

## PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

3/4/2024	Section B: Payroll Update Processing
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[Topic 4: Update/Display Payroll Information, V2.24]

## **Revision History**

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12/11/2023	2.23	23.04.00 – Add <b>Pension Code</b> value <b>6</b> for Georgia State Employees' Pension	D. Ochala
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03/2//2013	2.10	new F3 – Print this data.	D. Oellala
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		screen by deleting fiscal-to-date retirement fields. Update screenshots.	
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03/31/2009	2.3	09.01.00 – Added CPI-3 <sup>rd</sup> party contractor information reference, and	C. W. Jones
		Deduction Data screen GHI option and tier display information and	
		instructions. Added new B2.4. Calculate and Display Payroll screenshot	
		examples.	
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		<i>Employer Pays BOTH employer and employee shares – SB327)</i> code,	
		withholding employer indicator 4 (% of Annuity gross), and bank code	
		drop-down selection icon 🛄 information and instructions.	
03/25/2008	2.1	08.01.00 – Added Annuity 3 – Annuity 5 information, instructions, and	C. W. Jones
		screenshot examples.	
09/27/2007	2.0	07.03.00 – Added inactive employee update, and automatic CPI biographical	C. W. Jones
		information update information and instructions.	

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## **Overview**

The following features are available from the *Payroll Update* function on the *Payroll System Master Menu:* 

**Third Party Contract Employee Information:** PCGenesis does not permit access to third-party contractor employees from the PCGenesis payroll module. PCGenesis users must access third-party contractor employees via the Certified/Classified Personnel Information (CPI) module.

**Updates to Inactive Employee Information:** PCGenesis displays the warning, "*Employee is NOT active! Changes on this screen will not impact payroll.*" when the user attempts to update inactive employees' information. In this instance, select *OK* to save the changes anyway, or *Cancel* to redisplay the screen in response to the prompt.

PCGenesis allows the display, modification, and in many cases, the deletion of the following types of information:

**Personnel Data:** *Procedure E: Updating/Displaying Leave Data* provides procedure-specific employee leave data instructions.

**Deduction:** *Procedure B: Updating/Displaying Deduction Data* provides procedure-specific employee deduction instructions.

<u>Payroll Codes:</u> All description codes must exist in the payroll *Description* file before using the codes to update employees' payroll information. Refer to *Section F: Payroll Description/Deduction/Annuity File Processing* for instructions.

**Gross Data:** Includes the payroll type, payroll rate, regular and overtime hours, regular and overtime gross salary, GHI percentage distribution, contractual salary, and pension information. *Procedure C: Updating/Displaying Gross Data* provides procedure-specific gross data instructions.

<u>Account information Codes</u>: Entries in the Acct# Yr Fnd F Prgm Fnct Objet Fcty B Addt'l fields must exist in the *Budget Account Master* file. Refer to the <u>Financial Accounting and Reporting (FAR)</u> <u>System Operations Guide</u>, Section A: Budget Account Master Processing for instructions.

<u>Pension Adjustments:</u> PCGenesis accommodates pension adjustments on the *Update/Display Gross Data* employee payroll screen with a *Process Type* of '**Z**'. Fields are available on the *Gross Data* screen for *Pens Gross* (Pension Adjustment Gross Amount) and *Pens Amt* (Pension Adjustment Amount). For a *Process Type* of '**Z**', the following data can be entered: pay type, pay reason, period end date, account, pension adjustment gross and amount. For all other *Process Type* codes, the pension adjustment fields will be protected. Entry of the *Pens Gross* (Pension Adjustment Gross Amount) field will cause the system to calculate the corresponding employ<u>er</u> pension contribution amount during payroll calculations.

**Withholding:** Includes employees' state and federal tax withholding information, annuity withholding information, and direct deposit information. In order to <u>exclude</u> employee from the Direct Deposit file, either clear the *Bank Code, Bank Account #, Type, Method,* and *Amt/%* fields, or set the *Enable Direct Deposit* radio button to '**No**'. Changing information in the *Bank Code, Bank Account #, Type, Method,* or *Amt/%* fields causes the *Prenote* flag to automatically change to *Y*(*Yes*).

<u>Annuity Codes</u>: All annuity company information must exist in the payroll *Annuity* file before using the codes to update employees' payroll information. Although PCGenesis allows up to five annuity company entries per employee record, PCGenesis users must create the *Annuity Deduction Control Record* before entering the information for employees. Changing the *Annuity Company* on the *Update/Display Payroll Withholding/Direct Deposit Data* screen will automatically cause the *Employer Deduction Flag* on the *Update/Display Deduction Data* screen to default either to *Y* (Yes) or *N* (No) based upon the employer indicator (0, 1, 2, 3, or 4) on the annuity company record. Refer to *Section F: Payroll Description/Deduction/Annuity File Processing* for instructions.

**Leave:** PCGenesis allows displays of and modifications to employees' leave information for *State* and *Local* buckets including Sick, Personal/Business, Vacation, Other, Leave without Pay, Staff Development, or Sick Bank Taken. When updating <u>current</u> leave totals, PCGenesis automatically updates employees' *Balance* and *Used YTD (Used Year-to-Date)* totals. Negative (-) entries <u>may not</u> be made to the *Balance*, and *Used YTD* totals. PCGenesis clears the <u>current</u> leave usage totals when a new payroll is set up. Leave should reflect leave usage for the <u>current payroll</u>. Refer to the <u>PCGenesis</u> <u>Personnel System Operations Guide</u> for assistance.

After calculating payroll, users may import leave usage and balances from a Microsoft® Excel spreadsheet for printing on employees' pay stubs. Refer to Section C: Payroll Check and Direct Deposit Statement Processing, Topic 7: Import PCGenesis Paystub Leave Data for the Leave Management System (LMS) for instructions.

**Year-to-Date (YTD) and Fiscal Year:** In some instances, PCGenesis allows displays of and modifications to the year-to-date totals of employees' regular and overtime hours and salary, Old Age Survivor's Disability Insurance (OASDI), Medicare (HI) and retirement, certain deductions, and contractual salary. Modifications may be made to the employees' year-to-date and fiscal year *Instructional* and/or *Non-Instructional* accrued totals.

When updating <u>adjustment</u> amounts, PCGenesis automatically updates employees' *YTD* (year-to-date) or *Fiscal* totals. The entry of a negative (-) amount in the appropriate field reduces the existing balances. The purpose of the *YTD* (year-to-date) and *Fiscal* totals is to print on the employee's payroll check or direct deposit stub.

**Deduction Adjustments:** PCGenesis allows modifications to <u>current payroll cycle</u> employee deductions.

The following processing guidelines apply to deduction adjustments:

- When setting up for the next *Payroll Run*, PCGenesis <u>resets</u> the deduction entries on the *Updating/Displaying Deduction Adjustments Entry* screen to zero.
- When entering an amount for a specific deduction adjustment, PCGenesis processes all deduction adjustments even when deselecting the deduction code during payroll setup. Also, adjustments to the Georgia State Health (SHBP) deductions will be processed even if the employee's **GHI Participation Switch** is set to 'N'.
- As PCGenesis calculates deduction adjustments, and users enter positive (+) amounts, PCGenesis adds the total amount of the adjustment to the current deduction amount. PCGenesis <u>subtracts</u> the total amount of the adjustment from the current deduction amount when entering a negative (-) dollar amount.

**Federal Insurance Contributions Act (FICA), OASDI, and Medicare:** PCGenesis allows adjustments (modifications) to <u>current payroll cycle</u> employees' OASDI and Medicare deductions. When setting up for the next *Payroll Run*, PCGenesis <u>resets</u> the OASDI and Medicare entries on the *Updating/Displaying FICA/Medicare Adjustments* screen to zero. Note that pension adjustments are accommodated on the *Update/Display Gross Data* screen. Refer to *Procedure C: Updating/Displaying Gross Data* for instructions.

**Garnishment Vendor:** Employees' garnishment vendor information may be displayed and/or modified. Verify the garnishment vendors' information exists within the Financial Accounting and Reporting (FAR) system's *Vendor* file.

**Defaulting Payroll information:** Identifiers such as employee number, employee name, location, and SSN default from the employee's personnel information. Refer to *Section B: Payroll Update, Topic 3: Update/Display Personnel Information* for instructions.

When modifying an employee's information <u>after</u> running the *TRIAL Register*, update the employee's data, and <u>rerun</u> the *Calculate Payroll and Print TRIAL Register*.

**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*'.

Selecting the drop-down selection icon  $\blacksquare$ ,  $\blacksquare$  (F15 – Code Lookup) or  $\blacksquare$  (F28 – Help Screens) when offered provides additional assistance with the entry of information.

### **Procedure A:** Setting/Clearing Employee Search Criteria

Refer to the <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 1: Set/Clear Employee Search Criteria for instructions.

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## **Procedure B: Updating/Displaying Deduction Data**

#### **B1.** Overview

PCGenesis supports twenty (20) <u>current</u> deductions per employee, in addition to Federal Insurance Contributions Act (FICA) and pension deductions. The FICA deduction includes Social Security (OASDI) and Medicare (HI). The pension deduction for an employee may be set to the Public School Employees Retirement System (PSERS) old or new plan, Teachers Retirement System (TRS), to the Employee Retirement System (ERS) old or new plan, or to the Georgia State Employees' Pension and Savings Plan (GSEPS). For each employee, PCGenesis allows the use of up to ten deductions to be set up as garnishments.

The following deduction codes have fixed processing types which dictate their use in payroll:

Deduction Code	Description
00	Fringe benefits
	The fringe benefit deduction is <u>not</u> considered to be a deduction, but is instead used to increase gross amounts for W-2 tax reporting purposes.
01	Used only for annuity deduction processing
02	Used only for annuity deduction processing
03	Federal income tax
04	State income tax
05	Reserved for local tax
06	Reserved for local tax
07	Non-qualified 457 Plan
08	GHI – Non-certified
09	GHI – Certified
10 - 71	Available for local school district and system assignment, including additional annuity deductions

The employee payroll data is able to store more than 20 current and year-to-date deduction amounts during a calendar year per employee. The employee deduction data is on the *PDEDUCT* file (Payroll Deduction File) which allows up to 72 current and year-to-date deductions per calendar year per employee. PCGenesis allows 72 system deductions (deduction codes 00 through 71) to be defined. So, an employee is allowed to store deduction data for each of the 72 system deduction codes.

Although an employee is allowed up to 72 current and year-to-date deductions per calendar year, the employee is still be limited to 20 <u>current</u> deductions per pay check, not including the FICA and pension deductions. This is necessary because the *Earnings History file* has room for only 20 deductions. Please note that "current deductions" include deduction amounts, deduction adjustments, deductions where the employer flag is set to 'Y' (Yes), and annuities that calculate as a percentage of the employee's gross salary. Also, Federal and State taxes (Deduction Codes '03' and '04'), automatically reserve a "current deduction" slot.

Deduction codes are defined in *Deduction Code Maintenance*. Refer to *Section F: Description/Deduction/Annuity File Processing* for instructions.

Ste

1

This *Overview* section describes the normal processing for setting up employee deductions. Section *B2*. *Processing Imputed Income* provides specific information and instructions for processing the imputed income adjustment for taxable income.

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4 Ann	ual Deporte Menu			
5 Mon	ithly/Quarterly/Fiscal/Biennial R	eports Menu		
<u>8</u> Emp	oloyee Reports/Labels Menu			
9 Upd	ate/Display Description/Deducti	on/Annuity Menu		
11 Che	ck Reconciliation Menu			
<u>12</u> Upd 13 Spe	ate/Display Payroll Monitor cial Functions Menu			
20 File	Depresentation			
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		ayroll system		PHYUPDIP
	кеу Рај 	roll Update Menu		
0	Add New Employee			
	2 Update/Display Personnel Da	ta		
Ī	3 Update/Display Deduction Da	a		
	4 Update/Display Gross Data			
	5 Update/Display Withholding D	lata		
	Update/Display Current Leave	Usage Data		
	Update/Display Tro/Fiscal Da     Update/Display Deduction Adi	ila ustments		
	9 Update/Display FICA/Medicard	e Adiustments		
Ĩ	10 Update/Display Garnishment	Vendor Data		
	11       Add Earnings History Record         12       Update/Display Earnings Hist         13       Print Earnings History         14       Calculate and Display An Emp         15       Delete Employee	ory / Transfer Gross Earnings loyee's Pay		
1	17 Update/Display Leave YTD/Ba	alance Data		
	Detailed Pay Stub - Employee	message		
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The following screen displays:

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Step	Action
3	Enter the number in the <b>Input</b> field, select <b>Enter</b> - Continue), and proceed to <i>Step</i> 5.
	If the employee number is unknown, enter the employee's complete or partial name, or the Social Security Number in the "Input" field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.

	🔲 PCG Dist=8991 Rel=14.01.00 04/08/2014 PC	W 004 SV 0	:\DEVSYS C:\S	ECOND		WHI	TE			_ 8 ×	1
	Update/Displa	y Deducti	on Data							PAYFIND	
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	Enter AB3EU, ET3AN	88942	999-08-8942	201	11	N	1	12	29	T	1
	AB3EU, MO3TY	87742	999-08-7742	8012	13	N	0	10	30	I	1
	AB4EY, LE4NARDO	87893	999-08-7893	101	1	С	2	10	4	T	1
	3 AB4EY, LI4LIAM	89093	999-08-9093	195	2	N	2	10	34	I	1
	4 AC9ER, MO9AMMED	89320	999-08-9320	8012	13	N	0	10	32	I	1
	5 AC9ER, NU9IA	88120	999-08-8120	8012	19	N	0	10	53	A	1
	6 AD2ER, TA2	88127	999-08-8127	2050	3	N	0	10	16	I.	1
	AD2ER, ZA2A	89327	999-08-9327	195	3	N	0	10	16	1	1
	8 AD20CK, AL20NZ0	88175	999-08-8175	8012	14	N	1	12	31	Α	1
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	FKEY = Record Fo	und Above									1
	or PgUp/PgDn =	Previous	/Next 10 Re	cords							1
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	F1-9 = Choose fro	m Selecti	on Above								1
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4	Select <b>Enter</b> (Enter) or select	ect the <b>I</b>	Tunction	key c	orre	spoi	nding	g to th	e en	nployee's	record,
4	ENTER /			·						1 2	· · · ·
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Employee 88942 AB3EU, ET3AN SSN 999-08-8942	D		CI	Lass 🛛	5	Loc Work-Loc	: 0101 : 0101	GHI de	duction	code (
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08 UHC HMO EESP/TSP -CLAS			69	UHC HI	MO EE:	SP/TSP -	-CERT	434.90	N	
10 VENDOR 000014			11	VENDO	R 002:	2 03		41.51	N	
12 VENDOR 004850			13	VENDO	R 002	920		2.96	Y	
15 VENDOR 000018			16	VENDO	R 000	923				
17 VENDOR 000019	14.58	N	18	VENDO	R 000	908		450.41	N	
19 VENDOR 000541			20	COURT	WZH					
21 VENDOR 000021			22	COURT	WZH					
23 VENDOR 004805			24	VENDO	R 002	920		27.38	N	
25 VENDOR 000014			26	VENDO	R 002:	2 08				
27 VENDOR 002599			28	VENDO	R 000	869		25.03	N	
29 VENDOR 000869			30	VENDO	R 001	949		2.21	N	
31 VENDOR 002920			33	VENDO	R 002	920		102.86	Y	
34 COURT W/H			35	VENDO	R 001:	383				
36 VENDOR 002920			37	VENDO	R 004	764				
38 VENDOR 003218			39	VENDO	R 000	814				
40 VENDOR 002775			41	VENDO	R 004	943				
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Ded Desc Ded Annui	tu Comp	anu				Ann Tur	be l	Emplovee	Contrib	ution
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ANNUITY # 2 / 02										
<sup>NTE</sup> F1 ▶ \$ F2 ◀ \$ F3 ♣ F4  F5	7 <sub>F6</sub> 11	F7 T F8	F9 🖉	F10	F11 🕨	F12		FIS Q	1	2.03.

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Step	Action
5	Select <b>F9</b> ( <b>F9</b> – Switch to Update Mode).

Status Active	03/20/2013 PLW 001	C:\DEVSYS C:\SECOND WHI	
Cacas Hoczyc	Update/Display	Deduction Data	reen 1 of 2 PAY06
Employee 88942 AB3EU, ET	3AN D	Class 05 Loc 01	01 GHI deduction code 09
SSN 999-08-8942		Work-Loc 01	01
Cd Description	Amount Emplr	Cd Description	Amount Emplr (Y/N)
01 ANNUITY # 1	75 10 11	02 ANNUITY # 2	
03 FED INCOME TAX	75.02 N	04 VENDUR 000012	121.04 N
10 UENDOD 000011	5 .00	14 UENDOD 000000	1 <u>434.90</u> <u>N</u>
10 VENDOR 000014 19 HENDOD 0060E0		11 VENDOR 002203 19 HENDOR 002030	<u>41.51</u> 2.06 U
15 UENDOR 004050		16 UENDOR 000023	<u> </u>
17 UENDOR AAAA19	14.58 N	18 UENDOR AGAGAS	450-41 N
19 UENDOR 000541		20 COURT W/H	<u></u>
21 VENDOR 000021		22 COURT W/H	
23 VENDOR 004805		24 VENDOR 002920	27.38 N
25 VENDOR 000014		26 VENDOR 002208	
27 VENDOR 002599		28 VENDOR 000869	<u> </u>
29 VENDOR 000869		30 VENDOR 001040	<u>    2.21    N</u>
31 VENDOR 002920		33 VENDOR 002920	<u>    102.86       Y</u>
34 COURT W/H		35 VENDUR 001383	
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PCG Dist=8991 Rel=13.0 tatus Active	1.00 03/20/2013 PCW 001 Update/Display	C:\DEV5Y5 C:\SECOND Deduction Data	WHITE Screen 2 of 2	PAY 06
Employee 88942 AB3EU, SSN 999-08-8942 Cd Description 42 VENDOR 004059	, ET3AN D Amount Emplr <u>.00</u>	Class 05 Work- Cd Description 43 VENDOR 004320	Loc 0101 GHI dec -Loc 0101 Amount 10.00	duction code 09 Emplr (Y/N) <u>N</u>
Ded Desc Ded ANNUITY # 1 / 01 ANNUITY # 2 / 02	Annuity Company	Credit Union <u>00000000</u> Ann	<u>30000000</u> Sect Type Employee	tion 125 <u>Y</u> Contribution
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For **Step 6-F11** selections, the following screen displays:

Step	Action
7	Select $\mathbf{F12}$ (F12 - Go to Screen 2) to return to the previous deduction data screen where appropriate.
8	<b>For school district/system deduction contributions:</b> Enter <b>Y</b> (Yes) in the <b>Emplr</b> (Employer) field to define the deduction contribution.
	Identify the deduction's employer contribution participation in the Deduction file. Refer to Section F: Description/Deduction/Annuity File Processing for instructions.
	When there are no school district/system deduction contributions: Enter N (No) in the Emplr (Employer) field to define the deduction contribution.
9	<b>For Credit Union members:</b> Enter the employee's credit union member number, up to fourteen (14) characters, in the <b>Credit Union</b> field.

Step	Action
10	<b>For Non-Taxable Benefit program participants:</b> Enter or verify the entry of <b>Y</b> (Yes) in the <b>Section 125</b> (Section 125 – Cafeteria Plan Deduction) field.
	For new employees, the <b>Section 125</b> (Cafeteria Plan) field defaults to ' <b>Y</b> ' (Yes) on the employee's <i>Deduction Data</i> screen.
	<b><u>NOTE</u></b> : A warning message will be printed on the <i>Payroll Exceptions Report</i> when pre- tax deductions exist for an employee, but the employee's <b>Section 125</b> flag is equal to 'N'. The warning message will help payroll administrators identify when the <b>Section 125</b> flag has been set to 'N' for an employee inappropriately.
	The <i>Print Paychecks and Direct Deposits</i> procedure reflects deductions properly when the <b>Section 125</b> flag is equal to 'N'. If the <b>Section 125</b> flag is equal to 'N', pre-tax deductions will print in the <i>After-Tax Deductions</i> section of the paycheck stub to properly reflect that the deductions were <u>not</u> actually taken pre-tax. This will help inform employees that deductions which might be perceived as taken before tax are actually being taken after tax, and will alert the employees to a possible coding error on their payroll record.
	The non-taxable benefits amount should also be included in the Cycle Gross field.
	What is a cafeteria plan?
	A cafeteria plan is a separate written plan maintained by an employer for employees that meets the specific requirements of and regulations of section 125 of the Internal Revenue Code. It provides participants an opportunity to receive certain benefits on a pretax basis. Participants in a cafeteria plan must be permitted to choose among at least one taxable benefit (such as cash) and one qualified benefit.
	A qualified benefit is a benefit that does not defer compensation and is excludable from an employee's gross income under a specific provision of the Code, without being subject to the principles of constructive receipt. Qualified benefits include the following:
	<ul> <li>Accident and health benefits (but not Archer medical savings accounts or long-term care insurance)</li> <li>GHI</li> <li>Adoption assistance</li> <li>Dependent care assistance</li> <li>Group-term life insurance coverage</li> <li>Health savings accounts, including distributions to pay long-term care services</li> </ul>
	The benefit program must be identified as <b>I</b> (Non-Taxable Insurance) in the <i>System Deduction</i> record. The written plan must specifically describe all benefits and establish rules for eligibility and elections.
	A section 125 plan is the only means by which an employer can offer employees a choice between taxable and nontaxable benefits without the choice causing the benefits to become taxable. A plan offering only a choice between taxable benefits is not a section 125 plan.
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Step	Action
11	Select (Enter).
	Select $\mathbf{F3}$ (F3 – Print this data) to obtain a screen print of the <i>Update/Display Deduction Data</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

For *Step* **6-F11** selections, the following screen displays:

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For *Step* **7-F12** selections, the following screen displays:

