060555 Y 57=I-UNDR 007023 Y 58=UENDOR 007497 Y 59=UENDOR 008174 Y	03=FED W/H TAX 09=STATE MERIT 19=COURT W/H 30=COURT W/H 38=COURT W/H 47=UENDOR 002831 52=I-UNDR 008414 56=I-UNDR 007658	Y Y Y Y Y Y N

The following screen displays after selecting $\mathbf{F9} / \mathbf{F9} - \mathbf{Modify}$ in *Step 4*:

The actual screen results are system-specific.

Step	Action
5	To modify the Selected Payroll Deduction information: Enter Y (Yes) or N (No) next to the appropriate payroll deduction field, and select $(Enter)$ to validate.
	Typically, the <i>Payroll Sequence Monitor</i> screen is for display purposes only. If however, only the Setup payroll for new pay period field and the Run exceptions register with no exceptions field are set to \mathbf{Y} (Yes) on screen 1, PCGenesis allows the user to reset the selected payroll deductions. In the event the payroll cycle's deduction parameters require modifications, such as when adding a payroll deduction, users may modify the field information as needed.

■ PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE -	
PAYROLL SEQUENCE MONITOR Screen 2 of 2	PAYSTUPD
Deduction Control	
(A 'V' indicates that the deduction is to be taken)	
00=FRINGE Y 01=151 HNNUITY Y 02=2ND HNNUITY Y 03=FED W/H HAX Y 04=GA INCOME TAX Y 07=457 PLAN Y 08=STATE MERIT Y 09=STATE MERIT Y 22=UENDOR 005726 Y 19=COURT W/H Y 22=UENDOR 0050720 Y 30=COURT W/H Y 33=UENDOR 006783 Y 38=COURT W/H Y 43=UENDOR 002831 Y 44=I-UNDR 008561 Y <t< th=""><th></th></t<>	
53=I-UNDR 006758 ¥ 54=COURT W/H ¥ 55=UENDOR 006565 ¥ 56=I-UNDR 007658 ¥ 57=I-UNDR 007023 ¥ 58=UENDOR 007497 ¥ 59=UENDOR 008174 ¥	
Validation Passed - F8 to Save	
ENTER=Validate, F8=Save, F12=Go to screen 1, F16=Exit	23.04.00

The actual screen results are system-specific.

Step	Action
6	Select $\mathbf{F} \in \mathbf{F}$ (F8 – Save) to save.

	A	CG Dist=8991	Rel=2	23.04.00	12/11	/2023 D	DD 001	SV K:\S	YSTEN	1 K:\SECO	ND		WH	ITE		_		×
						P	AYROL	L SEQ	UENCI	E MONITO	R			Screen 2	2 of 2		PAYST	UPD
							Der	luctio	n Coi	ntrol								
								100010										
				(A	٠γ.	indic	ates	that	the (deductio	n is	to b	oe t	aken)				
		00=FRI	NGE		Ŷ	01=1ST	ANN	JITY	Y I	02=2ND A	NNUIT	Y	Ŷ	03=FED 4	V/H TAX	Ŷ		
		04=GA	INCO	ME TAX	Y.	07=457	PLA	4	Y I	08=STATE	MERI	T	Y.	09=STATI	E MERIT	Y.		
		10=VEN 22=UFN	IDUK IDUR	003168 005020	÷.	14=COU 25=COU	KI W∕ RT W∕	/H /H	Ŷ.	16=VENDU 26=CAIIRT	IK 005 `⊎7h	720	÷.	19=COUR 30=COUR	I W/H I W/H	÷.		
		33=VEN	IDOR	004027	Ŷ	34=VEN	IDOR (004050	Ŷ	35=VENDO	R 006	6783	Ŷ	38=COUR	r W/H	Ý		
		43=VEN	IDOR	003949	¥.,	44=I-U	NDR (308561	Y I	46=I-VND	R 008	3562	Y .	47=VEND(DR 00283	1 Y		
		49=1-0 53=1-0	INDR	006758	Ý	50=1-0 54=COU	RT W	908413 /H	Ý	55=VENDO	R 006	565	Ŷ	52=1-VN 56=1-VN	DR 00765	4 Y 8 Y		
		57=I-V	NDR	007023	Y	58=VEN	IDOR I	007497	Y I	59=VENDO	R 008	3174	Y					
	Der	uction Ta	hle	llndate	d .	You Mu	st Re	eneat	'Pri	nt Excen	tions	; (F2	የነ ዬ	Print '	[rial Re	nist	er (E3	0 '
	F	B=Print sc	reen	, F12=	Go t	o scre	en 1,	, F9=M	001+	y, F16=E	X1		., .			9250		
EP	NTER		F3 🖨					F8	F9 🖉	Et	E Ft	2					23.04	.00
F	16																	