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PCG Dist=8991 Rel=13.0           Status Active           Employee 88942 AB3EU, SSN 999-08-8942           Cd Description           01 ANNUITY # 1           03 FED INCOME TAX           08 UHC HM0 EESP/TSP -1           10 VENDOR 000014           12 VENDOR 000018           17 VENDOR 000018           17 VENDOR 000541           21 VENDOR 000541           21 VENDOR 000541	Image         Per         I           1.00         03/20/2013         P           Update/I         Update/I           . ET3AN D         Amount           75.62	Emplr N N N N N	C:\DEV5Y Deducti Cla Cd D 02 A 04 U 09 U 11 U 13 U 16 U 18 U 20 C 22 C	Lv Ytd on Data ss 05 escripti NNUITY # ENDOR 00 ENDOR 00 ENDOR 00 ENDOR 00 OURT W/H	ND Work-L 00 12 10012 ESP/TSP 12920 10023 10008	Adj Fi	ICA Gar Gar H GHI H GHI H GHI 11 Amoun 121.0 434.9 41.5 2.9 45.6.4	2 deductio t Emplo 4 N 6 N 1 N 6 Y 1 N 1 N	PAY86 on code r (Y/N)	.  <b>8</b>   <b>×</b>   89
PCG Dist=8991 Rel=13.0           Status Active           Employee         88942 AB3EU, SSN 999-08-8942           Cd Description           01 ANNUITY # 1           03 FED INCOME TAX           08 UHC HMO EESP/TSP - 10 UENDOR 000914           12 UENDOR 004850           15 UENDOR 000918           17 VENDOR 0009541           21 UENDOR 000921           23 UENDOR 004850	Image: second	Emplr N N N N N N N N N N N N N	C:\DEV5YY Deducti Cla Cd D 02 A 04 U 09 U 11 U 13 U 16 U 18 U 20 C 22 C 24 U	Lv Ytd C:\SECOM on Data ss 05 escripti NNUITY # ENDOR 00 HC HMO E ENDOR 00 ENDOR 00 ENDOR 00 ENDOR 00 OURT W/H OURT W/H	ND ND Work-L 000 2 20012 ESP/TSP 22203 12920 100023 100028 100028 100028	Adj Fi	ICA Gar reen 1 of 1 GHI 1 Amoun 121.0 434.9 41.5 2.9 450.4 	2 deduction t Empli 4 N <u>0 N 1 N 6 Y 1 N 8 N</u>	PAY06 on code r (Y/N)	. ( <i>b</i> ) ×)
PEG Dist=8991         Rel=13.0           Status Active           Employee         88942         AB3EU, SSN 999-08-8942           Cd Description           01         ANNUITY # 1           03         FED INCOME TAX           08         UHC HMO EESP/TSP - 16           15         UENDOR 060614           12         UENDOR 060618           17         UENDOR 060619           19         VENDOR 060621           23         UENDOR 060614           25         UENDOR 060614	Image: second conduction     Personal (Conduction)     Personal (Conduction)       1.00     03/20/2013     P       Update/I       , ET3AN D       Amount       75.62       .00       .14.58	Emplr N N N N N	C:\DEV5YY Deducti Cla Cd D 02 D 09 U 11 U 16 U 18 U 20 C 22 C 22 C 24 U 24 U 26 U	Lv Ytd Lv Ytd 5 C:\SECOP on Data 55 05 escripti NNUITY # ENDOR 00 ENDOR 00 ENDOR 00 ENDOR 00 ENDOR 00 ENDOR 00 OURT W/H OURT W/H ENDOR 00 ENDOR 00 EN	L Work-L on 2 30012 ESP/TSP 22 03 109023 109028	Adj Fi	ICA Gar reen 1 of 1 GHI 1 Amoun 121.0 434.9 41.5 2.9 450.4 27.3	2 deductio t Empli <u>8</u> N <u>1</u> N <u>6</u> Y 1 N 8 N	PAYØ6 on code r (Y/N)	.[윤 <b> ×</b> ] 69
PCG Dist=8991         Rel=13.0           Status         Active           Employee         88942         AB3EU, SSN 999-98-8942           Cd         Description           01         ANNUITY # 1           03         FED           INCOME TAX           08         UHC HMO EESP/TSP - 10           10         VENDOR 000014           12         VENDOR 000018           17         VENDOR 0000541           21         VENDOR 0000541           23         VENDOR 000014           25         VENDOR 000014           27         VENDOR 002599	I.00         03/20/2013         Per         I           I.00         03/20/2013         P         Update/I           J.20/2013         P         Update/I         P           J.20/2013         P         Update/I         P           J.20/2013         P         Update/I         P           J.20/2013         P         III         P           J.20/2013         P         III         P           J.20/2013         P         III         P           III         III         III         III         III           IIII         IIII         IIII         IIII         IIII	Emplr N N N N N N N N N N N N N N N N N N N	C:\DEV5Y Deducti Cla Cd D 02 A 04 U 09 U 11 U 13 U 13 U 16 U 13 U 20 C 22 C 24 U 26 U 26 U 28 U	Lv Ytd on Data ss 05 escripti NNUITY # ENDOR 00 ENDOR 00	ND Work-L .00 2000 22203 12920 10008 12920 12920 12920 12920 12920 12920 12920 12920 12920 12920 129800 129800 129800 129800 1298000	Adj F	ICA Gar eeen 1 of 11 GHI 121.0 434.9 41.5 2.9 450.4 27.3 25.6	2 deductiv t Empli 4 N 6 N 1 N 6 Y 1 N 1 N 8 N 3 N	PAY06 on code r (Y/N)	. <b>6</b> 9
PCG Dist=8991 Rel=13.0           Status Active           Employee         88942 AB3EU, SSN 999-08-8942           Cd Description           01 ANNUITY # 1           03 FED INCOME TAX           08 UHC HM0 EESP/TSP -1           10 VENDOR 000014           12 VENDOR 000914           17 VENDOR 0009541           21 VENDOR 000541           21 VENDOR 0009541           21 VENDOR 0008541           21 VENDOR 0008541           21 VENDOR 0008541           21 VENDOR 0008541           23 VENDOR 0008048           25 VENDOR 0008048           25 VENDOR 0008048           27 VENDOR 0008048           28 VENDOR 008084           29 VENDOR 008084	1.00 03/20/2013 P Update/I , ET3AN D Amount -CLAS _00	Emplr N N N N N N N N N N N N N N N N N N N	C:\DEV5Y Deducti Cla Cd D 02 A 04 U 09 U 11 U 13 U 16 U 18 U 20 C 22 C 24 U 26 U 28 U 38 U	Lv Ytd on Data ss 05 escripti NNUITY # ENDOR 00 ENDOR 00 ENDOR 00 ENDOR 00 ENDOR 00 ENDOR 00 ENDOR 00 ENDOR 00 ENDOR 00 ENDOR 00	ND Work-L 00 2203 12920 10923 10923 10923 10928 12920 10929 10929 10923 10920 10920 10920 10940 10940	Adj Fi	ICA Gar Gar H GHI H GHI H Amoun 121.0 434.9 41.5 2.9 45.0.4 27.3 25.0 2.2	2 deduction t Empli 4 N 0 N 1 N 1 N 1 N 8 N 3 N 1 N	PAY06 on code r (Y/N)	. <b>6</b> 9
PCG Dist=8991 Rel=13.0           Status Active           Employee         88942 AB3EU, SSN 999-98-8942           Cd Description           01 ANNUITY # 1           03 FED INCOME TAX           08 UHC HMO EESP/TSP -1           10 UENDOR 060814           12 UENDOR 060818           17 UENDOR 060614           23 UENDOR 060814           23 UENDOR 060845           25 UENDOR 060841           21 UENDOR 060841           23 UENDOR 060814           27 UENDOR 0608014           27 UENDOR 060869           31 UENDOR 0602599           29 UENDOR 060269	I.00         03/20/2013         P           Update/I	Emplr N N N N N N N N N N N N N N N N N N N	C:\DEV5Y Deducti Cla Cd D 02 A 04 U 09 U 13 U 13 U 16 U 18 U 20 C 22 U 26 U 26 U 26 U 28 U 33 U	Lv Ytd C:\SECON on Data SS 05 escripti NNUITY # ENDOR 00 ENDOR 00	ND Work-L on 2 20012 ESP/TSP 12920 10023 100023 100028 10008 100028 1000028 100028 100028 10008	Adj F	ICA Gar Gar Gar H GHI H GHI H Amoun 121.0 434.9 41.5 2.9 45.0.4 27.3 25.0 2.2 102.8	2 deduction t Emplo 4 N 6 N 1 N 6 Y 1 N 1 N 1 N 1 N 1 N 1 N 1 N 1 N 1 N 1 N	PAY86 on code r (Y/N)	. (古) × ) 69
PCG Dist=8991         Rel=13.0           Status Active           Employee         88942         AB3EU, SSN 999-08-8942           Cd Description           01         ANNUITY # 1           03         FED INCOME TAX           08         UHC HMO EESP/TSP - 10           15         UENDOR 000914           12         VENDOR 000914           13         VENDOR 000914           14         VENDOR 000914           15         UENDOR 000914           17         VENDOR 000914           12         VENDOR 000914           23         VENDOR 000921           23         VENDOR 000914           27         VENDOR 000929           31         VENDOR 002599           29         VENDOR 00220           34         COURT W/H	Image: system     Per     I       1.00     03/20/2013     P       Update/I       • ET3AN D       Amount       75.62       • CLAS       • 09       14.58	Emplr N N N N N N N N N N N N N N N N N N N	C:\DEV5Y Deducti Cla Cd D 02 A 09 U 11 U 09 U 11 U 16 U 20 C 22 U 26 U 28 U 38 U 33 U 35 U	Lv Ytd Lv Ytd c.\SECOM c.\SECOM c.\SECOM c.	ND ND ND ND ND ND ND ND ND ND	Adj Fi	ICA Gar Geen 1 of H GHI H GHI 121.0 434.9 41.5 2.9 45.0.4 27.3 25.0 2.2 102.8	2 deduction t Empli 4 N <u>0 N 1 N 6 Y 1 N 8 N 1 N 8 N 1 N 6 Y</u>	PAY06 on code r (Y/N)	. <b>6</b> 9
PECF Dist=8991         Rel=13.0           Status Active           Employee         88942         AB3EU, SSN 999-08-8942           Cd Description           01         ANNUITY # 1           03         FED INCOME TAX           08         UHC HM0 EESP/TSP - 16           10         VENDOR 000014           12         UENDOR 000018           17         VENDOR 000018           17         VENDOR 000821           23         VENDOR 000821           23         VENDOR 002599           29         VENDOR 002599           29         VENDOR 00220           34         COURT W/H           36         VENDOR 002220	I.00         03/20/2013         Per         I           I.00         03/20/2013         P         Update/I           .         ET3AN D         Amount           .         .         .         .           .         .         .         .           .         .         .         .           .         .         .         .           .         .         .         .           .         .         .         .           .         .         .         .           .         .         .         .           .         .         .         .           .         .         .         .           .         .         .         .           .         .         .         .           .         .         .         .           .         .         .         .         .           .         .         .         .         .           .         .         .         .         .           .         .         .         .         .           .         . </td <td>Emplr N N N N N N N N N N N N N N N N N N N</td> <td>C:\DEV5Y Deducti Cla Cd D 02 A 04 U 09 U 11 U 13 U 13 U 14 U 28 C 22 C 24 U 26 U 26 U 28 U 36 U 33 U 33 U 33 U 33 U</td> <td>Lv Ytd Lv Ytd s C:\SECOF on Data ss 05 escripti NNUITY # ENDOR 00 ENDOR 00</td> <td>ND Work-L .00 200012 ESP/TSP 22203 12920 100023 100088 12920 108869 11383 14764</td> <td>Adj F</td> <td>ICA         Gar           ieeen         1         off           in         GHI         GHI           in         &lt;</td> <td>2 deduction t Emplo 4 N 6 Y 1 N 6 Y 1 N 8 N 3 N 1 N 6 Y 1 N</td> <td>PAY06 on code r (Y/N)</td> <td>. <b>6</b>9</td>	Emplr N N N N N N N N N N N N N N N N N N N	C:\DEV5Y Deducti Cla Cd D 02 A 04 U 09 U 11 U 13 U 13 U 14 U 28 C 22 C 24 U 26 U 26 U 28 U 36 U 33 U 33 U 33 U 33 U	Lv Ytd Lv Ytd s C:\SECOF on Data ss 05 escripti NNUITY # ENDOR 00 ENDOR 00	ND Work-L .00 200012 ESP/TSP 22203 12920 100023 100088 12920 108869 11383 14764	Adj F	ICA         Gar           ieeen         1         off           in         GHI         GHI           in         <	2 deduction t Emplo 4 N 6 Y 1 N 6 Y 1 N 8 N 3 N 1 N 6 Y 1 N	PAY06 on code r (Y/N)	. <b>6</b> 9
PCG Dist=8991         Rel=13.0           Status Active           Employee         88942         AB3EU, SSN 999-08-8942           Cd Description           01         ANNUITY # 1           03         FED INCOME TAX           08         UHC HM0 EESP/TSP -1           10         VENDOR 000914           12         VENDOR 000918           17         VENDOR 0009541           21         VENDOR 0008541           23         VENDOR 0008014           27         VENDOR 0008541           21         VENDOR 000804           27         VENDOR 000804           28         VENDOR 000804           29         VENDOR 002920           34         COURT W/H           36         VENDOR 002926           38         VENDOR 002926	1.00     03/20/2013     Per     I       1.00     03/20/2013     P       Update/I       , ET3AN D       Amount       75.62       -00       14.58	Emplr N N N N N N N N N N N N N N N N N N N	C:\DEVSY Deducti Cla Cd D 02 A 04 U 09 U 11 U 13 U 16 U 13 U 26 C 22 U 26 U 28 U 33 U 33 U 33 U 33 U 37 U	Lv Ytd Lv Ytd C:\SECON on Data ss 05 escripti NNUITY # ENDOR 00 ENDOR 00 ENDO	ND Work-L 00 200 22920 22920 100023 10008 12920 12920 12920 10008 12920 12920 12920 12920 12920 12920 12920 12920 1383 14764 1383 14764 1383 14764 1383 14764 1383 14764 1486	Adj Fi	ICA         Gar           Gar	2 deduction t Empli 4 N 0 N 1 N 1 N 1 N 1 N 1 N 3 N 1	PAY06 on code r (Y/N)	. <u>8</u> ×
PCG Dist=8991 Rel=13.0           Status Active           Employee 88942 AB3EU, SSN 999-98-8942           Cd Description           01 ANNUITY # 1           03 FED INCOME TAX           08 UHC HMO EESP/TSP -1           10 UENDOR 060814           12 UENDOR 060818           17 UENDOR 060618           17 UENDOR 060614           23 UENDOR 060818           17 UENDOR 060819           19 UENDOR 060814           21 UENDOR 060819           19 UENDOR 060814           21 UENDOR 060819           19 UENDOR 060814           21 UENDOR 060819           19 UENDOR 060814           23 UENDOR 060821           23 UENDOR 0622920           34 COURT W/H           36 UENDOR 062220           38 UENDOR 062218           38 UENDOR 062218           38 UENDOR 062218           38 UENDOR 062218           36 UENDOR 062218           38 UENDOR 062218           39 UENDOR 062275	I.00         03/20/2013         Per         I           I.00         03/20/2013         P         Update/I           .         ET3AN D         Amount           75.62	Emplr N N N N N N N N N N N N N N N N N N N	C:\DEVSY Deducti Cla Cd D 02 A 04 U 09 U 13 U 09 U 13 U 16 U 13 U 20 C 224 U 26 U 26 U 26 U 28 U 36 U 36 U 37 U 39 U 41 U	Lv Ytd Lv Ytd C:\SECON on Data SS 05 escripti NNUITY # ENDOR 00 ENDOR 00 ENDO	ND Work-L On 2 10012 ESP/TSP 12920 10023 10008 1 12920 10023 10008 1 102920 12208 10869 10849 10849 10844 10844 10844 14043	Adj F	ICA         Gar           Gar	2 deduction t Employ 4 N 6 N 1 N 6 Y 1 N 8 N 3 N 1 N 6 Y  8 N 3 N 1 0  8 N  8 N  8 N        -	PAY06 on code r (Y/N)	. <b>6</b> 9
PCG Dist=8991         Rel=13.0           Status Active           Employee         88942         AB3EU, SSN 999-08-8942           Cd Description           01         ANNUITY # 1           03         FED INCOME TAX           08         UHC HMO EESP/TSP -10           15         UENDOR 000914           12         VENDOR 000918           17         VENDOR 000914           23         UENDOR 000914           23         UENDOR 000921           23         UENDOR 004805           25         UENDOR 002599           29         UENDOR 002208           34         COURT W/H           36         UENDOR 003218           48         UENDOR 002775	1.00     03/20/2013     Per     I       1.00     03/20/2013     P       Update/I       , ET3AN D       Amount       75.62       -00       -14.58       -14.58	Emplr N N N N N N N N N N N N N N N N N N N	C:\DEVSY Deducti Cla Cd D 02 A 04 U 09 U 11 U 16 U 18 U 20 C 22 U 26 U 26 U 28 U 30 U 35 U 35 U 37 U 39 U 41 U	Lv Ytd Lv Ytd c.\SECOM on Data ss 05 escripti NNUITY # ENDOR 00 ENDOR 00 ENDO	ND Work-L on 2 20012 ESP/TSP 12920 10023 100023 100023 100028 12920	Adj F	ICA         Gar           Geen         1         off           H         GHI         GHI           H         Amoun         121.0           434.9         41.5         2.9           450.4         2.9         2.9           450.4         2.2         102.8           102.8         0         0	2 deduction t Emplo 4 N 6 N 1 N 1 N 1 N 3 N 1 N 6 Y 1 N 1 N 2 N 1 N 2 N 1 N 1 N 1 N 2 N 1 N 2 N 1 N 2 N 1 N 2 N 1 N 1 N 2 N 1	PAY06 on code r (Y/N)	. <b>6</b> 9
PECG Dist=8991         Rel=13.0           Status Active           Employee         88942         AB3EU, SSN 999-08-8942           Cd Description           01         ANNUITY # 1           03         FED INCOME TAX           08         UHC HMO EESP/TSP - 10           15         UENDOR 060614           12         UENDOR 060618           17         UENDOR 060619           19         UENDOR 060614           21         UENDOR 060618           17         UENDOR 060614           21         UENDOR 060614           25         UENDOR 060614           27         UENDOR 060614           27         UENDOR 060821           23         UENDOR 060829           31         UENDOR 060829           31         UENDOR 060829           31         UENDOR 060220           34         COURT W/H           36         UENDOR 062220           38         UENDOR 062218           48         UENDOR 062218	1.00     03/20/2013     Per     I       1.00     03/20/2013     P       Update/I       , ET3AN D       Amount       75.62       .00       .14.58	Emplr N N N N N N N N N N N N N N N N N N N	C:\DEVSY Deducti Cla Cd D 02 A 04 U 09 U 11 U 13 U 14 U 28 U 26 U 28 U 26 U 28 U 36 U 33 U 33 U 33 U 37 U 39 U 41 U Credit	Lv Ytd Lv Ytd on Data ss 05 escripti NNUITY # ENDOR 00 ENDOR 00	Help           Help           ND           Work-L           .00           2           00012           ESP/TSP           122203           100008           12220           108669           12220           1383           1383           108814           14943	Adj F	ICA Gar Gar eeen 1 of 11 GHI 121.0 434.9 435.0 434.9 434.9 434.9 434.9 435.0 434.9 435.0 434.9 435.0 434.9 435.0 434.9 45.0 45.0 45.0 45.0 45.0 45.0 45.0 45.0	2 deduction t Employed t Em	PAY06 on code r (Y/N)	. <b>6</b> 9
PCG Dist=8991 Rel=13.0           Status Active           Employee 88942 AB3EU, SSN 999-08-8942           Cd Description           01 ANNUITY # 1           03 FED INCOME TAX           08 UHC HM0 EESP/TSP -1           10 VENDOR 000914           12 VENDOR 009541           21 VENDOR 009541           21 VENDOR 009541           23 VENDOR 009541           24 VENDOR 009541           25 VENDOR 009599           29 VENDOR 009541           21 VENDOR 009541           23 VENDOR 009541           24 VENDOR 009541           25 VENDOR 009541           26 VENDOR 009290           34 COURT W/H           36 VENDOR 002220           38 VENDOR 00221           38 VENDOR 002218           40 VENDOR 002775           Ded Desc         Ded	Annuity Compari	Emplr N N N N N N N N N N N N N N N N N N N	C:\DEVSY Deducti Cla Cd D 02 A 04 U 09 U 13 U 16 U 13 U 16 U 13 U 20 C 22 U 26 U 28 U 33 U 35 U 37 U 39 U 41 U Credit	Lv Ytd Lv Ytd C:\SECON on Data SS 05 escripti NNUITY # ENDOR 00 ENDOR 00 ENDO	Help           Help           Work-L           00           2           0012           ESP/TSP           22203           12920           122208           12920           12920           12920           12920           13983           14764           10814           14943           199080000           Ann T	Adj Fi	ICA Gar Gar H GHI H GHI H Amoun 121.6 434.9 41.5 2.9 41.5 2.9 450.4 27.3 25.6 2.2 102.8 Employ	2 deduction t Empli 4 N 6 Y 1 N 6 Y 1 N 8 N 3 N 1 N 6 Y - - - - - - - - - - - - -	PAY06 on code r (Y/N) r (Y/N)	. <u>₽</u> ×
PCG Dist=8991 Rel=13.0           Status Active           Employee 88942 AB3EU, SSN 999-98-8942           Cd Description           01 ANNUITY # 1           03 FED INCOME TAX           08 UHC HMO EESP/TSP -1           10 UENDOR 060814           12 UENDOR 060818           17 UENDOR 060818           17 UENDOR 060814           23 UENDOR 060814           23 UENDOR 060814           24 UENDOR 060818           17 UENDOR 060814           23 UENDOR 060814           24 UENDOR 060814           27 UENDOR 060814           28 UENDOR 060814           29 UENDOR 060814           21 UENDOR 060818           17 UENDOR 060814           23 UENDOR 060821           23 UENDOR 060869           31 UENDOR 062220           34 COURT W/H           36 UENDOR 062218           40 UENDOR 062775           Ded Desc Ded           ANNUITY # 1	Annuity Compari	Emplr N N N N N N N N N N N N N N N N N N N	C:\DEVSY Deducti Cla Cd D 02 A 04 U 09 U 13 U 06 U 13 U 16 U 13 U 20 C 224 U 26 U 26 U 26 U 26 U 33 U 35 U 37 U 39 U 41 U Credit	Lv Ytd Lv Ytd C:\SECON on Data SS 05 escripti NNUITY # ENDOR 00 ENDOR 00 ENDO	ND ND ND ND ND ND ND ND ND ND	Adj F Scr Scr Scr C 816 OC 816 C 816	ICA Gar Gar Gar Gar Gar Gar Gar Gar	2 deduction t Employ 4 N 6 N 1 N 6 Y 1 N 8 N 3 N 1 N 6 Y - - - - - - - - - - - - -	PAY06 on code r (Y/N) r (Y/N)	. 唐 × 69
PCG Dist=8991         Rel=13.0           Status Active           Employee         88942         AB3EU, SSN 999-08-8942           Cd Description           01         ANNUITY # 1           03         FED INCOME TAX           08         UHC HMO EESP/TSP -           10         VENDOR 000814           12         VENDOR 000814           13         VENDOR 000814           14         VENDOR 000814           15         VENDOR 000814           17         VENDOR 000814           18         VENDOR 000814           19         VENDOR 000814           121         VENDOR 000814           123         VENDOR 000814           27         VENDOR 002599           29         VENDOR 002920           34         COURT W/H           36         VENDOR 002920           38         VENDOR 002775           Ded Desc         Ded           Ded Desc         Ded           ANNUITY # 1         01           ANNUITY # 2         02	Annuity Compare	Emplr N N N N N N N N N N N N N	C:\DEVSYS Deducti Cla Cd D 02 A 04 U 09 U 11 U 16 U 18 U 20 C 22 U 26 U 28 U 26 U 28 U 33 U 35 U 35 U 37 U 39 U 41 U Credit	Lv Ytd Lv Ytd c.:\SECON on Data ss 05 escripti NNUITY # ENDOR 00 ENDOR 00 END	ND Work-L on 2 20012 ESP/TSP 12292 109023 109088 122920 109028 109088 12920 122920 1383 14764 190000 19000 190000 190000 190000 190000 19000	Adj F Scr Scr Scr C 916 Scr C 916 Scr C 916 Scr C 916 Scr Scr Scr Scr Scr Scr Scr Scr Scr Scr	ICA Gar Gar H GHI Amoun 121.0 434.9 41.5 2.9 45.0.4 27.3 25.0 2.2 102.8 S Employ	2 deduction t Emploin 4 N 1 N 6 Y 1 N 8 N 1 N 6 Y 1 N 6 Y - - - - - - - - - - - - -	PAY06 on code r (Y/N) r (Y/N) 125 <u>Y</u> ribution	. <b>8</b> 9
PCG Dist=8991         Rel=13.0           Status Active           Employee         88942         AB3EU, SSN 999-08-8942           Cd Description           01         ANNUITY # 1           03         FED INCOME TAX           08         UHC HMO EESP/TSP -           10         UENDOR 060614           12         UENDOR 060618           17         UENDOR 060619           19         UENDOR 060614           21         UENDOR 060614           22         UENDOR 060614           17         UENDOR 060619           19         UENDOR 060621           23         UENDOR 060814           27         UENDOR 06082599           29         UENDOR 060220           34         COURT W/H           36         UENDOR 062218           40         UENDOR 06220           38         UENDOR 062218           40         UENDOR 062775	Annuity Compar	Emplr N N N N N N N N N N N N N N N N N N N	C:\DEVSY Deducti Cla Cd D 02 A 04 U 09 U 11 U 13 U 14 U 28 U 26 U 22 C 24 U 26 U 28 U 36 U 33 U 33 U 37 U 39 U 41 U Credit	Lv Ytd Lv Ytd s C:\SECON on Data ss 05 escripti NNUITY # ENDOR 00 ENDOR 00 EN	L Work-L .00 200012 ESP/TSP 22203 12920 100023 12920 1000869 122208 108869 122208 108869 11383 12920 11383 12970 11383 12970 11383 12970 11383 12970 11383 12970 11383 12970 11383 12970 11383 12970 11383 12970 11383 12970 11383 12970 11383 12970 11383 12970 11383 12970 11383 12970 11383 12970 11383 12970 11383 12970 11383 11470 1140	Adj F Scr Scr Scr Scr Cert Cert Cert	ICA Gar Gar Gar I GHI 1 GHI 121.0 434.9 41.5 2.9 450.4 27.3 25.0 2.2 102.8 Employ	2 deduction t Employ 4 N 6 Y 1 N 6 Y 1 N 8 N 3 N 1 N 6 Y - - - - - - - - - - - - -	PAY06 on code r (Y/N) r (Y/N)	. <b>6</b> 9
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PCG Dist=8991         Rel=13.0           Status Active           Employee         88942         AB3EU, SSN 999-08-8942           Cd Description           01         ANNUITY # 1           03         FED INCOME TAX           08         UHC HMO EESP/TSP -1           10         UENDOR 060814           12         VENDOR 060818           17         VENDOR 060814           123         UENDOR 060814           23         VENDOR 060814           27         VENDOR 060814           23         VENDOR 060814           24         VENDOR 060814           25         VENDOR 060814           26         VENDOR 060814           27         VENDOR 060814           28         VENDOR 060814           27         VENDOR 060814           27         VENDOR 0602599           29         VENDOR 0602926           34         COURT W/H           36         VENDOR 062775           Ded Desc         Ded           ANNUITY # 1         01           ANNUITY # 2         02	Annuity Compar	N	C:\DEVSY Deducti Cla Cd D 02 A 04 U 09 U 13 U 06 U 13 U 16 U 18 U 20 C 224 U 26 U 26 U 26 U 28 U 30 U 35 U 37 U 39 U 41 U Credit	Lv Ytd Lv Ytd on Data ss 05 escripti NNUITY # ENDOR 00 ENDOR 00 ENDO	L Work-L on 22920 100023 10008 12920 10023 10008 102920 12208 10869 10869 1084	Adj F Scr Scr Scr C 816 OC 816 C 816	ICA Gar Gar Gar H GHI H GHI H Amoun 121.0 434.9 41.5 2.9 45.0.4 27.3 25.0 2.2 102.8 Employ	2 deduction t Employ 4 N 6 N 1 N 6 Y 1 N 8 N 3 N 1 N 6 Y 	PAY06 on code r (Y/N) 125 <u>Y</u> ribution	. (日) × ( 09
PCG Dist=8991         Rel=13.0           Status Active           Employee         88942         AB3EU, SSN 999-08-8942           Cd Description           01         ANNUITY # 1           03         FED INCOME TAX           08         UHC HMO EESP/TSP -           10         VENDOR 000814           12         VENDOR 000814           12         VENDOR 000814           13         VENDOR 000814           14         VENDOR 000814           15         VENDOR 000814           12         VENDOR 000814           13         VENDOR 000814           14         VENDOR 000814           15         VENDOR 000814           14         VENDOR 000814           15         VENDOR 008914           23         VENDOR 002920           34         COURT W/H           36         VENDOR 002920           34         COURT W/H           36         VENDOR 002775           Ded Desc         Ded           Data saved.	Annuity Compar	CW 001 Display Emplr N   N       	C:\DEVSYS Deducti Cla Cd D 02 A 04 U 09 U 13 U 09 U 13 U 16 U 18 U 20 C 22 U 26 U 28 U 26 U 28 U 30 U 35 U 37 U 39 U 41 U Credit	Lv Ytd Lv Ytd on Data ss 05 escripti NNUITY # ENDOR 00 ENDOR 00 ENDO	L Work-L on 220012 ESP/TSP 12203 100020 100023 100020 100023 100020 100000000	Adj F Scr Scr Scr -CERT	ICA Gar Gar Gar 1 GHI 1 GHI 1 Amoun 121.0 434.9 41.5 2.9 45.0.4 27.3 25.0 2.2 102.8 S Employ	2 deduction t Emploin 4 N 0 1 N 6 Y 1 N 8 N 3 N 1 N 6 Y - - - - - - - - - - - - -	PAY06 on code r (Y/N) 125 <u>Y</u> ribution	. 69 . 69
PCG Dist=8991         Rel=13.0           Status Active           Employee         88942         AB3EU, SSN 999-08-8942           Cd Description           01         ANNUITY # 1           03         FED INCOME TAX           08         UHC HMO EESP/TSP -10           15         UENDOR 000914           12         VENDOR 000914           13         FED INCOME TAX           08         UHC HMO EESP/TSP -10           08         UHC HMO EESP/TSP -110           15         UENDOR 000914           12         VENDOR 000919           19         UENDOR 000921           23         UENDOR 004805           25         UENDOR 004805           25         UENDOR 002599           29         UENDOR 002920           34         COURT W/H           36         UENDOR 002775           Ded Desc         Ded           ANNUITY # 1 / 01           ANNUITY # 2 / 02	Annuity Compari	Emplr N Emplr N N N N N N N N N N N N N N N N N N N	C:\DEVSY Deducti Cla Cd D 02 A 04 U 09 U 11 U 13 U 16 U 13 U 16 U 13 U 28 U 26 U 28 U 28 U 36 U 37 U 37 U 39 U 41 U Credit	Image         Image           Lv         Ytd           s         C:\SECOF           on Data         s           s         C:\SECOF           on Data         s           s         05           escripti         NNUITY #           ENDOR 00         60           ENDOR 00	L Work-L on 200012 ESP/TSP 22203 22203 22203 22203 22203 22203 22208 100086 122208 108869 11040 122208 108869 11048 122208 108869 11048 122208 108869 11048 122208 108869 11048 12208 108869 11048 12208 108869 11048 12208 108869 11048 12208 108869 11048 12208 108869 11048 12208 108869 11048 12208 108869 11048 12208 108869 11048 12208 108869 11048 12208 108869 11048 12208 108869 11048 12208 108869 11048 12208 108869 11048 12208 108869 10940 12208 108869 10940 12208 109800 109800 10980 109800 109800 109800 109800 109800 109800	Adj F	ICA         Gar           Geen         1 of           In         GHI           In	2 deduction t Employed 1 N 6 Y 1 N 6 Y 1 N 8 N 3 N 1 N 6 Y - - - - - - - - - - - - -	PAY06 on code r (Y/N) 125 <u>Y</u> ribution 12.03.	. 69

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Step	Action
13	Verify "Data saved" displays, and select $\mathbf{F16} (\mathbf{F16} - \mathbf{Exit})$ to return to the Display/Update Personnel Data - Select Employee screen.

🔲 PCG Dist=899:	l Rel=14.01.00 04/08/2014 Update/Dis Sel	PCW 004 SV ( play Deducti ect Employee	C:\DEVSYS C:\S Ion Data	ECOND	WHI	TE			PAYFIND
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Fkey Name <u>1</u> AB4EY,	Input:	Empno 87893	SSN 999-08-7893	Loc 101	Cls Cert 1 C	Pens C 2	ontMo 10	Job 4	13 Stat Mth T
	Input Employee F16 to Exit, F1 F1-9 = Choose	Number or 8 Clear empl From Selecti	Name or S Loyee filter Lon Above	SN -	Press Ent	er Key			
ENTER F1 F2	F3 F4 F5 F6	F7 F8	F9 F10			FIS Q	4		13.02.00
F16 F12 # F18 A	PGUP PGUN			He	:lp				
Select	<b>F16</b> − Exit	t) to return	to the Pa	yroli	System	– Payı	roll L	Jpd	ate Menu

<u>\_∂×</u> Payupdtp

U	1	2					
	PCG Dist=8991	Rel=13.01.00	03/20/2013	PCW 001	C:\DEVSYS	C:\SECOND	WHIT
				P	ayroll Sys	tem	
	FKey	I		Pay	roll Updat	e Menu	
		Add New	v Employee				
	2	Undateł	Dienlay Perc	onnel Dat	ha		
	3	Undate/	Display Ped	uction Dat	a		
	4	Undate/	Display Gros	s Data	u i		
	5	Update/	Display With	holding D	ata		
	6	Update/	Display Curr	ent Leave	Usage Data		
	7	Update/	Display YTD	/Fiscal Da	nta		
	8	Update/	Display Ded	uction Adj	ustments		
	9	Update/	Display FICA	/Medicare	Adjustment	S	
	10	Update/	Display Garr	hishment <b>y</b>	√endor Data		
	11	Add Far	ninas Histor	Record			
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13 -- Print Earnings History

15 -- Delete Employee

14 -- Calculate and Display An Employee's Pay

17 -- Update/Display Leave YTD/Balance Data 18 -- Detailed Pay Stub - Employee Message

	Master         Wset (1)         Word         PAY (Word)         VEND (Word)         Description         12.02.00
Step	Action
15	Select <b>F16</b> -Exit) to return to the <i>Payroll System Master Menu</i> , or select <b>Master</b> ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

#### **B2.** Processing Imputed Income

The Internal Revenue Service (IRS) requires the payment of FICA (Social Security and Medicare) tax on imputed income. Imputed income should be included in normal payroll processing throughout the calendar year. Completing these instructions allows PCGenesis to process imputed income during normal payroll for easiest compliance with the withholding requirements. When processing imputed income on a monthly basis in payroll, PCGenesis correctly withholds the amounts, and allows annual reporting to be automatic.

Many insurance companies provide an annual listing of imputed income amounts for calendar year end processing. Some school districts and systems process imputed income amounts during the December payroll to withhold the required social security and Medicare taxes for employee and employer amounts. The problem with this approach however is PCGenesis excludes employees with imputed income but who terminate before December payroll processing. The Internal Revenue Service (IRS) instructions for preparing W-2's require the collection of Social Security and Medicare tax for all employees.

For federal income tax and FICA (OASDI/Medicare) calculations, the Internal Revenue Service (IRS) requires the cost of employer-paid Group Term Life Insurance (GTLI) for coverage exceeding \$50,000.00 to be included in all employees' taxable wage base. Either the dollar amount provided by the insurance provider, or the amount listed by the IRS in *Publication 15-B, Employer's Tax Guide to Fringe Benefits*, within the *Group Term Life Insurance* topic must be used. For calendar year 2006 benefits, the IRS provides this publication at: http://www.irs.gov/pub/irs-pdf/p15b.pdf, and includes a table listing the cost per \$1,000.00 of coverage for various employee age groups. For example, if the school district or system provides \$100,000.00 of GTLI for an employee 60 years of age at the end of the tax year, the employee would have a monthly imputed income amount of fifty (50) times \$0.66, or \$33.00. In this example, the employee earns an additional taxable income of \$396.00 for the year. As these earnings are subject to FICA, the employee's and employer's Medicare and OASDI amounts if applicable are also increased. The screenshot examples provided in this procedure apply to such an employee. *B2.3. Setting the Group Term Life Insurance (GTLI) Flag to "Y" (Yes)* provides additional information when performing *Calculate and Display. B2.4. Calculate and Display Payroll screenshot examples* illustrate the *HI Gross* and *HI Amount* differences for the imputed income deduction.

#### **B2.1. Identifying the Imputed Income Deduction Code**

Regardless of the method used to process imputed income in PCGenesis, the imputed income deduction code must already exist. *Section F: Description/Deduction/Annuity File Processing* provides the instructions for setting up a deduction code. When following these instructions, users may assign to any available PCGenesis deduction code, as long as the information contains an "*F*" (*Imputed Income*) deduction type. Do not assign a vendor to this deduction code. Although PCGenesis automatically creates a *Fund/Fisc/Program/Function*, PCGenesis does not use this information when processing imputed income. Although the screenshot examples display a deduction code of "44" for imputed income, use any available deduction code for this purpose.

The following screenshot example provides an example of an imputed income deduction code definition:

PCG DIST=8991 KEI=19.04.00 01/09/2020 PCG 002 SV C:\DEVS1S C:\SECOND WHITE	-	
Deduction File Maintenance		PAY095
Deduction code:22Sort:22Description:GTL IMPUTED INCOMEPercent:.00000Short desc.:IMPUTED INCVendor:		
Deduction type: F 'A' = Annuity (Tax Sheltered) 'C' = Credit Union 'F' = Imputed Income 'G' = Garnishment 'I' = Non-Taxable Insurance		
Fund: Fiscal: Program: Expense/receipt function: Balance #:		
Benefit plan code associated with deduction:		
Employer contribution indicator: 0 0 = None		
1 = Fixed Amount 2 = % of Process Type Gross (spe 3 = % of Employee Contribution	cified b	elow)
1 = Fixed Amount 2 = % of Process Type Gross (spe 3 = % of Employee Contribution Employer Indicator '1' or '2' Process Types: S D H A B X Y N N N N N N N	cified b Q P N N	elow)
1 = Fixed Amount 2 = % of Process Type Gross (spe 3 = % of Employee Contribution Employer Indicator '1' or '2' Process Types: S D H A B X Y N N N N N N N Contribution amount or %: Object: Balance:	cified b Q P N N	elow)
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1 = Fixed Amount 2 = % of Process Type Gross (spe 3 = % of Employee Contribution Employer Indicator '1' or '2' Process Types: S D H A B X Y N N N N N N N Contribution amount or %: Object: Balance:	cified b Q P N N	elow)
1 = Fixed Amount 2 = % of Process Type Gross (spe 3 = % of Employee Contribution Employer Indicator '1' or '2' Process Types: S D H A B X Y N N N N N N N N Contribution amount or %: Object: Balance: ** Display Mode **	cified b Q P N N	elow)
1 = Fixed Amount         2 = % of Process Type Gross (spe         3 = % of Employee Contribution         Employer Indicator '1' or '2' Process Types: S D H A B X Y         N N N N N N N N         Contribution amount or %:         Object:       Balance:         ** Display Mode **         F2-First       F5-Next         F2       F3         F3       F1         F4       F3	cified b Q P N N	elow) 19.02.00

#### **B2.2. Processing Imputed Income through Regular Payroll**

To include imputed income in normal monthly payroll in PCGenesis, a deduction code for imputed income must be set up. It is suggested the description indicate "*GTL Imp. Inc.*" or something similar as PCGenesis displays this description within the *Deductions* area on **affected** employees' pay stubs.

When processing imputed income, PCGenesis uses a special deduction type during payroll processing, and <u>does not withhold</u> the imputed income amount from the employee's pay. Instead, PCGenesis adds this amount to the Medicare and OASDI wage base if the employee is subject to FICA during payroll calculation.

When entering imputed income for the first monthly processing time frame, it would be beneficial for the school district or system to distribute a memorandum to all employees explaining that this amount will not be a gross pay deduction. PCGenesis instead <u>adds</u> this amount to the gross pay for the calculation of Medicare and OASDI for affected employees. Also notify new employees of the imputed income "deduction" and its purpose on payroll check stubs.

Because the IRS does not require withholding of federal income tax from the imputed income amount, PCGenesis does not add the amount to the taxable wage base during the payroll calculations, and does not withhold additional federal or state tax. However, when producing the employee's W-2, the taxable wages in *Box 1* will include the employee's imputed income and the employee will owe federal and state tax on the amount when filing the income tax return. For senior employees for whom the school district or system provides substantial term life insurance benefits, the imputed income could substantially increase the total amount of taxes due.

#### **B2.2.1.** Updating/Displaying the Employee's Imputed Income Deduction

	PCG Dist=8991 Rel=16.03.0	0 09/23/2016	PCW 001 SV C:\DEV	SYS C:\SECOND	W	HITE	
			Payro11	L System			PAYMOOOO
	FKey 		Master	r Menu			
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	4 Annua 5 Month	il Reports Mei ily/Quarterly/F	nu <sup>-</sup> iscal/Biennial Re	ports Menu			
	8 Emplo 9 Updat 10 Earnir 11 Check 12 Updat 13 Specia 20 File R	oyee Reports/ e/Display Des ngs History M : Reconciliatio e/Display Pay al Functions N eorganization	Labels Menu scription/Deductio enu in Menu rroll Monitor Aenu	n/Annuity Menu			
Mas F16	ter Userlist PAX VEN						15.03.00
	Action						

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	<ul> <li>2 Update/Display Personnel D</li> <li>3 Update/Display Deduction D</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding</li> <li>6 Update/Display Withholding</li> <li>6 Update/Display YTD/Fiscal D</li> <li>8 Update/Display TD/Fiscal D</li> <li>9 Update/Display FICA/Medica</li> <li>10 Update/Display Garnishmen</li> <li>11 Add Earnings History Record</li> <li>12 Update/Display Earnings History</li> </ul>	ata ata Data <i>re</i> Usage Data Data djustments re Adjustments t Vendor Data story / Transfer Gross Earnings		
	14 Calculate and Display An Em 15 Delete Employee 17 Update/Display Leave YTD/t 18 Detailed Pay Stub - Employe	iployee's Pay Balance Data :e Message		
	Master         Month List         Participation         Month List         Month Li			12.02.00
Step	Action			
2	Select 3 (F3 - Update/Displ	ay Deduction Data)		

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F16	SET F17	F18	<b>Ø</b>		PGUP								Help							

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Step	Action
3	Enter the number in the <b>Input</b> field, select (Enter - Continue), and proceed to <i>Step</i> 5.
	If the employee number is unknown, enter the employee's complete or partial name, or the Social Security Number in the "Input" field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.

	🗮 PCG Dist=8991 Rel=14.01.00 04/08/2014 P	CW 002 SV 0	:\DEVSYS C:\S	ECOND		WHI	TE			_	a ×	
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	2 AM3DOR, MA3IN	88902	999-08-8902	108	1	С	2	10	8	Α		
	3 AR8EDONDO, KI8TIE	88729	999-08-8729	195	1	С	2	10	2	Α		
	4 AB9STEAD, MI9HEL	87744	999-08-7744	201	1	С	2	10	3	Α		
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	7 BAZES, WAZDU	88015	999-08-8015	201		L	2	10	8	A		
	8 BAZMAN, MAZYBELLE	89423	999-08-9423	100	1	U	2	10	9	A		
	9 BA9B, EM9RY	87512	999-08-7512	100	1	С	2	10	2	A		
	FKEY = Record Fo	ound Above										
	or PgUp/PgDn =	= Previous	/Next 10 Re	cords								
	F16-new search, F	18-Clear E	mployee Fil	.ter								
	F1-9 = Choose fro	om Selecti	on Above									
	Order changed to Alpha											
		F7 F8	F9 7					2		13.02.0	00	
			F10				F15	~~				
	F16 F17 # F18 W PGUP A PGDN V			He	lp							
Step	Action											
	Select Enter (Enter) or sel	act tha I	Tunction	kov c	orro	CID OF	ding	to th	o 011	nnlove	o's record	
4	Select (Effet) of set		unction	Key C	one	spor	Iams	3 10 11		npioye		
-												
	and select (Enter).											
	To sort by Name: Select 📃	Name (	Name).									
	· ·	,	_									
	To sort by Employee Numb	er: Sele	ect Empro	v (En	npna	2).						
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		vaniber.	Select _		<b>_</b> (5	511).						
				- D	1		1		,	11		
	To scroll between pages: S	select the	e PgUp/P	gDn I	ĸeys	on t	ne c	omput	er's	i keyba	oara or sel	2Ct
				,								
	either even (Page Up) or	PGDN 🔻	(Page Do	wn).								
				· ·								

The following	screen	displays:
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🔲 PCG Dist=8991 Rel=13.01.00 03	20/2013 PCW 001	C:\DEVSYS C:\SECOND	WHITE	_ <u>8</u> ×
Status Active	Update/Display	Deduction Data	Screen 1 o	F 2 PAY06
Employee 88942 AB3EU, ET3A SSN 999-08-8942	N D	Class 05	Loc 0101 GHI Work-Loc 0101	deduction code 09
Cd Description	Amount Emplr	Cd Description	n Amou	nt Emplr (Y/N)
01 ANNUITY # 1		02 ANNUITY # 3	2	
03 FED INCOME TAX	75.62 N	04 VENDOR 000	012 121.	04 N
08 UHC HMU EESP/TSP -CLAS		09 UHC HMU EE	SP/ISP -CERI 434.	90 N
10 VENDUR 000014		11 VENDUR 002	203 41.	51 N
12 VENDUR 004850		13 VENDUR 002	920 2.	90 Y
15 VENUUK 000018	41. 50 11	10 VENDUR 000	923	
17 VENDUK 000019 10 UENDOD 000E54	14.58 N	18 VENDUK 000 20 COUDT 11/1	998 459.	41 N
17 VENUUN 000541 94 HENDOD 000094				
23 HENDOR 000021			21100110 97	29 N
25 UENDOR 808014		24 VENDOR 002	20 27.	56 H
27 IIENDOR 002500		28 UENDOR 000	860 25	03 N
29 UENDOR 000869		30 UENDOR 001	64.6 2	21 N
31 UENDOR 002920		33 UENDOR 002	920 102	86 Y
34 COURT W/H		35 VENDOR 001	383	
36 VENDOR 002920		37 VENDOR 004	764	
38 VENDOR 003218		39 VENDOR 000	814	
40 VENDOR 002775		41 VENDOR 004	043	
		Credit Union 000	00000000000	Section 125 Y
Ded Desc Ded Annu	ity Company		Ann Type Emplo	yee Contribution
HNNUITY # 1 / 01 ANNUITY # 2 / 02				
				12_03_00
	F612 F712 F8	F9 🖌 F10 🖬 F11 🗖	F12 F15 **	
	Per Ded Gr	s   W/H   Ly   Ytd	Help Adj FICA Gar	
Action				
Action				
	G '4 1 4 TT			
Select <b>F</b> (F9 –	Switch to Up	odate Mode).		

🔲 PCG Dist	:=8991 Rel=13.	01.00 03/	/20/2013	PCW 001	C:\DEVS	YS C:\SI	ECOND		WHITE					- 8 ×
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Employee	88942 AB3EU	, ET3AN	I D		CI	ass <mark>05</mark>		Loc	0101	GHI	dec	luctio	n code	89
Cd Descr. 32N	999-08-8942 intion		Amount	Emple	C d	Descri	wor ntion	-K-LOC	0101	<u>Ámo</u> i	int	Emple	(V/N)	
01 ANNUI	TY # 1		moune	Eubri	02	ANNUIT	Y#2						(.,.,	
03 FED I	NCOME TAX		75.62	N	64	VENDOR	000012	2		121	04	Ν		
08 UHC H	MO EESP/TSP	-CLAS .	00		09	UHC HM	O EESP/	TSP -	CERT	434	90	N		
10 VENDO	R 000014				11	VENDOR	002203			41	.51	N		
12 VENDO	R 004850				13	VENDOR	002920	)		2	.96	Y		
15 VENDO	R 000018				16	VENDOR	000023	1				_		
17 VENDO	R 000019	_	14.58	<u>N</u>	18	VENDOR	000008	1	_	450	41	N		
19 VENDO	R 000541	_			2.0	COUNT	1/11		_			_		
21 VENDO	R 000021	_			22	GTL IM	PUTED I	NCOME	> .			_		
23 VENDO	R 004805	_			24	VENDOR	002920		_	27	.38	N		
25 VENDO	R 000014	_			26	VENDOR	002208	ŧ	_			_		
27 VENDO	R 002599	_			28	VENDOR	000869	•	_	25	. 03	N		
29 VENDO	R 000869	_			30	VENDOR	001040	)	-	2	.21	N		
31 VENDO	R 002920	_			33	VENDOR	002920	1	-	102	.86	<u>Y</u>		
34 COURT	W/H	-		· _	35	VENDOR	001383	1	-			_		
36 VENDO	R 002920	_			37	VENDOR	004764	F	-			-		
38 VENDU	R 003218	_		· _	39	VENDUR	000814	ł	-			-		
40 VENDU	R 002775	_			41	VENDUR	004043		-			-		
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Staf	PCG DISC-0991 Rel-13.01.0	0 03/20/2013 F	PCW 001	C:\DEVSYS C:\SECOND	WHITE		<u>_ 8 ×</u>
	tus Active	Update/	Display	Deduction Data	Screen 1	of 2	PAY 06
Enj	ployee 88942 AB3EU, E	T3AN D		Class 05	Loc 0101 Gł	I deduction	n code 09
	SSN 999-08-8942			Worl	K-Loc 0101		
Cd	Description	Amount	Emplr	Cd Description	Amo	unt Emplr	(Y/N)
01	HNNUILY # 1	75 69	м	02 HNNUIIY # 2 85 UENDOD 888812	40-	86 N	
03	HILC HMO FESP/TSP -CI	20.27 00 2A	n in	89 IIHC HMO FESP/	12 ISP -CERT 434	.04 N	
10	UENDOR 000014	100	-	11 UENDOR 002203	41 41	.51 N	
12	VENDOR 004850		_	13 VENDOR 002920		.96 Y	
15	<b>VENDOR 000018</b>			16 VENDOR 000023			
17	VENDOR 000019	14.58	<u>N</u>	18 VENDOR 000008	451	<u>.41 N</u>	
19	VENDOR 000541		_	20 COURT W/H			
21	VENDOR 000021		_	22 GTL IMPUTED I	1COME57	.25	
23	UENDUR 004805		-	24 VENDOR 002020		.08 N	
25	UENDOR 000014		-	20 VENDUR 002208		82 N	
20	UENDOR 002399		-	20 VENDOR 000009 30 HENDOR 001050		<u>.03 II</u> 21 N	
31	UENDOR 002920		-	33 UENDOR 002920	102	-86 Y	
34	COURT W/H		_	35 VENDOR 001383		100 1	
36	VENDOR 002920		_	37 VENDOR 004764			
38	VENDOR 003218			39 VENDOR 000814			
40	VENDOR 002775		_	41 VENDOR 004043			
				Credit Union <u>000000</u>	<u>10000000</u>	Section 12	25 <u>Y</u>
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	ed Desc         Ded F           NNUITY # 1 / 01           NNUITY # 2 / 02           idations passed. Check           F1 × 1 × 1 × 1           F1 × 1 × 1	Annuity Compa k screen 2. FSC FSC FSC F	ny Fe Grs	Ani 	i lype Empj Adj FICA G		12.03.00
Jal:	ed Desc     Ded f       NNUITY # 1 / 01       NNUITY # 2 / 02       idations passed. Chec       rs     rs       rs     rs       rs     rs	Annuity Compa k screen 2. Free Free Free Free Free Free Free Free	ny ,∏ <sub>F≋</sub> Ded Grs	Ani 	j Adj FICA G		12.03.00
Jal:	ed Desc         Ded         F           NNUITY # 1         / 01         01           NNUITY # 2         / 02           Idations passed. Chec           ra** ra** ra*         ra**           ra** ra**         ra**           ra**         ra**           ra**         ra**           ra**         ra**           ra**         ra**           ra**         ra**           ra**         ra**           ra**         ra**	Annuity Compa Ck screen 2.	ny	Ani 	j e Empj P Adj FICA G	ar	12.03.00
Ual: Fis€	ed Desc Ded F NUITY # 1 / 01 NUITY # 2 / 02	Annuity Compa <b>k screen 2.</b> <b>Fride</b> <b>Per</b>	ny	Ani = == 660 === 10 === 11 ==	Adj FICA G		12.03.00
Di Al Al Val:	Action	Annuity Compa	ny	Ani F3 660 F40 T F41 F12 F W/H Lv Ytd Hel	Adj FICA G		12.03.00
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	ed Desc Ded for $r_1 \neq 1 \neq 01$ NUITY # 1 / 01 NUITY # 2 / 02 idations passed. Check $r_1 \neq 1 \neq 02$ idations passed. Check $r_2 \neq 1 \neq 02$ <b>Action</b> Verify "Validation changes).	Annuity Compa	ny	Ani	Adj FICA G	nd select	12.03.00
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	ed Desc     Ded       NUITY # 1     / 01       NUITY # 2     / 02       idations passed. Chec       r1 × k r2 * k r3        r2 * k r3        r2 * k r3        r3        r2 * k r3        r3        r3        r3        r4 * k r3        r5        r5        r6        r4 * k r3        r5        r6        r7        r6        r6        r6        r6        r6        r6        r6        r6        r7        r6        r6 </td <td>Annuity Compa <b>k screen 2.</b> <b>Per</b> <i>Per</i> <i>tions passe</i> <i>fate, select</i></td> <td>Ded Grs ed. Sav</td> <td>And <math>r_{12} &amp; r_{10} &amp; r_{11} &amp; r_{12} &amp; r_{12</math></td> <td>Adj FICA G</td> <td>nd select</td> <td>12.03.00</td>	Annuity Compa <b>k screen 2.</b> <b>Per</b> <i>Per</i> <i>tions passe</i> <i>fate, select</i>	Ded Grs ed. Sav	And $r_{12} & r_{10} & r_{11} & r_{12} & r_{12$	Adj FICA G	nd select	12.03.00

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Latu	is Active		Update,	'Display	Deductio	n Data		Scree	n 1 of 2		PAY Ø6	
Empl	oyee 88942 SSN 999-1	2 AB3EU, ET 08-8942	ISAN D		Clas	5 <b>05</b> Wa	Loc ork-Loc	01 01 01 01	GHI de	ductio	n code	09
Cd D	escription	n 1	Amount	Emplr	Cd De: 02 ON	scription			Amount	Emplr	(Y/N)	
03 F	ED INCOME	тах	75.62	N	04 VE	NDOR 0000	12		121.04	N		
98 U	IHC HMO EES	SP/TSP -CLA	AS <u>.00</u>		09 UH	C HMO EESI	P/TSP -C	ERT _	434.90	N		
10 V	ENDOR 000	014			11 UE	NDOR 0022	03	_	41.51	N		
12 0	ENDOR 0048	850			13 UE	NDOR 00292	20		2.96	<u>Y</u>		
15 U 17 F	1ENDOR 000	018 040	11 50	- <u>-</u>	10 VE	NDUK 00002	23		hE8 h4	N		
19 U	ENDOR 000	541	14.50		20 00	100K 0000	00	_	470.41			
21 V	ENDOR 000	021			22 GT	IMPUTED	INCOME		57.25	N		
23 U	ENDOR 0048	8 05			24 UE	IDON 00201	2.0		27.38	N		
25 V	ENDOR 000	014			26 VE	NDOR 0022	08	_		_		
27 U	ENDOR 002	599			28 UE	NDOR 00080	69 1. a	_	25.03	N		
29 U 94 F	1ENDOD 0000	809 020			30 UE	VDUK 00104 VDUK 00204	40 20		102 06	. <u>11</u>		
34 C	OURT W/H	720			35 UE	NDOR 00292	83		102.00	<u> </u>		
16 U	ENDOR 0029	920			37 UE	NDOR 00470	64			_		
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8 V	ENDUR 0032	218			39 VEI	ADOK 0008.	14	_		_		
18 U 10 U	VENDOR 0032 VENDOR 0027	218 775			39 UEI 41 UEI	4DOR 0048 4DOR 00404	14 43	_		Ξ.		
38 L 40 U	IENDOR 0033 IENDOR 0023	218 775			39 UEI 41 UEI Credit U	4DOR 0008 <sup>-</sup> 4DOR 00404 1ion <u>0000</u>	14 43 00000000		Sec	- tion 1	25 <u>Y</u>	
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38 ( 40 ( Ded ANN ANN	IENDUR 003 JENDOR 002 I Desc IUITY # 1 IUITY # 2	218 775 Ded Ar / 01 / 02	unuity Compa	 	39 OE 41 UE	4DOR 0008 4DOR 00404 nion <u>0000</u> 1	14 43 00000000 Ann Type		Sec Employee	tion 1 Contr	25 <u>Y</u> ibutior	ı
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38 L 40 L Ded ANN ANN	JENDUR 003 JENDOR 002 UITY # 1 UITY # 2 Saved.	218 775 Ded An / 01 / 02	nuity Compa	any	39 UEL 41 UEL Credit U	1000 0008 1000 00404 nion <u>0000</u> 1	14 43 00000000 Ann Type		Sec Employee	tion 1 Contr	25 <u>¥</u> ibutior 12.03	n . 00
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38 L 40 L ANN ANN ata	I Desc WITY # 1 WITY # 2 Saved. FIC A F2 FIC A F2 FIC A F2 A ction	218 775 Ded An / 01 / 02	rsor rson Per	any Fr Fr G	39 UE 41 UE Credit U = <u>rs60' ro</u> : <u>W/H L</u>	100R 8888 100R 88484 nion <u>8889</u> 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	14 43 <u>999999999</u> Ann Type 199 199 199 199 199 199 199	<u>60</u> FICA	Sec Employee	tion 1: Contr:	25 <u>Y</u> ibutior 12.03	n . 80
38 L 40 L ANN ANN	Action	218 775 Ded An / 01 / 02	rsor rson Per	any Fr Fs G Ded Grs	39 UEL 41 UEL Credit UE ■ =560' ==0 = W/H L	100R 8888 100R 66464 100N <u>66669</u> 1 1 1 1 1 1 1 1 1 1 1 1 1	14 43 <u>999999999</u> Ann Type 199 199 199 199 199 199	FICA	Sec Employee	tion 1: Contr:	25 <u>Y</u> ibution 12.03	n . 00
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38 L 40 L Ded ANN ANN ANN	PENDUR 993: JENDOR 992: UITY # 1 UITY # 2 Saved. FIT $A$ F2 Action Verify ' Personn	Ded Ar / 01 / 02 rs Price "Data sav nel Data -	ved" displ	any PET Fe G Ded Grs lays, an mploye	39 UE 41 UE Credit U ■ rs 60 rs ■ W/H L ad select re screer	400R 66464 400R 66464 rion <u>66696</u> f ✓ Ytd F ✓ Ytd F F16 ←	14 43 <u>60000000</u> Ann Type <u>1elp Adj</u> (F16 —	FICA	Sec Employee Gar	tion 1: Contr:	25 ¥ ibution 12.03	. 00 Jpda
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Ded ANN ANN	Action Verify '	Ded Ar / 01 / 02	ved" displ Select En	any Ded Gus ays, an mploye an icol	$\frac{39}{41} \text{ Ue}$ $\frac{39}{41} \text{ Ue}$ $\frac{39}{41} \text{ Ue}$ $\frac{39}{41} \text{ ve}$ $\frac{39}{41} \text$	1000 8998 1000 99494 1000 9999 1 1 1 1 1 1 1 1 1 1 1 1 1	14 43 <u>60000000</u> Ann Type <u>telp Adj</u> (F16 —	FICA Exit	Sec Employee Gar ) to ret	urn to	25 Y ibution 12.03	, 66 Jpda pploy



Step

10

🔲 PCG Dist=8991 Rel=13.01	00 03/20/2013 PCW 001 C:\DEVSYS	C:\SECOND	WHITE	_ 8 ×
	Payroll Sys	tem		PAYUPDTP
FKey	Payroll Updat	e Menu		
Add I	lew Employee			
2 Upda 3 Upda 4 Upda 5 Upda 6 Upda 7 Upda 8 Upda 9 Upda 10 Upda 11 Add I 12 Upda 13 Print 14 Calco 15 Delei 17 Upda 18 Deta	te/Display Personnel Data te/Display Deduction Data te/Display Gross Data te/Display Gross Data te/Display Withholding Data te/Display YTD/Fiscal Data te/Display YTD/Fiscal Data te/Display Deduction Adjustments te/Display Deduction Adjustments te/Display Garnishment Vendor Data farnings History Record te/Display Earnings History / Transfe Earnings History late and Display An Employee's Pay e Employee te/Display Leave YTD/Balance Data led Pay Stub - Employee Message	s r Gross Earnings		
Master Userlist				12.02.00
ACHOIL				
Select <b>FIG</b> (F1) Master) to return	<b>6</b> -Exit) to return to the to the <i>Business Applic</i>	Payroll Sys	tem Master ter Menu.	Menu, or sel

#### **B2.3. Setting the Group Term Life Insurance (GTLI) Flag to "Y" (Yes)**

When setting up payroll and when performing *Calculate and Display*, be sure to set the GTLI deduction flag to "Y" (Yes) when appropriate for the payroll run. For example, only apply the imputed income on a monthly basis even though there is a semi-monthly payroll. In the screenshot example, the flag on deduction code "44" below is currently set to "N" (No).

E PCG Dist=8991 Rel=13.01.00 03/20/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	_ 8 ×
Calculate and Display Pay	PAYCOMP
Deduction Control	
(Enter a 'Y' if the deduction is to be taken)	
01=ANNUITY # 1 Y 02=ANNUITY # 2 Y 03=FED INCOME TA Y 04=UENDOR 000012 Y	
08=00000000000000000000000000000000000	
12-UENDUR 004850 Y 13-UENDUR 002920 Y 15-UENDUR 000018 Y 10-UENDUR 000023 N	
17 - 0 = 10 + 0 = 0 = 10 + 0 = 0 = 0 = 0 = 0 = 0 = 0 = 0 = 0 =	
25-IFVENDOR BOBBLE V 26-IFVENDE INDER V 27-IFVENDOR BORSON V 28-IFVENDOR BOBBLE V	
29-UENDOR 888869 Y 38-UENDOR 881848 Y 31-UENDOR 882928 Y 33-UENDOR 882928 Y	
34=COURT W/H Y 35=UENDOR 001383 Y 36=UENDOR 002920 Y 37=UENDOR 004764 Y	
38=UENDOR 003218 N 39=UENDOR 000814 N 40=UENDOR 002775 N 41=UENDOR 004043 Y	
42=VENDOR 004059 Y 43=VENDOR 004320 Y	
	13.01.00
FIG FIZ EV FIE Help	

Regarding the 941 Report, many school districts, and systems use the Department of Labor (DOL) Quarterly Report as a basis for creating the 941Report for quarterly federal tax reporting. However, the Department of Labor (DOL) Quarterly Report excludes imputed income because the DOL does not consider these amounts to be wages as the IRS does. When using the DOL Quarterly Report as a basis to produce the 941 Report, add the quarterly imputed income amount to the gross wages on the DOL Quarterly Report to accurately produce the 941 Report.

The 4<sup>th</sup> quarter's 941 Report has the same January  $31^{st}$  deadline as W-2's. For this reason, users use caution when producing the 4<sup>th</sup> quarter's 941 Report before W-2's have been processed and distributed. Waiting until producing W-2's may help prevent having to file a 941c.

#### **B2.4.** Calculate and Display Payroll Screenshot Examples

# **B2.4.1.** Calculate and Display Payroll Example of Imputed Income Amount Not Processed

PCG Dist=8991 Rel=19.04.00 01/09/2020 PCG 002 SV C:\DEVSYS C:\SECOND WHITE X Calculate and Display Pay Screen 1 of 2 PAYCOMP Emp#: 87572 B02ENS, XE2IA 999-08-7573 Sec 125 Y Loc 0100 Class 01 Tax Marital Status - Federal: M State: B A EIC Ind: AEIC Payment: Fed: Mar M Exempt 0 2020 W-4 N W/H Cd 0 Addn Amt/% Box 2 N 3 .00 Box 2 N 3-Dep 0.00 4a-Inc 0.00 State: Mar B Allow M[1] D[00] W/H Cd 0 Addn Amt/% Switches: Fed Y State Y FICA/Med Y Pens Fed 4b-deduct 0.00 FICA/Med Y Pension Y GHI Y Pension type TRS Reg-amt Reg-hr Out-hr 3921.17 Out-amt Proc Pay Pay Pau for Type Type Tot Gross FICA Gr FICA Amt Pens Gr Pens Amt Reas Period End 01 0010 3713.00 3240.47 247.90 3713.00 222.78 1/09/2020 S S 208.17 208.17 02 0011 181.67 13.89 12.49 1/09/2020 03 04 05 \*\*\* Totals 3921.17 3422.14 261.79 3921.17 235.27 Yr Fnd F Prgm Fnct Objct Fcty B Addt'l GHI Dist Contract Annuities ACCT 01 20 100 2061 1000 11000 100 1 1.0000 Ann #1 Ded 1 Co ACCT 02 20 100 2063 1000 11000 100 1 Ann #2 Ded 2 Co ACCT 03 ACCT 04 ACCT 05 1.0000 Totals 0ASDI Gr 3422.14 0ASDI Amt 212.17 Ded 03 N Ded 04 N Ded 09 N Ded 17 N HI Gr 3422.14 HI Amt 49.62 Ded 47 N Ded 48 N Ded 50 N Ded 51 N Ded 54 N Ded 56 N 230.44 109.25 286.92 14.58 119.14 13.75 22.48 66.66 .81 4.00 Ded 63 N Ded Ded Ded Ded Ded Ded Ded Ded De .50 \*\*\* Gross Pay 3921.17 \*\*\* Deductions 1386 2534.58 \*\*\* Non Tax 499.03 Pay 19.04.00 ENTER F1 ▶ \$ F2 ♥ \$ F3 ♣ F46A F56▼ F61A F71▼ 15 Q 4 -B-痛 -16 In this example, the employee does not have an imputed income deduction. Therefore, the Medicare gross and OASDI gross amounts are not increased. Note that the OASDI and Medicare gross (HI Gr) fields are both \$3422.14.