The actual screen results are system-specific.

Step	Action
7	Select $\mathbf{F12} \mathbf{I}$ (F12 – Go to screen 1) to return to the first page of the payroll sequence monitor.
	If the user is finished reviewing the payroll monitor information, select $\mathbf{F16} - \mathbf{Exit}$ (F16 - Exit) to return to the <i>Payroll System Master Menu</i> .
	Select F3 – Print this data) to obtain a screen print of the <i>Payroll Sequence Monitor Deduction Control</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.
	Note that the <i>Calculate Payroll and Print Exceptions</i> step and the <i>Calculate Payroll and Print Trial Register</i> step must be repeated after modifying the selected deductions for the payroll cycle.

The following screen displays after selecting $\mathbf{F12} \mathbf{I} \mathbf{F12} \mathbf{I}$ (F12 – Go to screen 1) in *Step 7*:

PCG Dist	t=8991 Rel=23	3.04.00 12/1	1/2023 DOD 001	SV K:\SYSTEM	K:\SECOND	WHIT	E creen 1 of	- 🗆 2 PAYSI	×
	Setup pay Run excep Post subs Calculate Print pay (This cyc	yroll for otions re stitute p e payroll ychecks a :le can b	new pay pe gister with ay and empl and update nd Direct D e repeated	riod no excepti oyee leave YTD figure eposits more than c	ions N N 25 N N N Dnce)	/ Void/Add / Final Rd	d Run Compl eqister	leted N N	
	Update ea Update bu	arnings h Idget fil	istory with es with cur	current pa rent pay	ay N N	▲ Deduction ↓ Final Display	on Register istribution	's N N N	
		Ma Re Sp	nual/Void C gular Gross ecial Gross	hecks Run (Types Types)nly: N : Y : Y	Post leave Old PSERS: New PSERS:	for Manual N Old ERS N New ERS	L/Void Run: N S: Y TRS: Y S: Y GSEPS: Y	
	PAY N SCH T 12	IO. PAYS Tax calc 12	PAYR Descripti 2023 Payr	DLLS SELECT DN DLL YEAR	TED DURING	SETUP Perio 8	DD CHECK D 08/31/	DATE GHI 723 Y	
Select	ed classes	5: 1 2	3456	7891	10 11 13 1	5 16 20 21 2	22 28		
ENT	ER=Validat	e, F3=Pr	int screen,	F11=Go to	screen 2,			00.0	
	F3 🖨			F		100 M		23.0	4.00

The actual screen results are system-specific.

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

A	PCG Dist=8991	Rel=23.04.00	12/11/2023	DOD 001	SV K:\SYSTEM	K:\SECOND	WHIT	E	_	
	Payroll System									PAYMOOOO
	FKey Master Menu									
	1 Payroll Setup Menu 2 Payroll Update Menu 3 Payroll Check & Direct Deposit Menu									
	4 Annual Reports Menu 5 Monthly/Quarterly/Fiscal/Biennial Reports Menu									
 8 Employee Reports/Labels Menu 9 Update/Display Description/Deduction/Annuity Menu 10 Earnings History Menu 11 Check Reconciliation Menu 12 Update/Display Payroll Monitor 13 Special Functions Menu 										
	_20] File R∉	organizati:	on						
Maste	Userlist									23.04.00
	l (PB) VordB	PAY VENI	2							