## **B2.4.2.** Calculate and Display Payroll Example of Imputed Income Amount Processed

PCG Dist=8991 Rel=19.04.00 01/09/2020 PCG 002 SV C:\DEVSYS C:\SECOND WHITE  $\times$ Calculate and Display Pay Screen 1 of 2 PAYCOMP Emp#: 87572 BO2ENS, XE2IA 999-08-7573 Sec 125 Y Tax Marital Status - Federal: M State: B AEIC Ind: AEIC Payment: Fed: Mar M Exempt 0 2020 W-4 N W/H Cd 0 Addn Amt/% Box 2 N 3 Loc 0100 Class 01 .00 0.00 4a-Inc Box 2 N 3-Dep 0.00 Fed: Mar M Exempl 0 2020 . State: Mar B Allow M[1] D[00] W Switches: Fed Y State Y W/H Cd 🛛 Addn Amt/% Fed 4b-deduct 0.00 FICA/Med Y Pension Y GHI Y Pension type TRS Reg-hr Ovt-hr Reg-amt 3921.17 Ovt-amt Pay Proc Pay Pay for Туре Туре Tot Gross FICA Gr FICA Amt Pens Gr Pens Amt Reas Period End 61 0010 3713.00 3297.72 252.28 3713.00 222.78 1/09/2020 ß2 S 0011 208.17 181.67 13.89 208.17 12.49 1/09/2020 03 64 05 \*\*\* Totals 3921.17 3479.39 266.17 3921.17 235.27 Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Annuities GHI Dist Contract 2061 1000 11000 100 1 Ann #1 Ded 1 Co ACCT 01 20 100 1.0000 ACCT 02 20 100 2063 1000 11000 100 1 Ann #2 Ded 2 Co ACCT 03 ACCT 04 ACCT 05 tals 1.0000 HI Gr 3479.39 HI Amt Totals OASDI Gr <u>3479.39</u> Ded 03 N Ded 04 N OASDI Amt 215.72 59.45 Ded 09 N Ded 17 N Ded 22 N Ded 47 N Ded 48 N Ded 50 N Ded 51 N Ded 54 N 230.44 109.25 286.92 14.58 57.25 119.14 21.81 13.75 22.48 66.66 Ded 56 N Ded 63 N Ded Ded Ded Ded Ded Ded Ded Ded 4.00 .50 \*\*\* Gross Pau 3921.17 \*\*\* Deduct \*\*\* Net Pau 2530.20 \*\*\* Non Tax 499.03 97 19.04.00 F11 F12 ...▶옷 F2 📲 🖧 F3 🎒 F4 🖾 F5 🗺 15 Q Help In this example, the employee earns an additional imputed taxable income of \$57.25. Because these earnings are subject to FICA, the Medicare gross and OASDI gross amounts are also increased, if applicable. Note that the OASDI gross and Medicare gross (HI Gr) fields are now \$3422.14 + \$57.25 =

**\$3479.39**. Also note that the imputed income deduction amount is NOT subtracted from gross pay, since it is not actually a deduction.

## **Procedure C: Updating/Displaying Gross Data**

#### C1. Overview

To accommodate Teacher Retirement System (TRS) reporting requirements, software updates to the *Update/Display Gross Data* screen allow for the following:

- PCGenesis users may use the *Update/Display Gross Data* screen to display all PCGenesis fields related to an employee's pay. These revisions aid in processing payroll adjustments and to make field modifications much easier. The revisions include the addition of the *Job Code, Certification Level, Years of Experience, Work Schedule* and *Salary Schedule, Pension Gross,* and *Pension Amount* fields. With the exception of the *State Years* and *Local Years* fields which are modifiable, the additional fields are informational only, and either default from the employee's personnel information, or are school-district specific. *Topic 3: Update/Display Personnel Information* provides the instructions to update this information.
- For HB210/SB 327 TRS Retirees: HB210/SB 327 allows retirees to return to work full-time, and requires the employer to pay both the employee's percentage and the employer's matching percentage. When using *Pension Switch* code '**R**' (*TRS: Employer Pays BOTH employer and employee shares* SB327), ensure that the *Pension code* field reflects '2' (*TRS*), the *Amt*/% field reflects '0.00', and the *TRS service ind* field reflects '1' (*In-Service*).
- <u>Pension Adjustments:</u> PCGenesis accommodates pension adjustments on the *Update/Display Gross Data* employee payroll screen with a *Process Type* of 'Z'. Fields are available on the *Gross Data* screen for *Pens Gross* (Pension Adjustment Gross Amount) and *Pens Amt* (Pension Adjustment Amount). For a *Process Type* of 'Z', the following data can be entered: pay type, pay reason, period end date, account, pension adjustment gross and amount. For all other *Process Type* codes, the pension adjustment fields will be protected. Entry of the *Pens Gross* (Pension Adjustment Gross Amount) field will cause the system to calculate the corresponding employ<u>er</u> pension contribution amount during payroll calculations. PCGenesis defaults to the current pay period's date when no entry is made in the *Period End Date* field.
- The *Days Docked YTD* field's entry defaults from the employee's *Leave Data* screen. The <u>Personnel</u> <u>System Operations Guide</u>, *Section A: Leave Processing* provides the instructions to update employee leave information.
| PCG Dist=8991                  | Rel=16.03.00 09/23/2016 PCW 001   | SV C:\DEVSYS C:\SECOND                  | WHITE |          |
|--------------------------------|---|---|-------|----------|
|                                |   | Payroll System                          |       | PAYMOOOO |
| FKe                            | J<br>-  | Master Menu                             |       |          |
| 1<br>2<br>3                    | ] Payroll Setup Menu<br>] Payroll Update Menu<br>] Payroll Check & Direct Depo  | ısit Menu                               |       |          |
| 4<br>5                         | ] Annual Reports Menu<br>] Monthly/Quarterly/Fiscal/Bie   | ennial Reports Menu                     |       |          |
| 8<br>9<br>10<br>11<br>12<br>13 | Employee Reports/Labels M     Update/Display Description/     Earnings History Menu     Check Reconciliation Menu     Update/Display Payroll Mon     Special Functions Menu | fenu<br>/Deduction/Annuity Menu<br>itor |       |          |
| _20                            | ] File Reorganization   |   |       |          |
| Master Userlist                | PAY VEND  |   |       | 15.03.00 |
| Action                         |   |   |       |          |
| Select                         | 2 (F2 - Payroll Upd   | ate Menu).                              |       |          |

#### The following screen displays:

📒 PCG Dist=8991 Rel=13.01.00 03/20	/2013 PCW 001	C:\DEVSYS	C:\SECON	)	WH	ITE	_ 8 ×
	P	ayroll Sys	tem				PAYUPDTP
FKey	Pay	roll Updat	e Menu				
	2	-					
Add New Emp	oyee						
2		_					
2 Opdate/Displa	y Personnel Dat	a					
Undete/Displa	y Deduction Date	a					
5 Undete/Displa	y Gruss Data	ata					
6 Undate/Displa	y ffilmolung D v Current Leave	ata Hesne Data					
7 Undate/Displa	y VTD/Fiecal Da	usaye Dala ta					
8 Undate/Displa	v Deduction Adia	istments					
9 Undate/Displa	y EICA/Medicare	Adjustment	s				
10 Update/Displa	y Garnishment V	endor Data	•				
11 Add Earnings	History Record						
12 Update/Displa	y Earnings Histo	ory / Transfe	r Gross I	arnin	gs		
<u>13</u> Print Earnings	History						
14 Calculate and	Dienlay An Empi	lovee's Pau					
15 Delete Employ	vee	loyce s i ay					
17 Undate/Displa	v Leave YTD/Ba	lance Data					
18 Detailed Pay 9	Stub - Employee	Message					
,							
Master Userlist							12.02.00
							1

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Step	Action
2	Select <b>F4</b> (F4 - Update/Display Gross Data).

	PCG Dist=8991	Rel=14.02.01	08/20/2014 PCW 002 5V 0	:\DEVSYS C:\	SECOND	WHI	TE		_ 8 ×
			Update/Display Gross Select Employee	Data					PAYFIND
Fi	lter not act	tive				Currei Emp I	nt Order Number		
FV	ou Namo	Input:	Empo	N22	Loc	Cls Cert	Pens ContMr	. Job	13 Stat Mth
	cy name		Lipio	0011	200	015 0010	i chi oonch		ocut nen
		Input F16 to F1-9	Employee Number or Exit, F18 Clear empl = Choose from Selecti	Name or oyee filte on Above	SSN - r	Press Ento	er Key		
	F1 F2	F3 F4	F5 F6 F7 F8 PGDN▼	F9 F10	He	ip	FIE Q		13.02.00
	Action								
	Enter the to <i>Step 5</i>	e employ	ee number or the S	SSN in th	ne Inp	out field,	select		(Enter), <b>ar</b>
	If the em name in a comple	ployee n the Nam ete or par riteria er	umber and the SSI e field, or Social S rtial name in the N ntered Proceed to	N are uni lecurity N lame fiel Step 4	known Iumbe d disp	n, enter th er in the S clays the S	he employ SSN field, results mo	ee's and ost cl	complete select Ent osely mate

- O X PCG Dist=8991 Rel=16.04.00 01/05/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE Status Active Update/Display Gross Data PAY07 EmpNo 89955 AD4IR, CE4ESTA **1 CLASSROOM TEACHERS** Class SSN 999-08-9955 Loc 201 Location 000201 Salary sched Cert level T4 Pay step L2 Job cd 3 TEACHER 4-8 State yrs 14 Local yrs 14 Cert level 14 ray scep L2 کارمان کی Cert level 14 ray scep L2 کارمان کی Hrs/Day 8.000 Days/Week 5 Hrs/Week 40.00 13/14 pay sw Budget pay cat 180 Days worked YTD 4.00 This per 0.00 Days docked YTD 0.00 This per 0.00 Work sched ID Ann work days 180 Days worked YTD Overtime GHI % Pay Pay for Gross Dist Reas Period End Proc Pay Pay Rate Days/Hrs Days/Hrs Regular Type Type Hrly/Daly Regular Overtime Gross 01 S 0010 3644.70 1.0000 02. S 0011 147.08 03. 04. 05. 06. 3791.78 1.0000 Sub Budget Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens Amt Contract Distrib Flag ACCT 01 17 100 1081 1000 11000 201 1 Υ. S ACCT 02 17 100 1083 1000 11000 201 1 L ACCT 03 00 ACCT 04 00 ACCT 05 00 ACCT 06 00 Total gross 3791.78 Pens code 2 TRS Pens Amt/% .0600 Cycle gross 3791.79 Pens switch ÿ Pay sch. # 12 State salary 43736.43 TRS service ind 1 TRS/ERS Pens Gross Cycle 1 Cal Yr Local salary 1765.00 TRS serv lock Adj Amt/% Contmo 10 Other No pension code PY contmo 10 8/01/2007 45501.43 Pens elig date Contract amt 16.04.00 NTEV F1 🕅 F2 🛠 F3 🎒 F4 🖾 F5 🗊 F6 🗔 F7 🔽 F8 🔲 F9 🖊 F10 🍸 F11 🕨 F12 💽 FIS Q F16 🕶 F17 🔤 F18 🗍 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar Action

Step	Action
5	Select <b>F9</b> – Switch to Update Mode).

Step

6

PCG Dist=8991	Rel=16.04.00 01	/05/2017 PCW 00:	SV C:\DEVSYS	C:\SECOND	WHITE		
Status Active EmpNo 89955 A SSN 999-08- Salary sched Work sched ID Ann work days	D4IR, CE4ESTA 9955 Loc Hrs/Day <u>180</u> Days wor	Upd 201 Location Cert level T <sup>1</sup> <u>8.000</u> Days/ rked YTD 4.0	late/Display 0000201 Pay step Week <u>5</u> Hrs/ 00 This per _	Gross Data Clas Job L2 State y Week <u>40.00</u> <b>0.00</b> Days d	s 1 CLASSR cd 3 TEACHE rs <u>14</u> Local 13/14 pay sw ocked YTD @	P 000M TEACHERS R 4-8 . yrs <u>14</u> _ Budget pa 0.00 This pe	AY07 y cat r <u>0.00</u>
Proc         Pay           Type         Type           01.         \$         0010           02.         \$         0011           03.             04.             05.	Pay Rate Da Hrly/Daly f	ays/Hrs Days/ Regular Overt	/Hrs Regul Lime Gro <u>3644.7</u> 147.0	ar Overtime ss Gross 0 18 	GHI % Pay Dist Reas <u>1.0000</u>	Pay for Period End	
96.         Yr         Fn           ACCT         01         17         10           ACCT         02         17         10           ACCT         03         90	d F Prgm Fnct 0 _ <u>1981 1000</u> 0 _ <u>1983 1000</u> 	Objet         Fety         F           11000         _201         1           11000         _201         1	3791.7 Addt'l Per	8 s Gross Pens	1.0000 Amt Contrac	Sub         B           .t         Distrib         I	udget Flag <u>L</u> - -
Total gross Cycle gross State salary Local salary Other Contract amt	3791.78 <u>3791.79</u> <u>43736.43</u> <u>1765.00</u> <u>45501.43</u>	Pens code Pens switch FRS service in FRS serv lock No pension cod Pens elig date	2 TRS <u>y</u> 1 - - - - - - - - - - - - -	Pens Amt/ TRS/ERS P Adj Amt/%	% <u>.0600</u> ens Gross	Pay sch. # Cycle Contmo PY contmo	12 <u>1</u> Cal Yr <u>10</u> 10
Mode         changed         t           ENTERY         F1 ► R         F2 ► R           F16         F17 = P         F18	o update F3 🖨 F4 🖾 F5	Feite F2IT	F8 🖬 F9 60' F1 Grs W/H	Fit     Fit       Lv     Ytd	Adj FICA Ga	2 1 ar	6.04.00
Action							

Verify "Mode changed to update" displays.
Where appropriate, PCGenesis will automatically default modifiable entries based on the employee's existing payroll information.

Step	Action
7	The entries in the <b>EmpNo</b> (Employee Number), <b>Class</b> , <b>SSN</b> (Social Security Number), <b>Loc</b> (Pay Location), <b>Job Cd</b> (Job Code), <b>Cert Level</b> (Certification Level), and <b>Pay Step</b> fields default from the employee's personnel information and are not modifiable from the gross data screen. <i>Refer to Topic 3: Update/Display Personnel Information to make changes to the</i> <i>information displayed</i> .
8	Salary Sched: Optional
	Enter the applicable salary schedule information in the <b>Salary Sched</b> (Salary Schedule) field.
	PCGenesis provides this field to allow the entry of information identifying the state or local salary schedules assigned to the employee.
The S Personne "Inclu When t "Y", tl	tate Yrs and Local Yrs entries default from the employee's Certified and Classified l Information (CPI) record if the employee's payroll record contains a "Y" (Yes) in the de on CPI?" field located on the employee's <i>Personnel Data</i> screen. In this instance, changes made here also affect the employee's CPI record. The employee's <i>Personnel Data</i> screen does <u>not</u> have the "Include on CPI?" field set to he State and Local Yrs entries are stored in the employees payroll record preventing PCGenesis from linking the information to the employee's CPI record.
9	Verify or enter the employee's State of Georgia creditable years of service in the <b>State Yrs</b> (State Years) field.
10	Verify or enter the creditable years of service for the employee in the Local Yrs (Local Years) field.
11	Work Sched ID: Optional
	Enter the work schedule information in the Work Sched ID (Work Schedule ID) field.
	This field is provided to allow the entry of information identifying the work schedule or calendar that the employee follows, e.g. central office, faculty, school, etc.
12	Hrs/Day: Optional
	Enter the number of hours per day the employee works in the Hrs/Day (Hours per Day) field.
	The Hours Per Day field is necessary when the Enhanced Substitute Pay and Leave System has been enabled on the Tax/Withholding/Control Menu. This field allows the system to convert hours to days when entering time off in the Substitute Pay and Leave System
13	Days/Week: Optional
	Enter the number of days per week the employee works in the <b>Days/Week</b> (Days per Week) field.

Step	Action
14	<ul> <li>Hrs/Week: Required for State Health Benefit Plan (SHBP)/Georgia Health Insurance (GHI) Report and Extract File Creation. For more information, refer to Section D: Monthly/Quarterly/Annual/ Fiscal Report Processing, Topic 1: Processing Monthly Reports.</li> <li>Enter the number of hours per week the employee works in the Hrs/Week (Hours per Week) field.</li> </ul>
15	13/14 Pay Ind: Optional for New Employees
	Enter <b>Y</b> (Yes) in the <b>13/14 Pay Ind</b> (Thirteen or Fourteen Month Payroll Indicator) field where appropriate to indicate that the employee's first year salary will be paid over thirteen (13) or fourteen (14) months.
16	<b>Budget pay cat:</b> Enter the employee's <b>Budget Pay Category</b> or select the drop-down selection icon icon in the <b>Budget pay cat</b> field to select the employee's information from the <i>PCG Select Value dialog box</i> .
	The <b>Budget Pay Category</b> field is used in conjunction with the <i>PCGenesis Budget System</i> . A new table, required by the <i>PCGenesis Budget System</i> , has been added to the <i>Description File</i> . Table ' <b>B</b> ' defines budget pay categories, typically needed for budgeting classified employees, but also needed for budgeting certified employees. The <b>Budget Pay Category</b> field on the employees' <i>Gross Data Screen</i> will determine which user-defined salary schedule to access for budget processing.
	Refer to the <i>Budget System Operations Guide</i> , <i>Section A: Create Budget SANDBOX</i> for additional instructions.
17	Ann Work Days: Required for CPI processing.
	Enter the number of days the employee works per year in the <b>Ann Work Days</b> (Annual Work Days) field. The Annual Work Days field cannot be greater than 260 days.
18	The entry in the <b>Days Worked YTD</b> (Days Worked Year-to-Date) field automatically updates as entries are saved to the <i>Days Worked (This Per)</i> field.
19	Enter the number of days the employee has worked this payroll period in the ( <b>Days Worked</b> ) <b>This Per</b> (Days Worked This Period) field. <i>Entries within this field updates the Days Worked YTD field and is cleared when Payroll</i> <i>Setup is run.</i>
20	The entry in the <b>Days Docked YTD</b> (Days Docked Year-to-Date) is automatically updated as entries are made in the <i>Days Docked (This Per)</i> field or as entries are made on the employee's <i>Leave Data</i> screen.

Step	Action						
21	(Days Docked) This Per: Optional for Leave Tracking						
	Enter the number of days the employee's pay has been docked in the ( <b>Days Docked</b> ) <b>This Per</b> (Days Docked This Period) field.						
	Entries within this field updates the Days Docked YTD field. This field is the same as the LWOP (Leave With Out Pay) field on the Leave Data screen, and allows for the same types of modifications. PCGenesis clears this field when payroll is set up.						
Step	os 22 – 39 describe the steps for entering a normal or adjustment pay amount for an employee.						
22	For <b>Proc Type</b> : Enter the processing line type or select the drop-down selection icon in the <b>Proc Type</b> (Processing Type) field to identify the processing type.						
	<b>For Pension Adjustments:</b> Enter or select <b>Z</b> (Pension Adjustment Only), and proceed to <i>Step 30</i> .						
	Valid values: <u>Regular Gross Types:</u>						
	S – Regular salary with pension and taxes D – Regular daily with pension and taxes H – Regular hourly with pension and taxes						
	Special Gross Types:						
	A –Daily/Hourly adjustment NO pension calculation B –Salary adjustment NO pension calculation X – Daily/Hourly, with FICA, NO pension/annuities or tax calculation Y – Salary, with FICA, NO pension/annuities or tax calculation Q –Salary adjustment with taxes and pension calculation P – Daily/Hourly adjustment with taxes and pension calculation Z – Pension adjustment only						
	The field's entry determines how payroll pension and taxes are calculated and/or if PCGenesis clears the entry during payroll setup. "No pension" means that annuities will not be calculated either.						
	When entering an account number within the Acct# Yr Fnd F Prgm Fnct Objct Fcty B Addt'l field(s), make an entry in this field.						
	When entering D (Daily) or H (Hourly) in the field, entries are also required in the Pay Rate Hrly/Daly and Days/Hrs Regular field.						

Step	Action
	Complete Steps 23 - 39 for each Proc Type entered in Step 22.
23	Pay Type: Optional. Used only for the new detailed pay stub.
	Enter the pay type or select the drop-down selection icon in the <b>Pay Type</b> field to define the employee's pay type.
	The new detailed check stub contains a new section of data entitled <i>Current Hours and Earnings</i> . The current earnings will print based upon the <b>Pay Type</b> entered for the gross data line. The <i>Current Hours and Earnings</i> section on the detailed check stub will list the pay type descriptions, along with the pay rates, regular and overtime hours, regular and overtime pay, and contract amounts.
	In order to get a proper breakdown of the earnings, users will need to categorize their employees' Gross Data earnings by <b>Pay Type</b> before utilizing the new detailed pay check statement. All gross data lines with the same <b>Pay Type</b> and <b>Pay Rate</b> will be summarized (and accumulated) on ONE earning line on the check stub.
	The pay types are user-defined. Detailed instructions for setting up <b>Pay Type</b> codes are in the <u>Payroll System Operations Guide</u> , Section F. – Description/Deduction/Annuity File Processing.
	NOTE: The names <i>Pay Type</i> and <i>Compensation Type</i> are used interchangeably. The codes used to define <b>Pay Type</b> on the <i>Update/Display Gross Data</i> screen are called <b>Compensation Type</b> (code 'P') on the <i>Maintain Description Records</i> screen. The <b>Pay Type</b> table is defined in the <i>Description File</i> under 'P – Compensation Type'.
	The defaulting entry '0000' prints as 'Regular Pay' on the detailed check stub.
24	<b>For Days/Hours entries:</b> Enter the hourly or daily rate of pay in the <b>Pay Rate Hrly/Daily</b> (Pay Rate Hourly/Daily) field.
25	<b>For Regular Days/Hours entries:</b> Enter the number of regular work hours in the <b>Days/Hrs Regular</b> (Days/Hours Regular).
	To reduce the employee's current pay, enter a negative (-) number in the field. Enter minutes in the quarter-hour decimal format. For example, enter 30 minutes as '0.50'.
26	For Overtime Days/Hours entries: Enter the number of regular work hours in the Days/Hrs Overtime (Days/Hours Overtime) field.
	When entering 'D', 'H', 'A', 'X', or 'P' within the <b>Proc Type</b> field, PCGenesis allows entries in this field. Enter minutes in the quarter-hour decimal format. For example, enter 30 minutes as '0.50'.
27	<b>Reg Gross:</b> Enter the employee's gross salary amount or the total number of days or hours <u>multiplied</u> by the employee's pay rate in the <b>Reg Gross</b> (Regular Gross) field. If 'S', 'B', 'Y', or 'Q' was entered in the <b>Proc Type</b> field, an entry is required in the field. PCGenesis will calculate the entry in the <b>Reg Gr</b> fields for the remaining pay classes.

Step	Action
28	<b>If Overtime Days/Hours will be entered:</b> Enter the employee's overtime gross salary amount or the total number of overtime days or hours, <i>multiplied</i> by the employee's overtime pay in the in the <b>Overtime Gross</b> field. <i>PCGenesis does not calculate pensions on overtime pay</i> .
29	<b>GHI Dist</b> : Enter the GHI distribution percentage for the corresponding General Ledger account number. The GHI distribution percentage indicates the percentage of the employer GHI contribution to distribute to this GL account line. The GHI distribution percentage is valid only with <b>Process Types 'H'</b> , <b>'D'</b> , or <b>'S'</b> . <i>All GL accounts must add to 100%. (1.0000 equals 100%, 0.2500 equals 25%)</i>
	the GHI distribution percentage must be zero if the GHI Participation Switch is N, and the GHI Option field is NC (No Coverage) or NE (Not Eligible). An employer contribution will NOT be billed for employees with a GHI Option field of NC (No Coverage) or NE (Not Eligible), and therefore, the GHI Dist field must be zero.
	Distribute the employer GHI contribution across multiple account lines when charging GHI to multiple state programs.
30	<b>Pay Reas</b> : Enter the pay reason code or select the drop-down selection icon in the <b>Pay Reas</b> (Pay Reason) field to set a reason code for payroll adjustments and changes to payroll records.
	For example, if an employee receives a certificate upgrade and receives a retroactive pay increase, a reason code of '01' is entered on the employees adjusted new salary line, as well as any one time retroactive salary adjustment lines entered for the employee. PCGenesis clears the pay reason code during payroll setup.
	The Pay Reas field identifies the reason for a change in an employee's regular pay and is required for TRS reporting. Proper use of this field will eliminate manual follow-up reporting with TRS for pay variances.
31	<b>For TRS Payroll Adjustments:</b> Enter the date (MM/DD/CCYY) in the <b>Pay for Period</b> <b>End</b> (Pay for Period Ending) field to define the employee's credit for retirement purposes. <i>This field is not used with normal salary 'S', 'D' and 'H' lines. When entering salary</i> <i>adjustment records for a prior payroll period, enter the affected payroll period date.</i> <i>PCGenesis does not allow the entry of future payroll period dates. Along with the clearing</i> <i>the payroll adjustment lines during payroll setup, PCGenesis also clears the Pay for Period</i> <i>End date field's entry.</i> <i>Proper use of this field will eliminate manual follow-up reporting with TRS for pay</i> <i>variances.</i>
32	Select the <b>Tab key</b> to the (Acct #) Yr Fund F Prgm Fnct Objct B Addt'l field.

Step	Action
33	Enter the account information or select the drop-down selection icon in the (Acct #) Yr Fund F Prgm Fnct Objct B Addt'l field to select the employee's payroll gross distribution account information.
	<b>For Pension Adjustments:</b> Enter or select the pension adjustment's distribution account information in the field, and proceed to <i>Step 34</i> .
	For <u>each account entered</u> , make the appropriate entries within the Proc Type, Pay Rate, Reg Hours, Ovt Hrs, Reg Gr, Ovt Gr and Contract fields. If the employee has a FICA/Medicare or pension adjustment, there must be a distribution account, fund and fiscal year identified on the employee's Update/Display Gross Data screen. When entering a distribution account for a previous payroll run, enter the distribution account information and the dollar amount as 0.00.
	If there are more than 930 account line entries, the "*** Too many items to display – Set a filter ***" message indicating the Chart of Accounts has more entries than can be displayed and a suggestion for the user to utilize the "Set Filter" feature" will be displayed.
34	<b>For Pension Adjustments:</b> Enter the salary amount in the <b>Pens Gross</b> (Pension Gross) field to which the pension adjustment applies.
35	<b>For Pension Adjustments:</b> Enter the pension adjustment's amount in the <b>Pens Amt</b> (Pension Amount) field.
36	Contract: Optional for pay tracking.
	Enter the employee's gross salary amount that going toward the employee's annual contract salary in the <b>Contract</b> field.
	Use this field to track an employee's pay to help prevent over payments. The system is checking each pay cycle to see if the <b>Current Contract Amount</b> (entered here for each individual account line), plus the contents of the correct field on the <i>Update/Display YTD/Fiscal Data</i> screen have exceeded the <b>Contract Amount</b> input at the bottom of the <i>Gross Data</i> screen in <i>Step 44</i> . In order to determine the contract period, PCGenesis uses the <b>Cycle</b> field ( <i>Step 54</i> ) on the employee record. If <b>Cycle</b> is <b>1</b> , the system uses the <b>YTD Contract Amount</b> on the <i>Update/Display YTD/Fiscal Data</i> screen to determine contract over payments; if this field is <b>2</b> , the system uses the <b>School Contract Amount</b> and if the field is <b>3</b> , the system uses the <b>Fiscal Contract Amount</b> .
37	<b>Sub Distrib</b> (Substitute Distribution): The <b>Substitute Distribution</b> field is used with the <i>Enhanced Substitute Pay and Employee Leave System</i> . This field indicates whether or not a substitute's pay is distributed to this account line. Typically, the substitute's pay is distributed to some or all of the employee's salary ( <b>S</b> ) account lines.
	Valid values: $\mathbf{Y}$ = Distribute substitute pay to this account line $\mathbf{N}$ = Do NOT distribute substitute pay to this account line
	The Substitute Distribution field is used when the Enhanced Substitute Pay and Employee Leave System is enabled on the Tax/Withholding/Control Menu.

Step	Action								
38	The <b>Budget Flag</b> field on each account line determines what formulas are applied to generate new salary amounts in the budget SANDBOX directory. The <b>Budget Flag</b> field is used with the <i>PCGenesis Budget System</i> .								
	Enter the employee's <b>Budget Flag</b> or select the drop-down selection icon in the <b>Budget</b> <b>Flag</b> field to select the account line information from the <i>PCG Select Value dialog box</i> .								
	Valid valu	ues for the <b>Budget Flag</b> are as follows:							
	A = Move the account number over to the budget, but do NOT bring over amounts.								
	<b>L</b> =	Budget as a local supplement/extra salary. Apply either an annual amount or percent increase or decrease to the account line salary or the account line rate.							
	<b>M</b> =	Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.							
	<b>N</b> =	Budget as salary, but do <u>not</u> apply a salary schedule. Apply either an annual amount or percent increase or decrease to the account line salary or the account line rate. (Usually used for classified employees)							
	<b>S</b> =	Budget as state salary using the state CPI salary schedule. (Certified employees only. Valid only for account lines with a Process Type of 'S'.)							
	<b>T</b> =	Budget as local supplement using a <u>local</u> CPI salary schedule. ( <b>Certified employees only.</b> Valid only for account lines with a <b>Process Type</b> of <b>'S'</b> .)							
	<b>U</b> =	Budget using a user-defined salary schedule for salary gross data lines. This option may be used for both certified and classified employees. The <b>Budget Pay Category</b> field and the <b>Annual Work Days</b> fields on the <i>Gross Data</i> screen are required when account lines are flagged with 'U'.							
		<u>Certified employees</u> : PCGenesis will use the <b>State Years of Experience</b> for determining the pay step into the user-defined salary schedule.							
		<u>Classified employees</u> : PCGenesis will use the <b>Local Years of Experience</b> for determining the pay step into the user-defined salary schedule.							
		(Certified and classified employees.)							
	<b>X</b> =	Do not bring the account line over to the budget process. (Generally used for substitute pay, one-time stipends, etc.)							
	spaces =	Do not bring the account line over to the budget process.							
	Refer to t additional	the <u>Budget System Operations Guide</u> , Section A: Create Budget SANDBOX for instructions.							

Step	Action										
39	If there are additional Proc Types: Select the Tab key to access the next <b>Proc Type</b> field and repeat this procedure at <i>Step 22</i> .										
40	Enter the employee's salary in the <b>Cycle Gross</b> field. For Certified employees, an entry is required in the field.										
41	Enter the employee's State of Georgia-funded annual salary in the State Salary field.										
42	Enter the employee's locally funded supplement in the Local Salary field.										
43	Enter the employee's annual salary the employee receives in addition to State of Georgia and local supplements in the <b>Other (Salary)</b> field.										
44	Enter the employee's annual contract amount in the <b>Contract Amt</b> (Contract Amount) field.										
	Use this field to track an employee's pay to help prevent over payments. The system is checking each pay cycle to see if the <b>Current Contract Amount</b> (entered for each individual account line in <i>Step 36</i> ), plus the contents of the correct field on the <i>Update/Display YTD/Fiscal Data</i> screen have exceeded the <b>Contract Amount</b> input here. In order to determine the contract period, PCGenesis uses the <b>Cycle</b> field ( <i>Step 54</i> ) on the employee record. If <b>Cycle</b> is <b>1</b> , the system uses the <b>YTD Contract Amount</b> on the <i>Update/Display YTD/Fiscal Data</i> screen to determine contract over payments; if this field is <b>2</b> , the system uses the <b>School Contract Amount</b> and if the field is <b>3</b> , the system uses the <b>Fiscal Contract Amount</b> .										
45	Enter the appropriate code in the Pension Code field.Valid Values:0 = No Pension1 = Old PSERS Participation2 = TRS Pension Participation3 = Old ERS Participation4 = New ERS Participation5 = New PSERS Participation6 = GSEPS Participation										

Step	Action
46	Enter the appropriate code in the <b>Pension Switch</b> field.
	Valid values: $\mathbf{Y}$ = Calculate pension $\mathbf{N}$ = Do NOT calculate pension $\mathbf{R}$ = TRS Retiree – Do NOT calculate an employee percentage
	This entry determines the handling of the employee's pension calculation and the additional TRS/ERS calculation, and overrides the entry in the <b>Pension Code</b> field.
	When entering 'N' in the <b>Pension Switch</b> , PCGenesis suspends the pension calculation for this employee for the current Payroll Run. This entry neither affects other employees' pension calculations, nor requires the employee's pension code to be changed.
	When entering ' <b>Y</b> ' (Yes) in the <b>Pension Switch</b> field, and ' <b>0</b> ' in the <b>Pension Code</b> field, <i>PCGenesis does not calculate a pension deduction for the employee.</i>
	<u>For HB210/SB 327 TRS Retirees:</u> Use <b>Pension Switch</b> ' <b>R</b> ' for rehired TRS retirees. HB210/SB 327 allows retirees to return to work full-time, and requires the employer to pay both the employee's percentage and the employer's percentage contribution. When using the code, ensure that the <b>Pension Code</b> field reflects '2' (TRS), the <b>Amt</b> /% field reflects '0.00', and the <b>TRS service ind</b> field reflects '1' (In-Service).
47	Enter the appropriate code in the <b>TRS Service Ind</b> (TRS Service Indicator) field to define the employee's Teacher Retirement System (TRS) service credit.
	Valid values: $0 = No$ service credit $1 = Service$ credit earned for the month

Step	Action
48	Enter the appropriate code in the <b>TRS Serv Lock</b> (TRS Service Lock) field to "lock" an employee's <b>TRS Service Indicator</b> field value.
	Valid values:0 = Lock an employee's TRS Service Indicator field value1 = Do not lock an employee's TRS Service Indicator field value
	The <b>TRS Service Lock</b> field is available to facilitate TRS reporting. The <b>TRS Service</b> <b>Lock</b> field allows the payroll administrator to "lock" an employee's <b>TRS Service</b> <b>Indicator</b> field value, so that TRS service credit is not changed during <u>any mass change</u> payroll process.
	If the <b>TRS Service Lock</b> field is set to ' <b>Y</b> ' for an employee, the employee's <b>TRS Service</b> <b>Indicator</b> field will <u>not</u> be changed during the <i>Payroll Setup</i> procedure, even if a <b>Mass</b> <b>Update</b> flag is set to ' <b>Y</b> ' on the <i>Select TRS Mass Change Option</i> screen in <i>Payroll Setup</i> . Refer to the <i>Payroll System Operations Guide</i> , <i>Section A: Payroll Setup</i> for more information.
	Likewise, if the <b>TRS Service Lock</b> field is set to ' <b>Y</b> ' for an employee, the employee's <b>TRS Service Indicator</b> field will <u>not</u> be changed during the <i>Mass Update Selected Employees' Fields</i> procedure, even if a <b>Service Time Update</b> flag is set to ' <b>Y</b> ' on the data entry screen. Refer to the <i>Payroll System Operations Guide</i> , Section I: Special Functions, <i>Topic 6: Payroll Mass Update Employee Information Processing, Procedure E: Mass Update Selected Employees' Fields</i> for more information.
	For example, any employee not working 50% or more of the scheduled working days in a month does not earn service credit and therefore, should not <u>automatically</u> have their <b>TRS Service Indicator</b> reset to '1' in August to earn TRS credits. The <b>TRS Service Lock</b> field would allow those employees to have their <b>TRS Service Indicator</b> to stay locked with a '0' value so that TRS credits are NOT earned.
49	Enter the code or select the drop-down selection icon icon icon icon icon icon icon i
	The No pension code field has been added to support the new <i>Pension Reporting</i> <i>Compliance File</i> required by ERSGA. A valid value must be entered in the No Pension Code field when the employee's <b>Pension Code</b> is set to '0', no pension. If the employee is enrolled in a public pension ( <b>Pension Code</b> values of '1' thru '6'), then the No Pension Code value must be '00'.
50	<b>TRS/ERS Reporting - Required:</b> Enter the date (MM/DD/CCYY) in the <b>Pens Elig Date</b> (Pension Eligibility Date) to identify when the employee becomes eligible to participate in the TRS or ERS pension plan.
	TRS uses the pension eligibility date to precisely identify when an employee became eligible for their current pension. This is most important for TRS reporting in the case that a PSERS or Substitute employee changes job functions and becomes eligible to enroll in TRS. In this instance, the employee would retain their original hire date, but have a pension eligibility date tied to the date of the change of their job role.

Step	Action
51	<ul> <li>Enter the TRS/PSERS pension calculation amount <u>or</u> percentage (enter an amount less than 1 for a percentage) in the <b>Pens Amt/%</b> (Pension Amount/Percentage) field.</li> <li>For Pension code '1' (PSERS Participation) entries: An entry greater than 0.99 <u>must be</u> entered to identify a total dollar amount.</li> <li>For Pension code '2' (TRS Participation) entries: An entry less than 1 <u>must be</u> entered to identify the entry as a percentage.</li> <li>If the employee will not pay a share of the pension: Enter 0.00 in the field.</li> </ul>
52	Enter the dollar amount <u>or</u> percentage in the <b>TRS / ERS Pens Gross Adj Amt/%</b> (Teacher Retirement System Pension Gross Adjustment Amount/Percentage) field where appropriate. When entering a percentage, the amount must be less than 1. The <b>TRS / ERS Pens Gross Adj Amt/%</b> field is needed by some districts who do not participate in Social Security for many classes of employees. In certain cases, the district's board of education can vote to contribute a certain percentage (for example, 4%) on all classes of employees to a reputable 403(b) in lieu of Social Security. Therefore, the salary reported to TRS can be increased by this percentage as a supplement type for employees. For example: Employee 'A' has a gross salary of \$4,000 per month, but is reported to TRS as \$4,160 (which includes the 4%). The <b>TRS / ERS Pens Gross Adj</b>
	Amt/% field allows PCGenesis to increase the TRS/ERS reported wages by the 4%. According to the <i>TRS Employer's Reference Guide</i> , a tax sheltered annuity plan is listed as other earnable compensation.
	<i>This amount will <u>replace</u> the normal TRS pension calculation for salary types 'A' (Adjustable Daily, Hourly NO Pension Calculation) and 'B' (Adjustable Salary NO Pension), where appropriate.</i>
	For HB210/SB 327 TRS Retirees: Enter '0.00' in the field.
53	PCGenesis automatically defaults an entry in the <b>Pay Sch.</b> # (Payroll Schedule Number) field based on the employee's payroll class code.

Step	Action
54	Enter the appropriate code in the <b>Cycle</b> field to define the manner in which year-to-date (YTD) contract amounts will accrue on the employee's pay stub. Valid Values: $1 = \text{Calendar year}$ 2 = School year 3 = Fiscal year
	Use this field to track an employee's pay to help prevent over payments. The system is checking each pay cycle to see if the <b>Current Contract Amount</b> (entered for each individual account line in <i>Step 36</i> ), plus the contents of the correct field on the <i>Update/Display YTD/Fiscal Data</i> screen have exceeded the <b>Contract Amount</b> input at the bottom of the <i>Gross Data</i> screen in <i>Step 44</i> . In order to determine the contract period, PCGenesis uses the <b>Cycle</b> field on the <i>update/Display YTD/Fiscal Data</i> screen to determine contract <b>Amount</b> on the <i>Update/Display YTD/Fiscal Data</i> screen to determine contract over payments; if this field is <b>2</b> , the system uses the <b>School Contract Amount</b> and if the field is <b>3</b> , the system uses the <b>Fiscal Contract Amount</b> . For example, in order to compare the contract amounts based on a Fiscal Year, the <b>Cycle</b> field should be set to ' <b>3</b> ' for all employees.
55	Enter the total number of contract months the employee <i>works</i> in the <b>Contmo</b> (Contract Months) field, where appropriate. Valid values: $9 - 12 =$ Number of contract months
56	<ul> <li>Enter the employee's contract month setting for the prior year in the PY Contmo (Prior Year Contract Months) field.</li> <li>Valid values: 9 - 12 = Number of prior year contract months</li> <li>PCGenesis automatically rolls this information from the current year contract months setting once a year by the "Update Job Code for CPI/Payroll/CS1" procedure. PCGenesis uses this field during accrual processing to preserve the prior year's setting for accrual amount calculation. PCGenesis also uses the field to report changes made to the current year's setting for position changes effective for the new fiscal year.</li> </ul>
57	Select <b>Enter</b> ). Select <b>F3</b> – Print this data) to obtain a screen print of the <i>Update/Display Gross Data</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

PCG Dist=8991 Rel=16.04.00 01/05/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
Status ActiveUpdate/Display Gross DataEmpNo 89955 AD4IR, CE4ESTAClass 1 CLASSN 999-08-9955Loc 201 Location 000201Job cd 3 TEASalary schedCert level T4Pay step L2State yrs 14Work sched IDHrs/Day 8.000Days/Week 5Hrs/Week40.00Ann work days 180 Days worked YTD4.80 This per0.00Days docked YTD	PAY07 SSROOM TEACHERS CHER 4-8 cal yrs <u>14</u> sw _ Budget pay cat 0.00 This per <u>0.00</u>
Proc         Pay         Pay Rate         Days/Hrs         Days/Hrs         Regular         Overtime         GHI %         P.           Type         Type         Hrly/Daly         Regular         Overtime         Gross         Gross         Dist Re           01. S         0010	ay Payfor asPeriodEnd 
3791.78         1.0000           Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens Amt Contr           ACCT 01 17 100         1081 1000 11000 201 1           ACCT 02 17 100         1083 1000 11000 201 1           ACCT 03 06	Sub         Budget           ract         Distrib         Flag           Y         S            L
Total gross3791.78Pens code2TRSPens Amt/%.060Cycle gross3791.79Pens switchYState salary43736.43TRS service ind 1TRS/ERS Pens GrossLocal salary1765.00TRS serv lockNOtherNo pension code00Contract amt45501.43Pens elig dateValidations passed. Save your changes.8/01/2007	0 Pay sch. # 12 Cycle <u>1</u> Cal Yr Contmo <u>10</u> PY contmo <u>10</u>
ENTER         F1         K         F2         K         F3         F4         F5         F7         F8         F3         F10         F12         F11         F12         F12         F11         F11	۲۱۶ Q 16 . 04 . 00 Gar

Step	Action
58	Verify "Validations passed. Save your changes." displays, and select <b>F8</b> – Save your changes).
	For HB210/SB 327 TRS Retirees:       When the "Verify Change to Employee Pension Status"         dialog box displays, select       OK         (OK) in response to the "NOTE: TRS Retiree does not pay employee part of pension!" prompt.
	To scroll up and down on the screen, select the appropriate icon real, r

ſ	PCG Dist=8991 Rel=16.04.00 01/05/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
	Status Active     Update/Display Gross Data     PAY07       EmpNo 89955 AD4IR, CE4ESTA     Class 1 CLASSROOM TEACHERS       SSN 999-08-9955     Loc 201 Location 000201     Job cd 3 TEACHER 4-8       Salary sched     Cert level T4     Pay step L2     State yrs 14       Work sched ID     Hrs/Day <u>8.000</u> Days/Week <u>5</u> Hrs/Week <u>40.00</u> 13/14 pay sw _ Budget pay cat       Ann work days <u>180</u> Days worked YTD     4.00     This per <u>0.00</u> Days docked YTD     0.00
	Proc         Pay         Pay Rate         Days/Hrs         Days/Hrs         Regular         Overtime         GHI %         Pay         Pay for           Type         Type         Hrly/Daly         Regular         Overtime         Gross         Gross         Dist Reas         Period End           01.         S         0010
	06.
	Total gross       3791.78       Pens code       2 TRS       Pens Amt/%       .0600         Cycle gross       3791.79       Pens switch       Y       Pay sch. # 12         State salary       43736.43       TRS service ind 1       TRS/ERS Pens Gross       Cycle       1 Cal Yr         Local salary       1765.00       TRS serv lock       N       Adj Amt/%       Contmo       10         Other        No pension code       60       PY contmo       10         Contract amt       45501.43       Pens elig date       8/01/2007       Price       10
	Data saved         ENTEX       F1       F1 </th
ep	Action
59	Verify "Data saved" displays, and select $\mathbf{F16} - \mathrm{Exit}$ (F16 – Exit) to return to the Update/Displa Gross Data – Select Employee screen.

E P	CG Dist=899	01 Rel=:	14.02.01	08/20/ Updat	2014 PCV e/Displ	w ooi sv Lay Gros	C:\DEVS	YS C:\9	ECOND		WHI	TE			PAYF	<u>-8×</u> IND
Fi	lter set:	Statu	5		Select	Employ	ee			I	Currei Name	nt Ori	ler			
Fk	ey Name AS9BY AD2ER	, Ra9ha , Ta2	Input: L			Empno 88768 88127	S 999-0 999-0	SN 18-8768 18-8127	Loc 3050 111	C1s 15 4	Cert N N	Pens 2 2	ContMo 12 10	Job 20 3	Stat A A	13 Mth
			Input F16 to F1-9	Employ Exit, = Choo	ee Numt F18 C] se fror	ber or Lear em m Select	Name ployee tion Ab	or S filter ove	SN -	Pres	s Ento	er Ke <u>l</u>	)			
	F1 F2	F3	F4	F5 PGDN V	F6 F3	7 F8	F9 p	F10 <b>T</b>	He	elp -		F15	2		13.0	2.00
	Action															
	Select	F16	<b>I</b> ( <b>F</b> )	1 <b>6</b> – E	Exit) to	o retur	m to t	he Pa	wroll	l Svs	tem -	- Pa	vroll	Upd	late I	Menu.

The following screen displays:

E PCG Dist=8991 Rel=13.01.00 03/20/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	_ 8 ×
Payroll System	PAYUPDTP
FKey Payroll Update Menu	
Add New Employee	
2 Update/Display Personnel Data	
3 Update/Display Deduction Data	
4 Update/Display Gross Data	
5 Update/Display Withholding Data	
6 Update/Display Current Leave Usage Data	
1 Update/Display YTD/Fiscal Data	
8 Update/Display Deduction Adjustments	
9 Update/Display FICA/Medicare Adjustments	
10 Update/Display Garnishment Vendor Data	
11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History	
14 Calculate and Display An Employee's Pay	
15 Delete Employee	
19 Detailed Dev Club Employee Manager	
Detaileu Pay Stub - Enipioyee Message	
Mandau User,	12.02.00

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

# **Procedure D: Updating/Displaying Withholding Data**

## D1. Overview

Based on the *Update/Display Payroll Withholding/Direct Deposit Data* screen's entries, PCGenesis creates additional information for the employee within other PCGenesis components, where appropriate. For example, Automated Clearinghouse (ACH) processing results for a single bank, and multiple banks and bank account entries are reflected within the following PCGenesis features:

- Payroll Update Menu Update Calculate and Display an Employee's Pay
- Payroll Update Menu Update/Display Earnings History/Transfer Gross Earnings
- Payroll Check and Direct Deposit Menu Calculate Payroll & Print Exceptions
- Payroll Check and Direct Deposit Menu Print Paychecks and Direct Deposits
- Payroll Master Menu Check Reconciliation Display/Update Checks/Direct Deposits

Although these processes are performed separately from updating employee withholding information, the screenshot examples provided later in this document illustrate the effect the entries have on these other PCGenesis features.

#### **Federal Tax Calculation**

The 2020 Form W-4 has been redesigned to reduce the form's complexity and to increase transparency and accuracy in the withholding system. Beginning with the 2020 Form W-4, employees will no longer be able to request adjustments to their withholding using withholding allowances. Instead, using the new Form W-4, employees will provide employers with <u>amounts</u> to increase or reduce taxes, and amounts to increase or decrease the amount of wage income subject to income tax withholding.

The 2020 Form W-4 contains 5 steps. Every W-4 form employers receive from an employee should show a completed *Step 1* (name, address, social security number, and filing status) and a dated signature on *Step 5*. Employees will complete *Steps 2*, *3*, and/or *4* only if relevant to their personal situations. *Steps 2*, *3*, and *4* show adjustments that will affect withholding calculations.

For employees who don't complete any steps other than *Step 1* and *Step 5*, employers will withhold the amount based on the filing status, wage amounts, and payroll period.

PCGenesis supports the Federal income tax calculation per IRS *Publication 15-T, Federal Income Tax Withholding Methods.* Please review *Appendix A: PCGenesis Federal Tax Calculation Method* for a comprehensive description of the Federal tax withholding calculation method employed by PCGenesis.

#### **Annuity Record Maintenance**

Considerable flexibility is allowed within PCGenesis when defining annuities on the employee record. PCGenesis allows for a total of five (5) different annuities per employee to be defined. Because a school system may offer many, many different annuity companies and plans, PCGenesis allows a single annuity deduction, (defined with a **Deduction Type** of *A* (*Annuity*) on the deduction record), to represent many different annuity companies. This one-to-many relationship between a single system deduction code and multiple annuity company codes allows a single deduction to represent many different annuity calculations.

Georgia Department of Education March 4, 2024 • 3:20 PM • Page 55 of 131 All Rights Reserved. Step 1: Annuity Deduction Control Record Maintenance: System **Deduction Code** 01 and **Deduction Code** 02 are automatically defined by the system as annuities. PCGenesis allows the definition of up to 3 more annuities in addition to deduction code 01 and deduction code 02. Additional annuity deductions must first be defined on the *Annuity Deduction Control Record*. An annuity system deduction code is designated on this screen before the deduction can be defined on the *Maintain Deduction Records* screen. PCGenesis requires the entry of annuity deduction *Control* records for all **Deduction Type** 'A' (*Annuity*) deduction records. Information about adding annuity deduction *Control* records can be found by following the steps provided in *Section F: Description/Deduction/Annuity File Processing; Procedure 4A. Maintaining the Annuity Deduction Control Record*.

<u>Step 2: Maintain Deduction Records:</u> System **Deduction Code** 01 and **Deduction Code** 02 must be defined as annuities (**Deduction Type** = 'A' (Annuity)). If any additional annuities have been defined in the Annuity Deduction Control Record, then the corresponding deduction code can be set up in Maintain Deduction Records. For example, if the Annuity Deduction Control Record has defined Annuity deduction #3 to be **Deduction Code** 50, then deduction code 50 can now be added in the Maintain Deduction Records screen as an annuity deduction. Annuity deductions must be defined with a **Deduction Type** 'A' (Annuity). Information about adding deduction codes can be found by following the steps provided in Section F: Description/Deduction/Annuity File Processing; Procedure 3A. Maintaining Deduction Records.

<u>Step 3: Maintain Annuity Company Records:</u> Annuity company codes range from 01 - 99 and contain the FAR application's vendor number and vendor name. **Annuity Type Codes** include D(401(K)), E(403(B)), F(408(K)(6)), G(457), and H(501(C)(18)(D)). The employer contribution parameters for the annuity are defined on the *Annuity Company Record*. Information about adding annuity company records can be found by following the steps provided in *Section F: Description/Deduction/Annuity File Processing; Procedure 5B. Maintaining Annuity Records*.

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	FKey				Ма	ster Men	u				
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	2	Payroll	Update Mo	enu _							
	3	Payroll	Check & D	irect De	posit M	enu					
	4	Annual	Reports M	enu							
	5	Monthl	y/Quarterly	/Fiscal/I	Biennia	l Reports	Menu				
	8	Employ	vee Reports	s/Labels	Menu						
	9	Update	/Display D	escriptio	on/Dedu	iction/Ann	uity Mei	าน			
	10	Earning	js History I	Menu							
	12	Uneck	Reconciliat /Display P:	ion men avroll M	u onitor						
	13	Specia	Functions	Menu							
	20	File De	organizativ								
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laster	User <sub>list</sub>										15.03.00
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1	Select	2	( <b>F2</b> - P	ayroll l	Update	Menu).
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Ste

Step 2

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	Payroll System		PAYUPDIP
FKey	Payroll Update Menu		
Add New	Employee		
	Employee		
_2 Update/D	isplay Personnel Data		
3 Update/D	isplay Deduction Data		
_4 Update/D	lisplay Gross Data		
5 Update/D	isplay Withholding Data		
<u> </u>	lisplay Current Leave Usage Data		
_/ Update/L	lisplay YTD/Fiscal Data		
	isplay Deduction Adjustments		
10 Undate/E	isplay Garnishment Vendor Data		
11 Add Earn	ings History Record		
12 Update/D	isplay Earnings History / Transfer Gross Ear	nings	
<u>13</u> Print Ear	nings History		
14 Calculate	and Dicplay An Employee's Day		
15 Delete Fr	nlovee		
17 Update/D	lisplay Leave YTD/Balance Data		
18 Detailed	Pay Stub - Employee Message		
	-		
			10 00 00
Aaster <sup>User</sup> list			12.02.00
ction			
		$\mathbf{D}$	

E PCG Dist=8991 Rel=14.02.01 08/20/2014 PCW 003 SV C:\DEVSYS C:\SECOND \_ 8 × WHIT Update/Display Payroll Withholding/Direct Deposit Data PAYFIND Select Employee Current Order Filter not active Emp Number Input: 13 Fkey Name Empno SSN Loc Cls Cert Pens ContMo Job Stat Mth Input Employee Number or Name or SSN - Press Enter Key F16 to Exit, F18 Clear employee filter F1-9 = Choose from Selection Above 13.02.00 F1 F2 SET EN Help Step Action Enter the number in the Input field, select (Enter - Continue), and proceed to Step 3 5. *If the employee number is unknown, enter the employee's complete or partial name, or the* Social Security Number in the "Input" field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria

The following screen displays:

entered. Proceed to Step 4.

	PCG Dist=8991 Rel=14.02.01 08/20/2	2014 PCW 001 SV C	.:\DE¥5¥5 U:\5	ECOND		WHI	TE				
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F	ilter set: Status				ſ	Curre	nt Ori	1er			
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E	nter AD2ER, TA2	88127	999-08-8127	111	4	N	2	10	3	A	
	1 AD20CK, FR2DDA	89375	999-08-9375	8014	3	N	0		4	Α	
	2 AD3M, SA3	89094	999-08-9094	111	14	С	2	11	18	Α	
	3 AD4IR, CE4ESTA	89957	999-08-9957	8014	3	N	0		4	A	
	4 AU4IR, HE4MA 5 AI2EN LA2ARO	87557	999-08-7557	8012 3050	21	N	U 0		28 41	A	
	6 AL2NZO, EF2EN	87223	999-08-7223	111	24	C	2	10	2	Ā	
1.7	7 AL9ARD, RI9ARDA	89128	999-08-9128	8013	42	N	0		42	A	
	8 AM8YA, MA8GRETT	89417	999-08-9417	8013	42	N	0		42	Α	
	9 AN3EL, GA3E	89430	999-08-9430	3050	24	N	0		40	Α	
0.00	FKEY = Rec or PgUp/PgD F16-new sear F1-9 = Choo	ord Found Above n = Previous ch, F18-Clear E se from Selecti	:/Next 10 Re imployee Fil on Above	cords ter							
	FKEY = Rec or PgUp/PgD F16-new sear F1-9 = Choo der changed to Alpha F1 F2 F3 F4 F5 F1 F2 F3 F4 F5 F1 F2 F3 F4 F5 F0 F00 ▼	ord Found Above n = Previous ch, F18-Clear E se from Selecti F6 F7 F8	/Next 10 Re mployee Fil on Above	cords ter He	lp		F15	2		13.0	2.00
	FKEY       = Rec         or       PgUp/PgD         F16-new sear       F16-new sear         F1-9       = Choo         der changed to Alpha       /         F1       F2       F3       F4       F5         F17*#       F16       F00*▲       F00*▼       F00*▼         Action       Select       Enter       (Enter)       (Enter)	ord Found Above n = Previous ch, F18-Clear E se from Selecti F6 F7 F8 F6 F7 F8	/Next 10 Re mployee Fil on Above	cords ter He		spot	F15	a to th		13.0	2.00
	FKEY = Recor PgUp/PgDF16-new searF1-9 = Chooder changed to AlphaF1 F2 F3 F4 F5F0 F0 F0 F00 VActionSelect Enter (Enter) ofand select $FTEF$ (Enter) of and select (Enter) of	ord Found Above n = Previous ch, F18-Clear E se from Selecti F6 F7 F8 F7 F8 or select the I er).	VNext 10 Re mployee Fil on Above	He key c	corre	spor	nding	g to th	e en	13.0 nplo	2.00 yee's
	FKEY = Rec or PgUp/PgD F16-new sear F1-9 = Choo der changed to Alpha F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 Action Select Enter (Enter) C and select $\mathbb{E}^{NTEP}$ (Ent To sort by Name: Select	ord Found Above n = Previous ch, F18-Clear E se from Selecti F6 F7 F8 pr select the I er). ect Name (1	VNext 10 Re mployee Fil on Above F9 F10 T Function	He key c	orre	spor	nding	g to th	e en	13.0	2.00 yee's
	FKEY = Rec or PgUp/PgD F16-new sear F1-9 = Choo der changed to Alpha F1 F2 F3 F4 F5 Stitute F10 F0 F0 F0 F0 F0 F0 F0 F0 Action Select Enter (Enter) C and select $HTEF$ (Enter) C and select $FTEF$ (Enter) C To sort by Name: Select To sort by Employee N	ord Found Above n = Previous ch, F18-Clear E se from Selecti F6 F7 F8 pr select the I er). ect Name (1 Jumber: Select	VNext 10 Re mployee Fil on Above	He key c	corre	spor	nding	g to th	e en	13.0	2.00 yee's
	FKEY = Rec or PgUp/PgD F16-new sear F1-9 = Choo der changed to Alpha F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F	ord Found Above n = Previous ch, F18-Clear E se from Selecti F6 F7 F8 or select the I er). ect Name (1 Jumber: Selection rity Number:	F9       F0       F1         F9       F0       F1         Function       F1       F1         Name).       F1       F1         Ect       Empno       Empno         Select       Select       Select	key c	ip corre	spor	nding	g to th	e en	13. <b>0</b> nplo	2.00 yee's
	FKEY = Rec or PgUp/PgD F16-new sear F1-9 = Choo der changed to Alpha F1 F2 F3 F4 F5 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F0 F0 F0 F0 F0 F0 F1 F2 F3 F4 F5 F0 F	ord Found Above n = Previous ch, F18-Clear E se from Selecti F6 F7 F8 or select the I er). ect Name (1 Jumber: Select rity Number:	F9       F0       F1         F9       F0       F1         F9       F0       F1         Function       F1       F1         Name).       F1       F1         Ect       Empno       Empno         Select       F1       F1         e       PgUp/P       F1	key c	corre	spor	nding	g to th	e en	13.0 nplo	2.00 yee's

Step

5

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PCG Dist=8991 Rel=19.04.00 12/19/2019 PCG 002 SV C:\DEVSYS C:\SECOND
                                                                  WHITE
                                                                                        \times
                     Update/Display Payroll Withholding/Direct Deposit Data
                                                                                       PAYOS
Status Active
 Employee number 88423
                            Name ALSARO, ANSERA
                                                                      Loc 201
 Social security 999 08 8423
         Mar Stat D Allowance Mar 1 Dep 3
                                                      Withholding Code 🕴 Amt/%
State:
                                                                                    .00
Federal: Mar Stat S
                        2020 W-4? N (Y or N)
                                                      Withholding Code
                                                                                    .00
                                                                       8
                                                                          Amt/%
 W-4 Prior to 2020: Exempt 0
 New 2020 W-4:
                     Box 2 Two jobs flag N
                                                  Box 4a Other income
                                                                             .00
                     Box 3 Dependent amt
                                              .00 Box 4b Deduction amt
                                                                             .00
  Switches: Fed Y
                     State Y
                               FICA Y (Y=Yes N=No M=Medicare)
                                                                  AEIC
Enable Direct Deposit @ Yes
                      O No
                                  Direct Deposit Accounts
                                         nucount Type
11 1111 111428 C
      Bank Name
                                                            Method
                                                                         Amt/%
                                                                                Prenote
DD #1
            PINNACLE BANK
       92
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DD #2
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DD #3
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DD #4
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DD #5
                                                                        0.0000
                                                                        Use
                                                                                 Percentage of
 Ded Desc
                 Ded
                     Annuity Company
                                                              Туре
                                                                    Percentage:
                                                                                 Annuity Gross:
 EMP ANNUITY
               / 01
                                                                                    0.0000
                                                                         Ν
 EMP ANNUITY
                                                                                    0.0000
               / 02
                                                                         Ν
               / 00
 Annuity # 3
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                                                                                    0.0000
 Annuity # 4
               / 88
                                                                         Ν
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 Annuity # 5
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                                                                         Ν
                                                                                    0.0000
                                                                                       19.04.00
F3 🖨
                         57
                              F8 📕 F9 🖊 F10 🝸
                                                      F11 E F12
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                                                                     FICA
      17 8
                                                           Help
                                  Ded
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                                                                          Gar
Action
Verify the Employee number, Name, Loc (Pay Location), and Social security field entries
are correct.
```

These entries have defaulted from the employee's personnel information record. Refer to the Overview for instructions.

**6** For employee withholding and direct deposit modifications: Select  $F_3 \land P$  (F9 – Switch to Update mode).

PCG Dist=8991 Rel=19.0	04.00 12/19/2019 PCG 002 SV C:\DEVSYS	C:\SECOND WHITE	- 🗆 X
Status Active	Update/Display Payroll Withhol	ding/Direct Deposit Data	PAY 08
Employee number 8844 Social security 999	23 Name AL8ARO, AN8ERA Ø8 8423	Loc 201	
State: Mar Stat <u>D</u> Federal: Mar Stat <u>S</u>	Allowance Mar <u>1</u> Dep <u>3</u> 2020 W-4? <u>N</u> (Y or N)	Withholding Code 🧕 Amt/ Withholding Code 🗕 Amt/	%
W-4 Prior to 2020: New 2020 W-4:	Exempt <u>0</u> Box 2 Two jobs flag <u>N</u> Box 3 Dependent amt00	Box 4a Other income0 Box 4b Deduction amt0	<u>0</u> 0
Switches: Fed <u>Y</u>	State <u>Y</u> FICA <u>Y</u> (Y=Yes N=No	M=Medicare) AEIC _	
Enable Direct Deposit Bank Name DD #1 <u>92</u> PINNACLE DD #2 DD #3 DD #4 DD #5	t © Yes © No Direct Deposit A Account BANK <u>11 1111 11</u>	ccounts Type Method Amt/% <u>1428 C P 1.0000</u> <u> 0.0000</u> <u> 0.0000</u> <u>- 0.0000</u> <u>- 0.0000</u>	Prenote <u>N</u> - - -
Ded Desc Ded EMP ANNUITY / 01 EMP ANNUITY / 02 Annuity # 3 / 00 Annuity # 4 / 00 Annuity # 5 / 00	Annuity Company  	Use Type Percentage <u>N</u> N N N N N	Percentage of : Annuity Gross: 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000
Hode changed to updat <sup>INTE</sup> F1 ► & F2 ► & F3 ⊕ F1 F15 ← F17 ⊕ F13 ⊕	Profile         Profile <t< td=""><td>Prit     Fiz     Fiz     Fiz       Lv     Ytd     Help     Adj     FICA     Gar</td><td>19.04.00</td></t<>	Prit     Fiz     Fiz     Fiz       Lv     Ytd     Help     Adj     FICA     Gar	19.04.00

Step	Action
7	Verify "Mode changed to update" displays and make the appropriate changes to the field(s).
8	Verify or enter the employee's state income tax marital status code in the <b>State: Mar Stat</b> (State: Marital Status) field.
	<ul> <li>Valid Values: A = Single</li> <li>B = Married Filing Separate, or Married Filing Joint, both spouses working</li> <li>C = Married Filing Joint, one spouse working</li> <li>D = Head of Household</li> <li>8 = Exempt – Servicemembers Civil Relief Act</li> </ul>
	A marital status of '8' will cause all wages to be exempt from reporting for Georgia state wages, and will cause zero Georgia tax to be withheld from the employee's paycheck. The <i>Department of Labor Quarterly Payroll Report and Wages Data File</i> , and the W-2 forms will both treat any wages on the Earnings History records with a Georgia marital status of '8' as Georgia exempt wages, and these wages will not be included in these tax reports.

Step	Action	
9	Verify or enter the t State: Allowance M	otal number of marital allowances from Line 5 of the G-4 form in the <b>Iar</b> (State: Marital Allowance) field.
	Verify or enter the Allowance Dep (Star	number of dependent allowances (Line 4 of the G-4 form) in <b>State:</b> te: Dependent Allowance) field.
	<u>NOTE</u> : As of 2024 Even though this fiel screen, the <b>Marital</b> A	the Georgia withholding formula does <u>not</u> use a <b>Marital Allowance</b> . d is still available on the employees' <i>Update/Display Withholding Data</i> <b>Allowance</b> value will be ignored.
	When the number of the employee's G-4 f of the G-4 form for S	State of Georgia income tax exemptions exceeds fourteen (14), submit form to the Georgia Department of Revenue. Refer to Line 4 and Line 5 tate: Allowance information.
10	Verify or enter the sta Valid Values:	<ul> <li>ate income tax withholding code in the State: Withholding Code field.</li> <li>0 = Normal state tax from tax table</li> <li>1 = Normal state tax from tax table + flat amount</li> <li>2 = Flat amount only</li> <li>3 = Flat percentage only</li> </ul>
11	The State: Amt/% = State: Amt/% value the value is less than state income tax Amount/Percentage) <i>Required for Step 10</i> (%).	field is used in conjunction with the <b>State Withholding Code</b> . If the is a whole number, it will be treated as a flat amount (codes 1 & 2). If 1, it will be treated as a percentage (code 3). Verify or enter the additional amount <u>or</u> the total percentage in the <b>State: Amt/%</b> (State: field is correct, where appropriate. (1, 2, or 3 entries). Values less than 1.00 are regarded as percentages
<u>NOTE</u> : T the emplo <i>Calculatic</i> employed	The employee's federal yee filled out their W- on Method for a compr by PCGenesis.	income tax parameters are entered in <i>Steps 12</i> thru <i>20</i> based on how 4 Form. Please review <i>Appendix A: PCGenesis Federal Tax</i> ehensive description of the Federal tax withholding calculation method
12	Verify or enter the e Stat (Federal: Marita	mployee's federal income tax marital status code in the Federal: Mar l Status) field.
	Valid Values:	M = Married S = Single H = Head of Household (valid for 2020 W-4 or later)
13	Enter the appropriate	response in the <b>2020 W-4?</b> field.
	Valid Values:	$\mathbf{Y}$ = Employee's W-4 form is from 2020 or later
		N = Employee's W-4 form is from prior to 2020

Step	Action
14	Verify or enter the employee's federal income tax withholding code in the Federal: Withholding Code field.
	Valid Values: $0 =$ Normal Federal tax from tax table $1 =$ Normal Federal tax from tax table + flat amount $2 =$ Flat amount only $3 =$ Flat percentage only
15	The Federal: Amt/% field is used in conjunction with the Federal Withholding Code. If the Federal: Amt/% value is a whole number, it will be treated as a flat amount (codes 1 & 2). If the value is less than 1, it will be treated as a percentage (code 3). Verify or enter the employee's additional federal income tax amount <u>or</u> the tax percentage in the Federal: Amt/% (Federal: Amount/Percentage) field, where appropriate. <i>Required for Step 14 (1, 2, or 3 entries). Values less than 1.00 are regarded as percentages (%).</i>
16	<b>W-4 Prior to 2020:</b> If the <b>2020 W-4?</b> field value is ' <b>N</b> ', verify or enter the number of federal income tax exemptions in the <b>Exempt</b> (Federal Exemptions) field.
	When the number of federal income tax exemptions exceeds ten (10), submit the employee's W-4 form to the Internal Revenue Service. Refer to Line 5 of the W-4 form for the Federal: Exempt field's information.
17	New 2020 W-4: Box 2 Two jobs flag. If the 2020 W-4? field value is 'Y', enter 'Y' if the employee has checked the <i>Step 2</i> checkbox on the 2020 W-4 form to indicate that there are a total of two jobs in the household.
	Valid Values: $\mathbf{Y} = Step \ 2$ checkbox is checked on the 2020 W-4
	N = Step 2 checkbox is <u>not</u> checked on the 2020 W-4
18	<b>New 2020 W-4: Box 3 Dependent amt</b> (amount). If the <b>2020 W-4?</b> field value is ' <b>Y</b> ', enter the amount from <i>Step 3</i> of the 2020 W-4 form as the amount claimed for dependents.
19	<b>New 2020 W-4: Box 4a Other income</b> . If the <b>2020 W-4?</b> field value is ' <b>Y</b> ', enter the amount from <i>Step 4a</i> of the 2020 W-4 form as the amount claimed for other income.
20	<b>New 2020 W-4: Box 4b Deduction amt</b> . If the <b>2020 W-4?</b> field value is ' <b>Y</b> ', enter the amount from <i>Step 4b</i> of the 2020 W-4 form as the amount claimed for deductions.
21	Verify or enter the federal and state income tax switch codes in the <b>Switches: Fed</b> (Federal) and <b>State</b> fields.
	Valid Values: $\mathbf{Y} = \text{Compute withholding}$ $\mathbf{N} = \text{Do NOT compute withholding}$

Step	Action
22	Verify or enter the FICA tax switch code in the <b>Switches: FICA</b> (Federal Insurance Contributions Act) field.
	Valid Values: Y = Compute OASDI/Medicare N = Do NOT compute OASDI/Medicare
	FICA regulations do not allow contributions for OASDI without Medicare (HI). Changes to an employee's FICA switch generates the "FICA switch changed!" dialog box. In this instance, review the information displayed, and select "OK" to save the changes, or select "Cancel" to reverse the entry.
23	Enter the Advanced Earned Income Credit (AEIC) code in the <b>Switches: AEIC</b> field or leave the field blank, where appropriate.
	Valid Values: <b>BLANK</b> = Do NOT compute AEIC
	According to <b>IRS Publication 15 (Circular E), Employer's Tax Guide 2011</b> , the option of receiving advance payroll payments of Earned Income Credit (EIC) expired on December 31, 2010. Therefore, entry of an AEIC switch on the employee record is no longer allowed and <u>must be blank</u> .
<i>Steps 24</i> the bank acco	nru 27 apply to the direct deposit distribution of the employee's payroll to a single bank and unt, or to multiple banks and bank accounts.
Making ch account ty appear in t processing 6: Nation instruction	nanges to these fields, and to employees' direct deposit bank, bank account information, or pe, automatically generates a prenote file. Employees' information may also be "forced" to this file by changing the <b>Prenote flag</b> to Yes ( <b>Y</b> ). This flag is only reset by the Prenote g procedure. Refer to the <u>Payroll System Operations Guide</u> , Section A: Payroll Setup, Topic al Automated Clearing House Association (NACHA) Prenote File Processing for the ns.
24	Select the radio button <sup>(O)</sup> to the right of the desired <b>Enable Direct Deposit</b> option to identify whether or not to enable direct deposit for the employee.
	To turn off direct deposit processing for the employee: Enter No.
	To turn on direct deposit processing for the employee: Enter <b>Yes</b> . If direct deposit is enabled, at least one direct deposit account must be defined for the employee.
	PCGenesis uses this field to turn off direct deposit processing for the employee <u>without</u> deleting individual employee bank account information. This allows the PCG administrator to retain the employee's bank account information even though direct deposit is suppressed for the employee. In this instance, PCGenesis issues the employee's pay as a payroll check instead of as a direct deposit.

Step	Action
25	For a Single Bank/Bank Account Distribution:
	• Select the drop-down selection icon ■ within the <b>DD</b> #1 – <b>Bank</b> field to choose the bank's information.
	PCGenesis defaults the bank's name in the "Name" field after this field's selection.
	• Enter the bank account information, up to eighteen (18) alphanumeric characters, in the <b>DD #1 - Account</b> field.
	• Enter C (Checking) or S (Savings) in the DD #1 - Type field to identify the account in which the funds will be deposited.
	• Enter <b>P</b> (Percentage) in the <b>DD #1</b> - <b>Method</b> field.
	• Enter <b>1.0000</b> (1.0000 * 100 = 1.0000) in the <b>DD #1 - Amt/%</b> (Amount/Percentage) field.
	• Enter <b>Y</b> (Include in Prenote File) or <b>P</b> (Employee was included in Last FINAL Prenote File) in the <b>DD #1 - Prenote</b> .
	Proceed to Step 28.

Step	Action
26	For Multiple Bank/Bank Account Distributions – Flat Dollar Amount:
	<i>PCGenesis requires entries in the DD# - Bank, Account, Type, Method, and Amt/% fields for <u>each</u> Direct Deposit # line entered.</i>
	• Select the drop-down selection icon I within the <b>DD</b> #1 – <b>Bank</b> field to choose the bank's information.
	PCGenesis defaults the bank's name in the "Name" field after this field's selection.
	• Enter the bank account information, up to eighteen (18) alphanumeric characters, in the <b>DD #1 – Account</b> field.
	• Enter C (Checking) or S (Savings) in the DD #1 – Type field.
	<ul> <li>Enter D (Flat Dollar Amount) or R (Remainder – Primary Account) in the DD #1 – Method field, where appropriate.</li> </ul>
	Reserve one Direct Deposit # line for the 'R' (Remainder – Primary Account). When selecting 'D', there must be an 'R' - Direct Deposit # line entered. Note that the 'R' (Remainder – Primary Account) is the employee's <u>primary</u> account. For 'D' entries, PCGenesis determines if the employee has adequate pay to cover the total distribution amount. When there is not enough pay to cover the requested dollar distribution amount, the distribution for the account specified will be skipped, and the funds applied to the R' (Remainder – Primary Account). PCGenesis users should verify these entries via the Calculate and Display an Employee's Pay feature from the Payroll System – Payroll Update Menu, and the Calculate Payroll and Print Exceptions feature from the Payroll System – Check and Direct Deposit Menu to ensure the employee will have pay deposited into the accounts specified.
	• Enter the dollar amount in the <b>Amt/%</b> (Amount/Percentage) field.
	For 'D' (Flat Dollar Amount) entries, the entry must be greater than 1.0000. For 'R' (Remainder – Primary Account) entries, the entry must equal 0.0000.
	• Enter <b>Y</b> (Include in Prenote File) or <b>P</b> (Employee was included in last FINAL Prenote File).
	• Repeat the instructions for the <b>DD</b> # – <b>Bank</b> , <b>Account</b> , <b>Type</b> , and <b>Method</b> field entries for successive <i>Direct Deposit</i> # <i>line</i> entries, where appropriate.
	Proceed to Step 28.

Step	Action		
27	For Multiple Bank/Bank Account Distributions – Percentage of Net Pay:		
	<i>PCGenesis requires entries in the DD# - Bank, Account, Type, Method, and Amt/% fields for <u>each</u> Direct Deposit # line entered.</i>		
	• Select the drop-down selection icon 🗷 within the <b>DD</b> #1 – <b>Bank</b> field to choose the bank's information.		
	PCGenesis defaults the bank's name in the "Name" field after this field's selection.		
	<ul> <li>Enter the bank account information, up to eighteen (18) alphanumeric characters, in the DD #1 – Account field.</li> </ul>		
	• Enter C (Checking) or S (Savings) in the DD #1 – Type field.		
	• Enter <b>P</b> (Percentage of Net Pay) in the <b>DD</b> #1 – <b>Method</b> field.		
	When selecting 'P', all subsequent "Method" field entries must contain a 'P' as well, and the Amt/% must add up to 100.0%.		
	• Enter the percentage in the <b>Amt/%</b> (Amount/Percentage) field.		
	For example, $0.5000 * 100 = 50\%$ .		
	• Enter <b>Y</b> (Include in Prenote File) or <b>P</b> (Employee was included in last FINAL Prenote File)		
	• <u>Repeat the instructions for the DD # – Bank, Account, Type, and Method field entries for</u> <u>successive Direct Deposit # line entries, where appropriate.</u>		
28	<b>To remove an employee from Direct Deposit:</b> Remove the information from the respective <b>DD# - Bank Code</b> , <b>Account</b> , <b>Type</b> , <b>Method</b> , and the <b>Amt/%</b> fields.		
	When selecting "Enter", PCGenesis removes the Prenote flag as a result.		
29	<b>For annuity participants:</b> Enter the code, or select the drop-down selection icon icon within the <b>Annuity Co</b> # fields to choose the information.		

Step	Action
30	<b>If the annuity amount will be calculated on a percentage</b> (%) <b>basis</b> : Enter Y (Yes) in the <b>Use Percentage</b> field. (Annuity Gross = Total Gross – Process types A, B, X, Y and Ovt Gr).
	<b>If the deduction is a flat dollar amount:</b> Enter <b>N</b> (No). Enter the total dollar amount via the <i>Updating/Displaying Deduction Data</i> procedure.
	When entering annuity company codes within the Annuity Co # fields, enter the appropriate response in this field.
	Based on the ANNUITY file's "Employer contribution indicator", PCGenesis defaults the annuity company employer flag information to this employee's PCGenesis-Deduction Data record. The modifications on this screen do not affect the ANNUITY file's record information.
	Entering Y (Yes) in the field disallows dollar amount entries on the employee's PCGenesis Deduction Data screen.
31	<b>If Y was entered in the Use Percentage</b> field: Enter the employee's annual gross salary annuity percentage (#.##) in the <b>Percentage of Annuity Gross</b> field, where appropriate.
	<i>PCGenesis calculates the deduction based on the percentage of annuity gross for deduction codes 1 or 2. This percentage cannot be greater than 1.0.</i>
32	Select (Enter).
	Select $\mathbf{F3}$ (F3 – Print this data) to obtain a screen print of the <i>Update/Display Payroll Withholding/Direct Deposit Data</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

For a Single Bank/Bank Account Distribution, the following screen displays:

PCG Dist=8991 F	el=19.04.00 12/19/2019 PCG 002 SV C:\DEVSYS C:\SECOND	WHITE - 🗆 X
Status Active	Update/Display Payroll Withholding/Direct D	eposit Data PAY08
Employee number Social security	88423 Name AL8ARO, AN8ERA 999 08 8423	Loc 201
State: Mar Sta Federal: Mar Sta	t <u>D</u> Allowance Mar <u>1</u> Dep <u>3</u> Withholdin t <u>S</u> 2020 W-4? <u>M</u> (Y or N) Withholdin	Ig Code <u>0</u> Amt/% <u>00</u> Ig Code <u>0</u> Amt/% <u>00</u>
W-4 Prior to 20 New 2020 W-4:	⁄20: Exempt <u>0</u> Box 2 Two jobs flag <u>N</u> Box 4a Other Box 3 Dependent amt00 Box 4b Deduct	income00 ion amt00
Switches: Fe	d <u>Y</u> State <u>Y</u> FICA <u>Y</u> (Y=Yes N=No M=Medicare)	AEIC _
Enable Direct Do Bank Name DD #1 <u>92</u> PIN DD #2 DD #3 DD #4 DD #5	posit © Yes C No Direct Deposit Accounts Account Type Me ACLE BANK <u>11 1111 111428</u> <u>C</u> 	thod         Amt/%         Prenote           P         1.0000         N           -         0.0000         -           -         0.0000         -           -         0.0000         -           -         0.0000         -           -         0.0000         -
Ded Desc EMP ANNUITY EMP ANNUITY Annuity # 3 Annuity # 4 Annuity # 5	Ded Annuity Company Ty 01 02 00 00 00	Use Percentage of pe Percentage: Annuity Gross: <u>N 0.0000</u> N 0.0000 N 0.0000 N 0.0000 N 0.0000
Ualidations         passe           ENTE         F1 ► K         F2 < K	d. Save your changes.       →     Frit→       →     Frit→       →     Per       →     Grs       W/H     Lv       Ytd	Image: block of the second
Action		
Verify Val For annuit	<i>idations passed. Save your changes.</i> " disy your changes. " disy y code changes: When the "Note: Changes: When the "Note: Changes."	plays, and select <b>FB</b> ( <b>F8</b> - fing an annuity company "
displays, r	eview the dialog box's information, and s	elect (OK).
For a Single Bank/Bank Account Distribution, the following screen displays:



Ē	PCGDist=8991 Rel=14.02.01 08/20/2014 PCV Update/Display Payroll Wit Select	vooi sv hholdin Employe	C:\DEVSYS C:\S ng/Direct Dep e	ECOND osit	Data	WHI	TE			PAYFIND
	Filter set: Status				C	Currei Name	nt Ord	ler		
	Input: <u>89730</u> Fkey Name 1 BE7KETT, TO7RIE 2 BA3R, FL3RRIE 3 AS9BY, RA9HAL 4 AD2ER, TA2	Empno 88946 88222 88768 88127	SSN 999-08-8946 999-08-8222 999-08-8768 999-08-8127	Loc 8010 8014 3050 111	C1s 13 15 15 4	Cert N N N N	Pens 2 0 2 2	ContMo 12 12 10	Job 17 20 20 3	13 Stat Mth A A A A
	Input Employee Numb 516 to Evit 519 01	er or	Name or S	SN -	Press	5 Ento	er Key	J		
EN	F1-9 = Choose from	7 F8		He		_	FIS	2		13.02.00
				110	- ip					
5	Select <b>F16</b> – Exit) to	o retur	n to the Pa	vroll	l Svsi	tem -	– Pa	vroll l	Jød	late Menu

The following screen displays:

👅 PCG Dist=8991 Rel=13	8.01.00 03/20/2013 PCW	001 C:\DEV9	YS C:\SECON		WH	ITE	_ 8 ×
		Payroll	System				PAYUPDTP
FKey		Payroll U	odate Menu				
		· ·					
Ad	id New Employee						
2 Up	pdate/Display Personne	l Data					
<u>3</u> Up	pdate/Display Deduction	n Data					
4 Up	pdate/Display Gross Da	ta					
<u>5</u> Up	pdate/Display Withhold	ing Data					
<u>6</u> Up	pdate/Display Current L	eave Usage	Data				
7 Up	pdate/Display YTD/Fisc	al Data					
<u>8</u> Up	pdate/Display Deduction	n Adjustment	5				
<u>9</u> Up	pdate/Display FICA/Med	licare Adjustr	nents				
Up	pdate/Display Garnishr	ient Vendor L	ata				
hA 11	ld Faminus History Ber	bro					
12 Up	odate/Display Earnings	History / Tra	nsfer Gross B	arnin	as		
13 Pr	int Earnings History	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			3-		
	<b>U</b> ,						
14 Ca	alculate and Display An	Employee's	Pay				
15 De	elete Employee						
<u>17</u> Up	pdate/Display Leave Y1	D/Balance D	ata				
<u>18</u> De	etailed Pay Stub - Empl	oyee Messag	е				
							40.00.00
Master <sup>User</sup> list							12.02.00
	VEND MONITOR						

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

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# D1.1 Calculate and Display Pay (Screen 2 of 2) – Adequate Net Pay – Example

The Update/Display Payroll Withholding/Direct Deposit Data screen:



The *Calculate and Display Pay* screen 2, when there is enough net pay to deposit into <u>all</u> direct deposit accounts:

A	PCG Dist=8991 Rel	=19.04.00 01/09/2020	PCG 002 SV	C:\DEVSYS C	:\SECOND	WHITE	—	- X
Emp Tax Fed Sta Swi Reg	#: 87572 BO2EN Marital Status : Mar M Exemp te: Mar B Allow tches: Fed -hr Ovt	Calculat S, XE2IA - Federal: M 0 2020 W-4 N M[1] D[00] Y State Y -hr Reg-	te and Dis State: B W/H Cd 0 W/H Cd 0 / FICA/ amt 392	play Pay 999-08-7 AEIC Ind: Addn Amt/% Addn Amt/% Med Y Pen 1.17 Ovt-	573 Sec 125 AEIC Payme Box 2 sion Y amt	Screen 2 Y Loc 010 ent: .0 2 N 3-Dep GHI Y Pe	OF 2 Pf OClass 01 OCLASS 01 OCC OCCLASS 04 OCCLASS 04 OF OF OF OF OF OF OF OF OF OF OF OF OF	0 - 00 0 - 00 0 - 00
Ded Cd 03 04	Short Description TRS FICA FED W/H TAX GA INCOME TAX	Employee Emplr Amount Flag 235.27 Y 266.17 Y 238.44 N 109.25 N 286.02 N	Employer Amount 828.94 266.17	Ded Cd 56 63	Short Description GHI – EMPLR I-UNDR 005950 I-UNDR 006077	Employee Amount n/a 4.00 7 .50	Emplr Employer Flag Amount Y 945.00 N N	
17 22 47 48 50 51 54	UENDOR 000016 IMPUTED INC I-UNDR 005946 I-UNDR 005947 UENDOR 005949 UENDOR 005949 I-UNDR 005949	14.58 N 57.25 N 119.14 N 21.81 N 13.75 N 22.48 N						
{	Bank DD #1 10 DD #2 03 DD #3 07	Account 11 1111 111607 22 2222 222608 33 3333 333609		Net Pay 1130.20 500.00 900.00	}	Ann #1 Ded Ann #2 Ded	Annuities 1 Co 2 Co	
*	** Gross Pay	3921.17 *** Dec	luctions	1390.97	*** Net Pay	2530.20 *	*** Non Tax	199.03
	F1 ▶ X F2 ◀ X F3 €	5 F4 6 F5 6 F6 F6		F9 F10	F11 F12 Help	F1	<u></u> 19	.04.00

## D1.2. Calculate and Display Pay (Screen 2 of 2) – Inadequate Net Pay for All Direct Deposit Accounts – Example

The Update/Display Payroll Withholding/Direct Deposit Data screen:



The *Calculate and Display Pay* screen 2, when there is <u>not</u> enough net pay to deposit into <u>all</u> direct deposit accounts:

A	PCG Dist=8991 Rel	=19.04.00 01/0	9/2020	PCG 002 SV	C:\DEVSYS	C:\SECOND	WHITE		_	
		Cal	lculat	e and Dis	play Pay		Screen	2 of 2	Pf	AYCOMP
Emj Ta: Fei	p#: 87572 BO2EN x Marital Status d: Mar M Exemn	IS, XE2IA 5 - Federal: 5 - 0.2020 U	:М : W-4 N I	State: B W/H Cd A	- <del>999-08</del> AEIC Ind Addn Amt/	7573 Sec 125 : AEIC Paym % Box	Y Loc 01 ent: . 2 N 3-Den	00 Cla 00 0.00	ass 01 4a-Inc	0_00
st	ate: Mar B Allow	M[1] D[00	j .	W/H Cd 🛿	Addn Amt/	%		Fed 4b	-deduct	0.00
Sw: Rei	itches: Fed n-hr Out	l Y St :-hr	tate Y Reo-a	FICA/ amt 210	MedYPe 8.17 Out	nsion Y -amt	GHI Y P	ension t	type TRS	S
_	,									
De Cd	d Short Description	Employee E Amount	Emplr I Flag	Employer Amount	Ded Cd	Short Description	Employee	Emplr E Flag	Employer	f I
00	TRS	126.49	Y	445.67	00	GHI - EMPLR	n/a	Ŷ	945.0	9
	FICA	127.47	Y	127.48						
03	FED W/H TAX	49.07	N		56	I-UNDR 00595	0 4.00	N		
84 80	GH INCOME THA	286 02	N		03	1-0MDK 00001	/ .50	М		
17	VENDOR 000016	14.58	N							
22	IMPUTED INC	57.25	Ν							
47	I-UNDR 005946	119.14	N							
48	I-UNDR 005947	21.81	N							
51	UENDOR 005949	22.48	N							
54	I-UNDR 000110	66.66	N							
						1				
	Bank	ACCOUNT	116.07		Net Pay		App #1 Ded	Annuit:	les	
	DD #2 03	22 2222 23	22608		500.00		Ann #2 Ded	2 Co		
	DD #3 07	33 3333 33	33609		1					
						•				
_				/	L					
	*** Gross Pay	2108.17 **	** Dedi	ue	864.51	*** Net Pay	1243.66	*** Non	Tax	499.03
ENT	F1 ▶ K F2 ♥ K F3 €	5 F4 64 F5 61			F9 F10	<b>T</b> F11 <b>F12</b>	F	IS Q	19	9.04.00
F16	F17 🛱 F18 📅					Help				
	PCGenesis	first dep	osits	\$500.0	00 into	DD #2 sind	ce, at this	s poin	t, ther	e is
	enough net	nav W/k	non t	ha svet	om trio	s to denos		O into	, DD +	<del>1</del> 3
	chough het		ent	ne sysi			μ. φ. 900.0			-0,
	there is NO	I enough	n net	pay, s	o this d	eposit is s	kipped (\$	51243	.66 –	
	\$500.00 - \$	743 66	which	is not	enoud	h net nav)	At this	ooint	the	
	φοσοιοσ – φ	f f	. :		al line	h hot puy).	, (c ( 110 )	sonn,		
	remainder o	r net pay	/ IS d	eposite	ed into i	ine accour	nt specifie	ed as	K W	nich is
	DD #1									

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PCC	G Dist	t=8991	L Rel=	=18.01.	00 04	4/02/2018	PCW	001 S	V C:\D	EVSYS	6 C:\	SECON	D	W	/HITE					
Earnin	gs f	Recor	d fo	r: I	8852!	5 - BA7	NHART	, LA	7ENDR	A			Qtr	17-4	Pay I	Prd 1	5		EAR	1 I NG S
** Is:	sued	d Che	ck	**	999-1	08-8525	Loc	010	8 C1	ass	01	Cert	C Ir	nstruc	I	Туре	F Ρε	en 2	TRS	
Federa	1:1	Mar S	tat	S	Exer	mptions	1	W/H	Code	0		Fed	Amour	nt/%			F	ICA	Y	Fed Y
State:	1	Mar S	tat	A A	110w	M[1] D	[00]	W/H	Code	0		State	Amour	nt/%			Cont	: Mo	10	State Y
Chk	Dt	11/30	0/201	7 CI	hk Ba	ank BKO	1	C	hk No	I	359			Pay :	Sche	d 12	Chk	Туре	C	GHI Y
Trans	Dt	00/00	0/000	1 <b>0</b> Al	EIC	Ind	A	EIC	Paymt				Retr	SVC C	redi	t 1			SEC	; 125 Y
Reg	Hr				Ovt	Hr			HI Gr	54	181.3	30	OASD	I Gr	5481	.30	GHI	OPT,	/TIE	R B3/10
Reg A	Mt ,	557	8.87		Uvt I	Amt Fion o		H	l Amt	<b>D</b>	79.4	49	JASDI	Amt	339	.85	Cont	ract		
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002	5 1	0010 0044		420.4	45 04	419.0	ย ว	32.	90	420	1.45	2:	1 60			- 0	000		1173	30/201/ 10/2047
000	s (	0011		170.	90 59	160.7	а 1.	14.	27	176	. 50		1.40						44.79	00/2017
004	5 1	0212			67	50.2	ար հ	- 2	13	511	67		2 5 8						1179	20/2017
005	Tot	talc	5	578	87	5/181 3	ч 0	л10.	10 9.h	5578	97	331	1 73			1.0	000			10/2011
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асст я	01 <sup>-</sup>	18 16	10	1641	100	n 11000	1 08	1	uut 1	#1	87	`	11 111	11 111:	307	250	0.87	Ded	1	Co 1
ACCT A	ñ2 -	18 16	เดิ	1941	100	6 11866	1 08	÷.		#2	05		22 222	22 222	305	74	0.25	Ded	2	Co .
ACCT Ø	03 -	18 16	10	1043	100	0 11000	1 08	÷.	•	<b>1</b> #3	63		33 333	33 3334	455	37	9.12	Ded	70	Co
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ACCT 0	05 -	18 10	0	9990	210	0 19100	108	1												
Ded <mark>91</mark>	N	Ded	03	N De	d 04	N Ded	09	N De	d 47	ND	ed 4	48 N	Ded		Ded		Ded	,	Dec	1
150.	00	61	7.03		258.9	96	68.96		22.7	1		5.90								
Ded		Ded		De	d	Ded		De	d	D	ed		Ded	I	Ded		Ded		Dec	1
Employ	er (	paid	dedu	ctio	ns:	GHI	945.0	0	Pensi	on	93	7.81	Medi	icare	7	9.48	OAS	DI	339	.84
Ded		Ded		De	d	Ded		De	d	D	ed		Ded	1	Ded		Ded		Dec	1
				E 70		<b>D</b> -			4077					070	4 01			TAV		
*** 6	russ	s ray	5	578.	87	*** D6	uucti	UIIS	1877	.03	**:	* Net	ray	370	1.24	***	NUN	тна	97	.57
	₁▶⅔	F2 4 2	€ F3 €	]++ 🗟	6 <b>4</b> F9	5 <b>5</b> F6	F7 [	F8	F9	0	-10	F11 🕨	F12			F15			18.	91.00
			2										Heln							
F16 T F	17 💻 🖤	F18 📖											1.01b				_			

D1.3. Update/Display Earnings History Screenshot- Example

The earnings history record (check record) provides the distribution of net pay to the direct deposit banks and bank accounts based on the employee's Gross Data screen entries. If the payment was by check rather than by direct deposit, no distribution will be shown. If the payment was from direct deposit, up to five accounts display along with the corresponding portion of net pay which was deposited into each account.

# D1.4. Payroll Check Reconciliation - Display/Update Checks/Direct Deposits – Example



#### D1.5. Payroll Exceptions Register – Example

						Page Break		
REPOR	T DATE	05/	/13/2009 PAYEXCEP	CALC	EXCE	PTIONS REGISTER FOR PAY 01/30/09	PAGE	1
1.00	<b>FUD</b> 4		HAUT					
LUC	ENP #	նե						
0103	25728	- 06	5 GADOE, TEST EMPLOYEE 2 090200	C	39	DIRECT DEPOSIT NOT ENOUGH NET PAY FOR D ACCOUNT		
				C	30	PRENOTE NOT YET RUN FOR EMPLOYEE		
				_				
<mark>01 03</mark>	36872	09	9 GADOE, TEST EMPLOYEE 090200	C	30	PRENOTE NOT YET RUN FOR EMPLOYEE		
0296	86941	12	2 VE2NON, BR2NDEN	C	13	GHI GROSS NOT EQUAL TO STATE CYCLE GROSS		
0188	86984	18	8 GA6E, TR6NTON	C	14	GHI GROSS IS GREATER THAN REGULAR GROSS		
0107	86993	12	2 BEGAVIDES, LAGE	C	13	GHI GROSS NOT EQUAL TO STATE CYCLE GROSS		
2 05 0	87015	06	5 SH6LDON, DI6K	C	13	GHI GROSS NOT EQUAL TO STATE CYCLE GROSS		

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#### D1.6. Direct Deposit Statement – Example

Employee III	onnation		10100			_			somp	any informa	tion		All and a second se
SSN	999-0	8-8942	2072	MAIN ST	REET	1.08		-	102	MAIN STREE	T OF	SJUCATION	8991
Telephone	999-55	5-1058	S23	1000	100380533				SMIT	H, GA 3333	13		
Loc/Class	0101 /	05	SMITH	L GA 33	333		_	NUMBER	(404	)444-4444			_
General Infor	mation		Tax D	ata	End		CA	Net Pay	Distri	bution	him		
Check No.	050	287	Marite	-	Ped	Jain	GA Both	Check	Type	Account	Numbe	r	Amount
Check No	09/28/	2012	Allowances		04	MIDI	D[011	Checki	ng		******	*****	200.00
e.		100.2010	Add F	ct	005.6		X	Checki	ng	******	******	*****	150.00
28			Add A	Amt				Checki	ng	******	******		50.00
		Contract	Fiecal 7	Dete	22.50	7.55	-	~	and at	0.00000	Tata	Not Day	
REMINDER -	THERE I	S A MANDI	TORY I	DISTRICT	WIDE MR	PTTNO	1 hT 4.3	DN ON	FRID	0   050287	rota	I Net Pay	2,373.86
									****				
Paycheck Su	mmary	e 4922 23		and at	1.0200000			- Martin	<u>ан</u> е-	w.	12		
Desc R	leg Hrs	Reg Ar	nt C	THrs	OT An	nt	Cont An	nt Tot	Gross	s Tot Ta	xes Te	otal Deds	Tot Net Pay
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## **Procedure E: Updating/Displaying Leave Data**

PCG Dist=8991 Rel=1	5.03.00 09/23/2016 PCW 001 SV C:\E	EVSYS C:\SECOND	WHITE	- 0 X
EKou	Payro	oll System		PAYMOOOO
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2 [	ayroll Update Menu			
3	ayroll Check & Direct Deposit Me	10		
4 4 5 N	nnual Reports Menu Ionthly/Quarterly/Fiscal/Biennial I	Reports Menu		
<u>8</u> E	mployee Reports/Labels Menu	ion/Appuity Mepu		
10 E	arnings History Menu	аопраннаку мена		
11 (	heck Reconciliation Menu Jpdate/Display Payroll Monitor			
13 §	pecial Functions Menu			
_20 F	ile Reorganization			
1				
Master <sup>User</sup> list				15.03.00
Action				
Select 2	( <b>F2</b> - Payroll Update N	Ienu).		

Tugi orr system	
FKey Payroll Update Menu	
2 Indate/Disnlay Personnel Data	
3 Update/Display Deduction Data	
4 Update/Display Gross Data	
5 Update/Display Withholding Data	
6 Update/Display Current Leave Usage Data	
_/ Update/Display YTD/Fiscal Data	
8 Update/Display Deduction Adjustments	
Update/Display FicA/Medicare Adjustments	
11 Add Earnings History Record	
12 Update/Display Earnings History / Transfer Gross Earnings	
13 Print Earnings History	
14 Calculate and Display An Employee's Pay	
13 Delete Employee	
18 Detailed Pay Stub - Employee Message	
Detanca ray otab Employee message	
Master Userlict	12.02.00
Action	
	7
Select <b>P</b> ( <b>F6</b> - Update/Display Leave Usage Data) or <b>P</b>	💶 (F17 - (Update/Display I

YTD/Balance Data).

Step

2

🗎 PCG I	Dist=8991	Rel=1	4.02.01 Upd	08/20 late/D	<mark>/2014</mark> ispla Sele	PCW 0 Iy Cur Ict En	03 SV rent nploye	C:\DEV: Leave e	SYS C Data	SECON	ID	۷	VHITE				PAYE	<u> </u>
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	F1 F2	F3	F4	F5	F6	F7	F8	F9	F10 T					FIE	2		13.0	2.00

For Step 2-F17 selections, "Update/Display Current Leave Data" is the screen's title.

Step	Action
3	Enter the employee number or the SSN in the <b>Input</b> field, select (Enter), <b>and</b> proceed to <i>Step 5</i> .
	If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.

🔲 PCG	i Dist	=8991	Rel=1	4.02.01	08/20	/2014	PCW 0	01 SV	C:\DEV	'SYS C:	SECO	ND		WHI	TE				_ 8 ×
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	F16-new search, F18-Clear Employee Filter																		
	F1-9 = Choose from Selection Above																		
Order	cha	naed	to Al	pha															
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10 T					F15	2		13.0	2.00
	ET to #	E 10 🕅										Help							

*The results will depend upon the selection in Step 2. For F17 selections, the screen will instead be entitled "Update/Display Balance and YTD Leave Data – Select Employee".* 

Step	Action
4	Select <b>Enter</b> (Enter) or select the Function key corresponding to the employee's record,
	and select (Enter).
	To sort by Name: Select Name (Name).
	To sort by Employee Number: Select Empno (Empno).
	To sort by Social Security Number: Select SSN (SSN).
	To scroll between pages: Select the $PgUp/PgDn$ keys on the computer's keyboard or select either $PgUp \land (Page Up)$ or $PgUn \lor (Page Down)$ .

■ PCG Dist=8991 Rel=13.01.00 03/21/2013 PCW 001 C\DEVSYS C\SECOND       WHITE       ■ ■ ×         Status Active       Update/Display Current Leave Data       PAY03         Employee 89916 HE5RINGTON, PRSSCILA       Class 05         **** State Leave Plan **** Sick Leave       Sick Bank Pers Bus       Vacation       Other       W/O Pay       Staff       Taken         Current       Balance       45.00       .50       3.00       .50       Sick Bank Contribution         Sick Leave       Pers Bus       Vacation       Other       W/O Pay       Staff       Contribution         Balance       45.00       .50       3.00       .50       Sick Bank         Sick Leave       Pers Bus       Vacation       Other       W/O Pay       Staff       Contribution         Current       Balance       Used YTD       Vacation       Other       W/O Pay       Staff       Contribution         Wsed YTD       Note:       The NET of the existing and entered current ant adjusts Bal and YTD       12.03.00       12.03.00		· · · · ·	U	•	2			
Status Active       Update/Display Current Leave Data       PAY03         Employee 89916 HE5RINGTON, PRSSCILA       Class 05         Sick Leave       Pers Bus       Uacation       Other       W/O Pay       Staff       Taken         Current       Balance       45.00       Used YTD       2.00       1.00       .50       3.00         Sick Leave       Pers Bus       Uacation       Other       W/O Pay       Staff       Sick Bank Taken         Current       Balance       45.00       Used YTD       2.00       1.00       .50       3.00         Current       Sick Leave       Pers Bus       Uacation       Other       W/O Pay       Staff       Sick Bank Contribution         Current       Balance       Used YTD       Viacation       Other       W/O Pay       Staff       Sick Bank Contribution         Used YTD       Viacation       Other       W/O Pay       Staff       Contribution         Note:       The NET of the existing and entered current ant adjusts Bal and YTD       12.63.00       12.63.00	🔲 PCG Dist=8	991 Rel=13.01.00	03/21/2013	PCW 001 C:\DEV	SYS C:\SECOND	WHITE		_ 8 ×
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Employee 89916 HESRINGTON, PRSSCILA       Class 05         Sick Leave       *** State Leave Plan ***       Sick Bank         Current       Balance       45.00         Used YTD       2.00       1.00       .50       3.00         ****       Local Leave Plan ***       Sick Bank       Sick Bank         Current       Sick Leave       Pers Bus       Vacation       Other       W/O Pay       Staff         Current       Sick Leave       Pers Bus       Vacation       Other       W/O Pay       Staff       Sick Bank         Current       Balance       Used YTD       Vacation       Other       W/O Pay       Staff       Contribution         Current       Balance       Used YTD       Note: The NET of the existing and entered current amt adjusts Bal and YTD       Note: The NET of the existing and entered current amt adjusts Bal and YTD       12.03.00         Proversity       Pers Ded Grs W/H Ly       Ytd Help Adj FICA Gar       12.03.00								
Sick Leave       ****       State Leave Plan ****       Other       W/O Pay       Staff       Sick Bank Taken         Balance       45.00       .00       .50       3.00       .50       3.00         Used YTD       2.00       1.00       .50       3.00       .50       Sick Bank Contribution         Current       Sick Leave       Pers Bus       Vacation       Other       W/O Pay       Staff       Sick Bank Contribution         Current       Sick Leave       Pers Bus       Vacation       Other       W/O Pay       Staff       Sick Bank Contribution         Used YTD       Note: The NET of the existing and entered current ant adjusts Bal and YTD       Note: The NET of the existing and entered current ant adjusts Bal and YTD       12.03.00         Image: Provide From Per Ded Grs W/H Ly Ytd Help Adj FICA Gar       12.03.00		Employee 8991	I6 HE5RINGTO	N, PR5SCILA	Cla	ISS 05		
Sick Leave Pers Bus Uacation Other W/O Pay Staff Taken Current Balance 45.00 Used YTD 2.00 1.00 .50 3.00 **** Local Leave Plan *** Sick Leave Pers Bus Uacation Other W/O Pay Staff Contribution Current Balance Used YTD Note: The NET of the existing and entered current amt adjusts Bal and YTD Note: The NET of the existing and entered current amt adjusts Bal and YTD 12.03.00 12.03.00 12.03.00								odale parts
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Balance       45.00         Used YTD       2.00       1.00       .50       3.00         **** Local Leave Plan ****         Sick Leave       Pers Bus       Vacation       Other       W/O Pay       Staff       Sick Bank Contribution         Current       Balance       Used YTD       Note: The NET of the existing and entered current amt adjusts Bal and YTD       Note: The NET of the existing and entered current amt adjusts Bal and YTD       12.03.00	Gurrenc							
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****       Local Leave Plan ***       Sick Bank Contribution         Current       Balance       Used YTD         Note: The NET of the existing and entered current amt adjusts Bal and YTD         Mitting right	Used YTD	2.00	1.00		.50		3.00	
****       Local Leave Plan ****       Sick Bank         Sick Leave       Pers Bus       Vacation       Other       W/O Pay       Staff       Contribution         Current       Balance       Used YTD       Note: The NET of the existing and entered current amt adjusts Bal and YTD       Note: The NET of the existing and entered current amt adjusts Bal and YTD         MTEV       r:**       r:**       r:**       r:**       r:**       12.03.00								
**** Local Leave Plan ****       Sick Bank         Sick Leave       Pers Bus       Vacation       Other       W/O Pay       Staff       Contribution         Gurrent       Balance       Used YTD       Note: The NET of the existing and entered current amt adjusts Bal and YTD       Note: The NET of the existing and entered current amt adjusts Bal and YTD         Mit right ri								
Sick Leave Pers Bus Vacation Other W/O Pay Staff Contribution Current Balance Used YTD Note: The NET of the existing and entered current amt adjusts Bal and YTD Note: The NET of the existing and entered current amt adjusts Bal and YTD 12.03.00			*** Local	Leave Plan *	***			Sick Bank
Current Balance Used YTD Note: The NET of the existing and entered current amt adjusts Bal and YTD Note: The NET of the existing and entered current amt adjusts Bal and YTD 12.03.00 12.03.00 12.03.00		Sick Leave	Pers Bus	Vacation	Other	W/O Pay	Staff	Contribution
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Image: Price Pric								
Image: Project								
PITE       r_1       R       r_2       R       r_2       R       r_2       R       r_2       R								
PIIW       F1       P2       P3       F1       F2       P1       F2       P1       <								
ENTERY       r.1 P.X       r.2 P.X       r.3 P.X       r.6 P.X								
INTENT F1 P R F2 4 R F3 B       F15 F7 F6 F7 F7 F8       F5 F7 F8       F5 F7 F8       F10 F7 F1 F7       F12 8       F15 72								
ENTEX         F1         F2         F3         F1         F3								
W         F1         X         F2         X         F3         F4         F7         F6         F7         F6         F7         F7 <td></td> <td>49 /34 1551</td> <td></td> <td></td> <td></td> <td>a</td> <td></td> <td>12.03.00</td>		49 /34 1551				a		12.03.00
rs rp Fir T Pri Pri Pri Per Ded Grs W/H Ly Ytd Help Adj FICA Gar		2 TK F3 😅 F4 🛄	F5LET F6LE F	7 🛄 F8 📕 F9 🗸	F10 F11 F	-12 🗖	F15	12.00.00
		s 🔟	Per	Ded Grs W/H	Ly Ytd	Help Adj FIC/	i Gar	

For **Step 2-F6** selections, the following screen displays:

🔲 PCG Dist=	8991 Rel=13.01.00	03/21/2013	PCW 001	C:\DEVSY	S C:\SECON	D WI	IITE	_ 8 ×
Status Acti	ive	Update	e/Displa	ay Balance	and YTD	Leave Data		PAY 03
	Employee 899	16 HE5RING	TON, PR	5SCILA	C	lass 05		
Current	Sick Leave	*** Stat Pers Bus	te Leavo Vaca	e Plan *** ation	• Other	W/O Pay	Staf	Sick Bank f Taken
Balance	45.00							
Used YTD	2.00	1.00			.50		3.0	0
Current	Sick Leave	*** Loca Pers Bus	al Leavo Vaca	e Plan *** ation	e Other	W/O Pay	Staf	Sick Bank f Contribution
Balance								
Used YTD								
	F2 ¶ 🕺 F3 🎒   🍱	F5 6V F6 14	F7	s 🔲 F9 🖉	F10 T F11 💽	F12	FIS Q	12.03.00
	F18 T	Per	Ded (	Grs ₩/H	Lv Ytd	Help Adj	FICA Gar	

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Step	Action
5	Select <b>F9</b> ( <b>F9</b> – Update).

📕 PCG Dist=	8991 Rel=13.01.00	03/21/2013	PCW 001	C:\DEVSYS	C:\SECOND	, in the second s	WHITE		_ 8
tatus Acti	ive	U	pdate/Dis	play Curi	rent Leave	e Data			PAY 03
	Employee 899 <sup>.</sup>	16 HE5RING	TON, PR5S	CILA	C14	ass <mark>05</mark>			
Current	Sick Leave _ <mark>.00</mark>	*** Sta Pers Bus	te Leave Vacat	Plan *** ion	Other	W/O Pa	iy 	Staff	Sick Bank Taken
Balance	45.00								
Used YTD	2.00	1.00			.50			3.00	
Current	Sick Leave	*** Loc Pers Bus	al Leave Vacat	Plan *** ion	Other	W/O Pa	iy	Staff	Sick Bank Contribution
Balance									
Used YTD									
Note: The	NET of the ex:	isting and	entered	current a	amt adjust	ts Bal ar	nd YTD		
ode change ‴∛ ₅►% .	ed to update 		F7 17 F8	<b></b>	10 T E11 P	F12	F	Q	12.03.00
		D						-	

Step	Action
6	Verify "Mode changed to update" displays, and:
	<b>To update Current leave totals:</b> Enter the number of leave hours (#.##) the employee has used during this payroll cycle in the appropriate fields.
	PCGenesis automatically updates the Balance and Used YTD fields when making entries in the "Current" fields.
	<b>To update leave Balances</b> : Enter the number of leave hours (#.##) to which the employee is entitled in the appropriate fields.
	<b>To update leave YTD Used totals</b> : Enter the number of leave hours (#.##) the employee has used year-to-date in the appropriate fields.

Step	Action
7	Select (Enter).
	Select <b>F3</b> $\longrightarrow$ ( <b>F3</b> – Print this data) to obtain a screen print of the <i>Update/Display Current Leave Data</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.
	<b>For Step 2-F17 selections:</b> To adjust an employee's leave balances <u>after</u> updates have been made to the employee's <i>Current</i> leave, repeat this procedure beginning at <i>Step 2</i> .

= PCGDISC=	8991 Rel=13.01.00	03/21	/2013 PC	CW 001 C:\DE	VSYS	:\SECON	)	WHI	TE	
tatus Acti	tve		Upda	ate/Display	Curre	nt Leav	ve Data			PAY03
	Employee <mark>899</mark>	16 HE5	RINGTON	N, PR5SCILA		C1	ass <mark>05</mark>			
Current	Sick Leave <u>1.25</u>	*** Pers	<mark>State</mark> Bus	Leave Plan Vacation	***	Dther	W/O	Pay	Staff	Sick Bank Taken
Balance	45.00									
Used YTD	2.00	1	.00			.50			3.00	
Current	Sick Leave	*** Pers	Local Bus	Leave Plan Vacation	***	Dther	W/O	Pay	Staff	Sick Bank Contribution
Balance										
Used YTD										
Note: The	NET of the exi	isting	and er	ntered curre	ent am	t adjus	its Bal	and N	YTD	
alidations	s passed. Save	your	changes		x1	7			@_	12.03.0

The results will depend on the selection in Step 2. For F17 selections, the screen will instead be entitled "Update/Display Balance and YTD Leave Data".

Step	Action
8	Verify "Validations passed. Save your changes." displays, and select <b>F8</b> – Save).

PCG Dist=	8991 Rel=13.01.00	03/21	/2013 P	PCW 001 C:\D	EVSYS C:	SECOND		WHIT	E	_ 8
tatus Acti	ive		Upd	ate/Display	Current	Leave	Data			PAY 03
	Employee 899 <sup>.</sup>	16 HE5	RINGTO	N, PR5SCILA		Cla	ISS 85			
Current	Sick Leave <u>1.25</u>	*** Pers	State Bus	Leave Plan Vacation	*** 01	:her	W/O	Pay	Staff	Sick Bank Taken
Balance	43.75									
Used YTD	3.25	1	. 00			50			3.00	
Current	Sick Leave	*** Pers	Local Bus	Leave Plan Vacation	*** 01	her	W/O	Pay	Staff	Sick Bank Contribution
Balance										
Used YTD										
Note: The	NET of the exi	isting	and e	ntered curr	ent amt	adjust	s Bal	and Y	TD	
			_							
alances up	odated. Changes	s save	d.				a			10 00 00
W		EE 0.9	FC 14 F	- 11 - Fo 🔚 Fol	00   540	- Fee 🕨 - Le	- 12		E (E )	12.03.00

The results will depend on the selection in Step 2. For F17 selections, the screen will instead be entitled "Update/Display Balance and YTD Leave Data".

Step	Action
9	Verify "Balances updated. Changes saved." displays, and select <b>FIG</b> ( <b>F16</b> – Exit) to return to the Update/Display Current Leave (or Balance YTD) Data – Select Employee screen.
	Where appropriate, select an icon to access additional information for the employee, for example, Personnel, Deduction, Gross Data, Withholding Data, etc.

PCG Dist=8991 Rel=14.02.01 08/20/2014 Update/Displa Sele	PCW 001 SV ( ay Current I ect Employed	C:\DEVSYS C:\S Leave Data P	ECOND		WHI	TE			PAYF	<u>_ ₽ ×</u> IND
Filter set: Status				I	Curre Name	nt Or	der			
Input: Fkey Name 1 BE7M, KR7S 2 BE7KETT, TO7RIE 3 BA3R, FL3RRIE 4 AS9BY, RA9HAL 5 AD2ER, TA2	Empno 89730 88946 88222 88768 88127	SSN 999-08-9730 999-08-8946 999-08-8222 999-08-8768 999-08-8127	Loc 3050 8010 8014 3050 111	Cls 4 13 15 15 4	Cert N N N N	Pens 2 2 0 2 2 2	ContMo 10 12 12 10	Job 3 17 20 20 3	Stat A A A A	13 Mth
Input Employee F F16 to Exit, F16 F1-9 = Choose f F1-9 F1 F2 F3 F4 F5 F6	Humber or 3 Clear empi From Selecti F7 F8	Name or S Loyee filter Lon Above	SN -	Pres	s Enti	er Kej	y o l		13 0	2 88

Screen results depend upon Step 2 selections. For F17 selections, the screen will instead be entitled "Update/Display Balance and YTD Leave Data – Select Employee".

Step	Action
10	Select <b>F16</b> – Exit) to return to the <i>Payroll System - Payroll Update Menu</i> .

Step

11

Payroll System     PAYUPDTP       FKey     Payroll Update Menu           C        C        C        C        C        C        C        C        C        C        C        C        C        C        C        C        C        C        D        D        D        D	Payroll System     PAYUPDTP       FKey     Payroll Update Menu       Image: Constraint of the system	Payroll System     PAYUPDTP       FKey     Payroll Update Menu	🗎 PCG Dist=8991 Rel=13.01.00 03/20/2013 PCV	V 001 C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
FKey       Payroll Update Menu         Image: Construction of the second state o	FKey       Payroll Update Menu         Image: Constraint of the straint of	FKey       Payroll Update Menu         Image: Construction of the state of the sta		Payroll System		PAYUPDTP
<ul> <li>Add New Employee</li> <li> Add New Employee</li> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding Data</li> <li>6 Update/Display Current Leave Usage Data</li> <li>7 Update/Display YTD/Fiscal Data</li> <li>8 Update/Display YTD/Fiscal Data</li> <li>9 Update/Display Deduction Adjustments</li> <li>9 Update/Display Garnishment Vendor Data</li> <li>11 Add Earnings History Record</li> <li>12 Update/Display Exprisen Listers Lizensfer Care Exprisen</li> </ul>	<ul> <li>Add New Employee</li> <li>2 Add New Employee</li> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding Data</li> <li>6 Update/Display Current Leave Usage Data</li> <li>7 Update/Display YTD/Fiscal Data</li> <li>8 Update/Display FICA/Medicare Adjustments</li> <li>9 Update/Display FICA/Medicare Adjustments</li> <li>10 Update/Display Garnishment Vendor Data</li> <li>11 Add Earnings History Record</li> <li>12 Update/Display Earnings History / Transfer Gross Earnings</li> <li>13 Print Earnings History</li> <li>14 Calculate and Display An Employee's Pay</li> <li>15 Delete Employee</li> <li>17 Update/Display Leave YTD/Balance Data</li> <li>18 Detailed Pay Stub - Employee Message</li> </ul>	Image: Second	FKey	Payroll Update Menu		
<ul> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding Data</li> <li>6 Update/Display Current Leave Usage Data</li> <li>7 Update/Display YTD/Fiscal Data</li> <li>8 Update/Display Peduction Adjustments</li> <li>9 Update/Display FICA/Medicare Adjustments</li> <li>10 Update/Display Garnishment Vendor Data</li> <li>11 Add Earnings History Record</li> <li>12 Update/Display Environe Usage Data</li> </ul>	<ul> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding Data</li> <li>6 Update/Display Current Leave Usage Data</li> <li>7 Update/Display YTD/Fiscal Data</li> <li>8 Update/Display Peduction Adjustments</li> <li>9 Update/Display FICA/Medicare Adjustments</li> <li>10 Update/Display Garnishment Vendor Data</li> <li>11 Add Earnings History Record</li> <li>12 Update/Display Earnings History / Transfer Gross Earnings</li> <li>13 Print Earnings History</li> <li>14 Calculate and Display An Employee's Pay</li> <li>15 Delete Employee</li> <li>17 Update/Display Leave YTD/Balance Data</li> <li>18 Detailed Pay Stub - Employee Message</li> </ul>	2        Update/Display Personnel Data         3        Update/Display Gross Data         5        Update/Display Withholding Data         6        Update/Display Withholding Data         7        Update/Display Withholding Data         8        Update/Display Withholding Data         8        Update/Display With/Fiscal Data         8        Update/Display TD/Fiscal Data         9        Update/Display FICA/Medicare Adjustments         10        Update/Display Garnishment Vendor Data         11        Add Earnings History Record         12        Update/Display Earnings History / Transfer Gross Earnings         13        Print Earnings History         14        Calculate and Display An Employee's Pay         15        Delete Employee         17        Update/Display Leave YTD/Balance Data         18        Detailed Pay Stub - Employee Message	 CC Add New Employee			
12 Update/Display carnings mistory / fransier Gross carnings	<ul> <li>13 Print Earnings History</li> <li>14 Calculate and Display An Employee's Pay</li> <li>15 Delete Employee</li> <li>17 Update/Display Leave YTD/Balance Data</li> <li>18 Detailed Pay Stub - Employee Message</li> </ul>	13     Print Earnings History       14     Calculate and Display An Employee's Pay       15     Delete Employee       17     Update/Display Leave YTD/Balance Data       18     Detailed Pay Stub - Employee Message	<ul> <li>2 Update/Display Personn</li> <li>3 Update/Display Deductiv</li> <li>4 Update/Display Gross D</li> <li>5 Update/Display Withhole</li> <li>6 Update/Display YTD/Fis</li> <li>8 Update/Display Deductiv</li> <li>9 Update/Display Deductiv</li> <li>9 Update/Display FICA/Me</li> <li>10 Update/Display Garnish</li> <li>11 Add Earnings History Re</li> <li>12 Update/Display Earning</li> </ul>	iel Data on Data Pata ding Data Leave Usage Data scal Data on Adjustments edicare Adjustments ment Vendor Data ecord s History / Transfer Gross Earnii	nas	
Master User List 12.02.00 12.02.00 ction	Action		Select <b>FIG</b> ( <b>F16</b> -Exit) to re <b>Master</b> ) to return to the <i>Busi</i>	eturn to the Payroll iness Applications N	System Maste Iaster Menu.	<i>r Menu</i> , or sel

## **Procedure F: Updating/Displaying YTD/Fiscal Data**

The employee payroll data is able to store up to 72 current and year-to-date deductions per calendar year per employee. PCGenesis allows 72 system deductions (deduction codes 00 through 71) to be defined. So, an employee is allowed to store deduction data for each of the 72 system deduction codes.

Although an employee is allowed up to 72 current and year-to-date deductions per calendar year, the *Update/Display YTD/Fiscal Data* screen allows only 40 year-to-date deduction amounts to be displayed or updated at any one time. This is sufficient for most employees.

PCG Dist=899	1 Rel=16.03.00	09/23/2016 PCW 00	1 SV C:\DEVSYS	C:\SECOND	WHITE	1.08	
			Payroll Sy	istem			PAYMOOOO
FK(	ey 		Master Me	nu			
1	Payroll	Setup Menu					
3	🔄 Payroll 📃 Payroll	Opdate Menu Check & Direct De	posit Menu				
4	Annual	Renarts Menu					
5	Monthl	//Quarterly/Fiscal/I	3iennial Report	s Menu			
8	🔲 Employ	ee Reports/Labels	Menu				
9	🛄 Update	Display Description	on/Deduction/An	nuity Menu			
	L Check	econciliation Men	u				
<u>1</u> 2 13	2 Update 3 Specia	Display Payroll M Functions Menu	onitor				
	J File Re	organization					
1							
Master Userlict							15.03.00
F16							
Action							
Select	2 (F2	- Payroll Up	date Menu	).			

St

The	follow	ing sci	reen dis	plays:
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	PCG Dist=8991         Rel=13.01.00         03/20/2013         PCW 001         Ct/DEVSYS         Ct/SECOND         WHITE           Payroll System	PAYUPDTP
	FKey Payroll Update Menu  T Add New Employee	
	<ul> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding Data</li> <li>6 Update/Display Current Leave Usage Data</li> <li>7 Update/Display YTD/Fiscal Data</li> <li>8 Update/Display Deduction Adjustments</li> <li>9 Update/Display FICA/Medicare Adjustments</li> <li>10 Update/Display Garnishment Vendor Data</li> <li>11 Add Earnings History Record</li> <li>12 Update/Display Earnings History / Transfer Gross Earnings</li> </ul>	
	14       Calculate and Display An Employee's Pay         15       Delete Employee         17       Update/Display Leave YTD/Balance Data         18       Detailed Pay Stub - Employee Message	
	Master         User         <	12.02.00
Step	Action	
2	Select <b>7</b> ( <b>F7</b> - Update/Display YTD/Fiscal Data).	

🔲 PCG Dist=8991 Rel=	=14.02.01 08/20/2014 PCW	003 5V C:\DEV	SYS C:\SE	COND	WHITE		<u>_ 8 ×</u>
	Update/Display Select	YTD/Fiscal Employee	Data				PAYFIND
Filter not active	e			(	Current Oro Emp Number	ler r	
Fkey Name	Input:	Empno	SSH	Loc Cls	Cert Pens	ContMo Job	13 Stat Mth
	Input Employee Numb	ar or Name	0K 22	N - Proc	: Enter Kei		
	F16 to Exit, F18 Cl F1-9 = Choose from	ear employee Selection A	filter bove		, encer neg	, ,	
ENTER F1 F2 F3	F4 F5 F6 F7	F8 F9				2	13.02.00
F16 SET 11 F18	PGUPA PGDNV		F10 <b>a</b>	Help	F1b		

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Step	Action
3	Enter the employee number or the SSN in the <b>Input</b> field, select (Enter), and proceed to <i>Step 5</i> . If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.

👅 PCG Dist=8991 Rel=14.02.01 08/20/2014 F	PCW 001 5V 0	:\DEVSYS C:\S	ECOND		WHI	TE				_ 8 ×
_ Update/Displ	ay YTD/Fis	cal Data							PAYF	IND
361661	спртоуее									
Filter set: Status				(	Curre	nt Or	ler			
Current					name					13
Fkey Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	Mth
Enter AD2ER, TA2	88127	999-08-8127	111	4	N	2	10	3	Α	
1 AD20CK, FR2DDA	89375	999-08-9375	8014	3	N	0		4	Α	
2 AD3M, SA3	89094	999-08-9094	111	14	С	2	11	18	Α	
3 AD4IR, CE4ESTA	89957	999-08-9957	8014	3	N	0		4	Α	
4 AD4IR, HE4MA	87557	999-08-7557	8012	21	N	0		28	Α	
5 AI2EN, LA2ARO	89351	999-08-9351	3050	24	N	0		41	Α	
6 AL2NZO, EF2EN	87223	999-08-7223	111	2	С	2	10	2	Α	
7 AL9ARD, RI9ARDA	89128	999-08-9128	8013	42	N	0		42	Α	
8 AM8YA, MA8GRETT	89417	999-08-9417	8013	42	N	0		42	Α	
9 AN3EL, GA3E	89430	999-08-9430	3050	24	N	0		40	Α	
FKEY = Record F or PgUp/PgDn F16-new search, F F1-9 = Choose fr	ound Above = Previous 18-Clear E om Selecti	;/Next 10 Re imployee Fil on Above	cords ter							
Order changed to Alpha			_				~ 1		49 0	
₩ F1 F2 F3 F4 F5 F6	F7 F8	F9 F10				F15	4		13.0	
F16 F17 # F18 0 PGUP A PGDN V			He	lp						
Action										

Step	Action
4	Select <b>Enter</b> (Enter) or select the Function key corresponding to the employee's record,
	and select <b>Enter</b> ).
	To sort by Name: Select Name (Name).
	To sort by Employee Number: Select Empro (Empno).
	To sort by Social Security Number: Select SSN (SSN).
	To scroll between pages: Select the $PgUp/PgDn$ keys on the computer's keyboard or select either $PgUp \triangleq$ (Page Up) or $PgDN \checkmark$ (Page Down).

Stat YTD/	us Active Fiscal Upda	te - Employ	Update/D lee: 88711 A	isplay YTD/ L2RED, JE2F	Fiscal Data REY	La	ic 0109	P	AYYTD
YTD Adj	Reg-Hrs	Ovt-Hrs	* 1431 Reg-Amt 42438.56	Ovt-Amt	OASDI	HI 533.67	Retire 2621.25	Net Pay 27838.14	
YTD Adj	Deduct 01 1260.20	Deduct 03 2914.52	Deduct 04 1508.86	Deduct 09 3699.84	Deduct 10 15.03	Deduct 12	Deduct 15 1800.00	Deduct 1 31.50	7
YTD Adj	Deduct 19 131.85	Deduct 26 38.70	Deduct 32 45.00	Deduct	Deduct	Deduct	Deduct	Deduct	-
YTD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	-
YTD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	_
YTD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	-
Fisc Adj	Contract 14094.56	Sch Adj	Contr 1001 69918	act .56	Contra YTD 42006. Adj	ct 56			-
	changed         to           F1 ▶ €         F2 ♥ €           F17 ➡ €         F18 ⊕	display F3 🖨 F 🎑 F	Per D	ed Grs W/	Pro Fri D H Lv Ytd	F12 A Help Adj	FISE FIS	1:	3.03.00
	Action								
	Select _		– Switch	to Update	e mode).				

🔲 Р	CG Dist=8991	Rel=13.03.00	10/09/2013 PC	W 001 SV C:\C	DEVSYS C:\SECO	DND V	VHITE	_ & ×
State	s Active		Update/D	isplay YTD/	Fiscal Data			PAYYTD
11071	·iscal upda	ice - Employ	н ггүвв :99 TRNT *	RUCTIONAL *	KEY	LO	C 0109	
YTD Adj	Reg-Hrs	Ovt-Hrs	Reg-Amt 42438.56	Ovt-Amt	OASDI	HI 533.67	Retire 2621.25	Net Pay 27838.14
YTD Adj	Deduct 01 1260.20	Deduct 03 2914.52	Deduct 04 1508.86	Deduct 09 3699.84	Deduct 10 15.03	Deduct 12	Deduct 15 1800.00	Deduct 17 31.50
YTD Adj	Deduct 19 131.85 <u>10.00</u>	Deduct 26 38.70	Deduct 32 45.00	Deduct	Deduct	Deduct	Deduct	Deduct
YTD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct
YTD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct
YTD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct
Fisc Adj	Contract 14094.56	Sch Adj	Contr ool 69918	act .56	Contra YTD 42006. Adj	ct 56		
	changed to F1▶\$ F2◀\$	update	FE FE FE	🗊 Fa 🖬 Fa d ed Grs W/	<mark>86 ⊧10 ¥</mark> ⊧11 ₪ H Lv Ytd	F12 ◀ Help Adj	FISCA Gar	13.03.00
							·i	

Step	Action
6	Verify "Mode changed to update" displays, and make the appropriate changes to the field(s).
7	Enter the number of <u>adjusted</u> hours (#.##), or <u>adjusted</u> dollar amounts in the <b>YTD Adj</b> (Year- to-Date Adjustment) field(s). These YTD amounts represent <u>calendar</u> year to date fields. <i>PCGenesis does not allow existing year-to-date fiscal totals modifications</i> .

# StepActionThe Contract fields defined in Steps 8 - 10 are used to track an employee's pay to help prevent over<br/>payments. The system is checking each pay cycle to see if the Current Contract Amount (entered for<br/>each individual account line on the Update/Display Gross Data screen), plus the contents of the correct<br/>field defined in Steps 8 - 10 below have exceeded the Contract Amount input at the bottom of the<br/>Update/Display Gross Data screen. In order to determine the contract period, PCGenesis uses the<br/>Cycle field also defined on the Update/Display Gross Data screen. If Cycle is 1 (calendar year), the<br/>system uses the YTD Contract Amount defined in Step 10 to determine contract over payments; if<br/>this field is 2 (school year), the system uses the Fiscal Contract Amount defined in Step 8.

8	Enter the appropriate amounts in the <b>Contract / Fisc Adj</b> (Contract: fiscal adjustment) fields.
9	Enter the appropriate amounts in the <b>Contract / School Adj</b> (Contract: school district adjustment) fields.
10	Enter the appropriate amounts in the <b>Contract / YTD Adj</b> (Contract: calendar year-to-date adjustment) fields.
11	Select $\blacksquare$ (Enter). Note that when Enter is processed, that the adjustment amount is added immediately to the YTD bucket. If the change is not desired, the user can simply select $\blacksquare$ (F9 – Switch to Display mode) to abort the changes. Select $\blacksquare$ (F3 – Print this data) to obtain a screen print of the Update/Display YTD/Fiscal Data screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

	PCG Dist=8991	Rel=13.03.00	10/09/2013 PC	W 001 SV C:\D	EVSYS C:\SECO	IND V	WHITE		_ 8 ×
Stat YTD/	us <mark>Active</mark> 'Fiscal Upda	ite - Employ	Update/D Jee: 88711 A * INST	isplay YTD/ L2RED, JE2F RUCTIONAL *	Fiscal Data REY	Lo	ic 0109	РАҮҮ	TD
YTD Adj	Reg-Hrs .00	Ovt-Hrs	Reg-Amt 42438.56	Ovt-Amt	OASDI	HI 533.67	Retire 2621.25	Net Pay 27838.14	
YTD Adj	Deduct 01 1260.20	Deduct 03 2914.52	Deduct 04 1508.86	Deduct 09 3699.84	Deduct 10 15.03	Deduct 12	Deduct 15 1800.00	Deduct 17 31.50	
YTD Adj	Deduct 19 141.85	Deduct 26 38.70	Deduct 32 45.00	Deduct	Deduct	Deduct	Deduct	Deduct	
YTD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	
YTD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	
YTD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	
Fisc Adj	Contract 14094.56	Sch Adj	Contr 1001 69918	act .56	Contra YTD 42006. Adj	ct 56			
	.dations pas 7 <sub>F1</sub> ▶ X <sub>F2</sub> ◀ X ■ <sub>F17</sub> 🔐 <sub>F18</sub> ∰	rs 🖨 斗 🎑	rour changes	F8 🖬 F96 ed Grs W/	४ <sub>F10</sub> <b>¥</b> <sub>F11</sub> <b>№</b> H <b>Lv</b> Ytd	F12 Help Adj	FILA Gar	13.0	13.00
	Action								
	Verify " changes)	Validatio ).	ns passed	Save you	ur change	es. " displa	ays, and se	elect 🗾 F 🖬	<b> </b> ( <b>F8</b> –

	C 11	•		1	
The	tol	owing	screen	disn	lavs.
1110	101	io minis	bereen	and	ays.

	PCG Dist=8991	Rel=13.03.00	10/09/2013 PC	W 001 SV C:\I	DEVSYS C:\SECO	DND N	WHITE		<u>_ 8 ×</u>
Stat YTD/	us <mark>Active</mark> Fiscal Upda	ate - Employ	Update/D Jee: 88711 A * INST	isplay YTD/ L2RED, JE2F RUCTIONAL →	/Fiscal Data FREY *	La	ic 0109	PAY	/TD
YTD Adj	Reg-Hrs <u>.00</u>	Ovt-Hrs	Reg-Amt 42438.56	Ovt-Amt	OASDI	HI 533.67	Retire 2621.25	Net Pay 27838.14	
YTD Adj	Deduct 01 1260.20	Deduct 03 2914.52	Deduct 04 1508.86	Deduct 09 3699.84	Deduct 10 15.03	Deduct 12	Deduct 15 1800.00	Deduct 17 31.50	
YTD Adj	Deduct 19 141.85	Deduct 26 38.70	Deduct 32 45.00	Deduct	Deduct	Deduct	Deduct	Deduct	
YTD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	
YTD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	
YTD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	
Fisc Adj	Contract 14094.56	Sch Adj	Contr 1001 69918	act .56	Contra YTD 42006. Adj	56			
	saved <b>F1</b> ★ F2 ★ F10 → F10 → F1	F3 🖨 F4 🖾 1	Per D	🗊 <sub>F8</sub> 🖬 <sub>F9</sub> 6 ed Grs W/	<mark>℅ <sub>F10</sub> </mark>	Help Adj	FICA Gar	13.1	03.00
	Action								
	Verify " YTD/Fis	Data save cal Data	ed. " displa – Select E	ays, and se imployee s	elect <b>F16</b>	<b>•</b> (F16 – 2	Exit) to re	turn to the	Updat
	Selecting you to to record.	g <b>FII (</b> oggle betw	F11 – Go veen the Ir	to YTD S istruction	creen 2) c al and No	or <b>F12</b>	(F12 – Go tional por	o to YTD S tions of th	creen I e empl
	Where a example	ppropriat , Personn	e, select a el, Deduc	n icon to tion, With	access ad holding L	lditional i Data, etc.	nformatio	n for the e	mploye

	PCG D	ist=8	991	Rel=1	4.02.01	08/20	/2014	PCW O	01 SV	C:\DEVSY	5 C:\S	ECOND		WHI	TE				_ 8 ×
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Fi	lter	set	t: S1	tatus									(	Currei Name	nt Or	der			
				I	nput:														
Fk	ey 1 2 3	Name BE7N BE7K BA3F	e M, KR (Ett, R, Fl3	7S TO7R IRRIE	IE			E 8 8	mpno 19730 18946 18222	22 80-999 80-999 89-999	5N 1-9730 1-8946 1-8222	Loc 3050 8010 8014	Cls 4 13 15	Cert N N N	Pens 2 2 0	ContMo 10 12	Job 3 17 20	Stat A A A	13 Mth
	4	AS9E	3Y, R/	A9HAL				8	8768	999-08	-8768	3050	15	N	2	12	20	A	
				I F F	nput 16 to 1-9	Emplo Exit = Cho	yee N , F18 ose fi	umber Clea rom S	or r emp elect	Name Doyee f ion Abo	or S ilter ove	SN -	Press	5 Ent	er Ke <u>i</u>	ý			
	F		F2	F3	F4	F5	F6	F7	F8	F9 F10					F15	Q		13.0	2.00
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	Fi SETT F12	⊔⊔⊔ ≇⊧	F2 ® 😿	F3	F4	F5 PGDN V	F6	F7	F8	F9 F10		He	lp		F.15	Q		13.0	2.00

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<ul> <li>Add New Employee</li> <li>2 Add New Employee</li> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding Data</li> <li>6 Update/Display Withholding Data</li> <li>7 Update/Display Withholding Data</li> <li>8 Update/Display YTD/Fiscal Data</li> <li>8 Update/Display Deduction Adjustments</li> <li>9 Update/Display Deduction Adjustments</li> <li>10 Update/Display Garnishment Vendor Data</li> <li>11 Add Earnings History Record</li> <li>12 Update/Display Earnings History / Transfer Gross Earnings</li> <li>13 Print Earnings History</li> <li>14 Calculate and Display An Employee's Pay</li> <li>15 Delete Employee</li> <li>17 Update/Display Leave YTD/Balance Data</li> <li>18 Detailed Pay Stuh - Employee Message</li> </ul>	<ul> <li>Add New Employee</li> <li> Add New Employee</li> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding Data</li> <li>6 Update/Display Withholding Data</li> <li>7 Update/Display VTD/Fiscal Data</li> <li>8 Update/Display Deduction Adjustments</li> <li>9 Update/Display FICA/Medicare Adjustments</li> <li>10 Update/Display Garnishment Vendor Data</li> <li>11 Add Earnings History Record</li> <li>12 Update/Display Earnings History / Transfer Gross Earnings</li> <li>13 Print Earnings History</li> <li>14 Calculate and Display An Employee's Pay</li> <li>15 Delete Employee</li> <li>17 Update/Display Leave YTD/Balance Data</li> <li>18 Detailed Pay Stub - Employee Message</li> </ul>	FKe	y Pag	roll Update Menu		
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Iter         Iter <th< td=""><td>ction</td><td>Select <b>FIE</b></td><td><b>(F16 -</b>Exit) to retur return to the <i>Busines</i></td><td>n to the Payroll s s Applications M</td><td>System Master laster Menu.</td><td><i>Menu</i>, or sel</td></th<>	ction	Select <b>FIE</b>	<b>(F16 -</b> Exit) to retur return to the <i>Busines</i>	n to the Payroll s s Applications M	System Master laster Menu.	<i>Menu</i> , or sel

## **Procedure G: Updating/Displaying Deduction** Adjustments

	PCG Dist=8991	Rel=16.03.00	09/23/2016 PCW 0	01 SV C:\DEVSYS	C:\SECOND	WHITE	1.00	
				Payroll S	ystem			PAYMOOOO
	FKey 	,		Master M	lenu			
	1 2 3	Payroll   Payroll   Payroll	Setup Menu Update Menu Check & Direct De	eposit Menu				
	<b>4</b> 5	Annual   Monthl	Reports Menu y/Quarterly/Fiscal,	Biennial Repo	rts Menu			
	8 9 10 11 12 13	Employ   Update   Earning   Check   Update   Specia	vee Reports/Label /Display Descripti gs History Menu Reconciliation Me /Display Payroll N I Functions Menu	s Menu ion/Deduction/A nu Ionitor	nnuity Menu			
	20	] File Re	organization					
Mast. F16	er <sup>User</sup> list <b>D D</b> ue Word	PAY MONITOR MONITOR	<u> </u>					15.03.00
	Action							
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Filter not act	ive				C	urrer Emp 1	nt Ord Number	er			
	Input:										13
Fkey Name		Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	Mth
	Input Employee   F16 to Exit, F14 F1-9 = Choose	Number or N 8 Clear emplo From Selectio	lame or S yee filter n Above	SN -	Press	5 Ente	er Key				
ENTER F1 F2 F16 F1 F12 F18 F12 F18 €	F3         F4         F5         F6           pcop▲         pcon▼	F7 F8 F	F10 F10	H	elp		F15	2		13.02	. 00
Action											
Enter the	employee numb	per or the S	SN in the	e Inp	<b>out</b> fi	eld,	selec	ente	V	(Ente	er), <b>ar</b>
to Step 5											
If the employed in the second	ployee number a the Name field, c	nd the SSN or Social Se	are unki ecurity N	nown umbe	n, ent er in	ter th the S	he em SSN f	iploye field,	ee's and	com selec	olete ct Ent
Entering matching	a complete or portion the search crite	artial name ria entered	e in the N l. Procee	ame ed to	field Step	disp 4.	plays	the r	esul	ts me	ost clo

Update/Display Deduction Adjustments Select Employee         Current order Name         PAYFIND           Filter set: Status
Current Status       Current Order Name         Current       13         Fkey       Name       13         Fkey       Name       13         Fkey       Name       13         Fkey       Name       13         Fnter       AD2ER, TA2       88127       911       4       N       10       3       A         1       AD2CK, FR2DDA       89375       999-08-9375       8014       3       N       0       4       A         2       AD3M, SA3       89094       999-08-9034       111       14       C       2       11       18       A         3       AD4IR, CE4ESTA       89957       999-08-9557       8014       3       N       0       4       A         4       AD4IR, HE4MA       87557       999-08-9557       8012       21       N       0       28       A         5       AI2EN, LA2ARD       89351       9350       24       N       0       41       A
13         Fkey       Name       Empno       SSN       Loc       C1s       Cert       Pens       ContHo       Job       Stat       Mth         Enter       AD2ER, TA2       88127       999-08-8127       111       4       N       2       10       3       A         1       AD20CK, FR2DDA       89375       999-08-9375       8014       3       N       0       4       A         2       AD3M, SA3       89094       999-08-9094       111       14       C       2       11       18       A         3       AD4IR, CE4ESTA       89957       999-08-9577       8014       3       N       0       4       A         4       AD4IR, HE4MA       87557       999-08-9577       8012       21       N       0       28       A         5       AI2EN, LA2ARO       89351       999-08-9351       3050       24       N       0       41       A
6       AL2NZO, EF2EN       87223       999-08-7223       111       2       C       2       10       2       A         7       AL9ARD, RI9ARDA       89128       999-08-9128       8013       42       N       0       42       A         8       AM8YA, MA8GRETT       89417       999-08-9417       8013       42       N       0       42       A         9       AN3EL, GA3E       89430       999-08-9430       3050       24       N       0       40       A



SSN 899-18-7431	Amount Emply	Work-Loc 0195	Amount Emply (V/N)
AN ERINGE	- 88 - 88	A1 EMPLOYEE ANNULTY	Hilloune Empir (1711)
02 EMPLOYEE 2ND ANNUITY		03 FED W/H TAX	N
04 GA INCOME TAX	N	08 BCBS GOLD SINGLE -CLAS	
09 BCBS GOLD SINGLE -CERT	N	10 VENDOR 002488	
11 VENDOR 000999		12 I-UNDR 000005	
13 I-VNDR 000006		14 I-UNDR 004603	N
15 VENDOR 004373	N	16 VENDOR 000012 _	
17 VENDOR 000016		18 COURT W/H	
19 COURT W/H		20 COURT W/H	
21 COURT W/H		22 VENDOR 000005	
23 CUNION 001001		24 VENDOR 003960 _	
25 VENDOR 003702		26 COURT W/H	
27 I-UNDR 003702		28 CUUKI W/H _	
29 GUUKI W/H 94 UENDOD 000440		30 COURT W/H _	
31 VENDOR 000110 33 HENDOR 005005		32 GUUNT W/H 35 HENDOD 001075	
35 UENDOR 004005		34 VENDOR 001975	
37 COURT W/H		38 COURT W/H	
		Credit Union <u>0000000000000</u>	Section 125 <u>Y</u>
Ded Desc Ded Annu	ity Company	Ann Type	Employee Contribution
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EMP ANNUITY / 02			
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Mode changed to update			16.02.00
Mode changed to update		■ F9 66 <sup>1</sup> F10 <b>▼</b> F11 <b>●</b> F12 ■	FIS C 16.02.00
	Feila F2 F8	■ <sub>F3</sub> 66 <sup>0</sup> <sub>F10</sub> ▼ <sub>F11</sub> ▶ <sub>F12</sub> ■ W/H Lv Ytd Help Adj FICA	FIS C 16.02.00
	Per Ded Grs	<ul> <li>F3 66<sup>3</sup> F10 ▼ F11 ▶ F12 ■</li> <li>W/H Ly Ytd Help Adj FICA</li> </ul>	Fis Q 16.02.00
Action	Friend Friend Free	■ <sub>F3</sub> 65° <sub>F10</sub> ▼ <sub>F11</sub> ● <sub>F12</sub> ■ W/H Lv Ytd Help Adj FICA	Fis Q 16.02.00

Refer to the Financial Accou	nting and Reporting System	<u>Operations Guide</u> , S	ection D:
Claim and Expenditure Proc	essing for the instructions to	adjust the employer	's share of the
deduction amount.			

7 Enter the amount in the appropriate fields.
Step	Action
8	<ul> <li>If the employee participates in an annuity(ies): Enter the code, or select the drop-down selection icon ▶ within the Annuity Co # fields to choose the information.</li> <li>PCGenesis allows up to five annuity company selections per employee.</li> </ul>
9	Verify <b>CU</b> (Credit Union) field has defaulted correctly, where appropriate. When entering a deduction amount in the Credit Union field, make an entry in the credit union field.
10	<ul> <li>Verify SEC125 (Section 125 – Cafeteria Plan, Non-Taxable Benefit) field has defaulted correctly.</li> <li>If the employee participates in a non-taxable benefit program such as Dependent Childcare/Dependent Healthcare Reimbursement or GHI, enter or verify the entry of Y (Yes) in the SEC125 field.</li> </ul>
11	Select $(Enter)$ . Select $(F3 - Print this data)$ to obtain a screen print of the <i>Update/Display Deduction Adjustments</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

The following	screen	displays:	
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	100 013(=0551 110=10									
Sta	tus Active		Update	/Display	Deducti	on Adjustme	nts			PAYADJ1
Em	ployee 87431 AM2R	OSE, NU	J2		Cla	55 <b>01</b>	Loc 0195	1		
04	SSN 899-18-743	1	Amount		0 d - D	Wo	rk-Loc 0195	Amount		70.000
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15	VENDOR 004373			N	16 0	ENDOR 00001	2			
17	VENDOR 000016				18 C	DURT W/H				
19	COURT W/H			_	20 C	JURT W/H	_			
21	CUURI W/H CUNTON 001001			-	22 0	NDUK 00000	5 0	7.50		
25	VENDOR 003702			-	24 0 26 C	JURT W/H	0			
27	I-UNDR 003702			_	28 C	DURT W/H				
29	COURT W/H			_	30 C	DURT W/H				
31	VENDOR 000110			_	32 0	JURT W/H	-			
35	UENDOR 004085			-	34 0	NDOR 001973	7			
37										
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02 EMPLOYEE 2ND ANNUIT		03 FED W/H TAX	N
04 GA INCOME TAX	N	08 BCBS GOLD SINGLE -CLAS	
09 BCBS GOLD SINGLE -CI	ERT N	10 VENDOR 002488	
11 VENDUK 000999 19 T-UNDD 000006		12 I-UNDR 000005	N
15 UENDOR 004373	N	16 UENDOR 888812	"
17 VENDOR 000016		18 COURT W/H	
19 COURT W/H		20 COURT W/H	
21 COURT W/H		22 VENDOR 0000057	<u>.50</u> N
23 CUNION 001001		24 VENDOR 003960	
25 VENDOR 003702		26 COURT W/H	
27 I-VNDK 003702 20 Court W/H		28 COURT W/H	
31 VENDOR 000110		32 COURT W/H	
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ENTE	F F	1 I	F2	I F F3	nput 16 to 1-9 F4	Employ Exit = Cho F5	yee Nu , F18 ose fr F6	imber Clear om Se	or r empl electi F8	Name or S Loyee filter ion Above	SN -	Pres	s Ent	er Kej	, Q		13.02	2.00
ENTE F15	5€ Fi Fi2	ï1 I ™# ⊧⊧	F2	I F F3	nput 16 to 1-9 F4	Employ Exit = Choo F5	yee Nu , F18 ose fr F6	IMDER Clear Com Se F7	or rempl electi F8	Name or S loyee filter ion Above	SN - He	Pres:	s Ent	er Keg	<u>्</u>		13.02	2.00
ENTE F15	F F F12 A	1 I *# ⊧∗	F2	I F F3	nput 16 to 1-9 F4 PGUP A	Employ Exit = Cho F5	yee Nu , F18 ose fr F6	imber Clear om Se F7	or rempl electi F8	Name or S loyee filter ion Above	SN - He	Pres:	s Ent	er Kej	, <u>a</u>		13.02	2.00

Step 15

PCG Dist=8991 Rel=	13.01.00 03/20/2013 PCW 001	C:\DEVSYS C:\SECOND	WHITE	
	r	ayrull system		PHYOPDIP
FKey 	Pay	roll Update Menu		
<i>I</i>	dd New Employee			
2 1	Jodate/Display Personnel Da	ta		
3 (	Jpdate/Display Deduction Da	ta		
<b>4</b> t	Jpdate/Display Gross Data			
5 (	Jpdate/Display Withholding D	)ata		
6 (	Jpdate/Display Current Leave	e Usage Data		
<u>7</u> l	Jpdate/Display YTD/Fiscal Da	ata		
8 1	Jpdate/Display Deduction Adj	ustments		
9 (	Jpdate/Display FICA/Medicare	e Adjustments		
10 (	Jpdate/Display Garnishment	vendor Data		
11 4	Add Farnings History Becord			
12 (	Jpdate/Display Earnings Hist	orv / Transfer Gross Earnin	as	
13	Print Earnings History	<i>,</i> .	5	
14 (	Calculate and Display An Emp	loyee's Pay		
<u>15</u> [	)elete Employee			
17 1	Jpdate/Display Leave Y1D/Ba	alance Data		
10 [	Jetailed Pay Stub - Employee	Message		
Hater Userica				12.02.00
hillstein list	VEND			
	K MONITOR			
ction				
elect <u>F15</u> (]	F16 -Exit) to retur	n to the <i>Payroll</i> 3	System Master	r Menu, or sel
(actor) to rat	urn to the Dusines	a Applications M	·	,
aster) to ret	uni to the <i>busines</i> .	s applications M	usier menu.	

## **Procedure H: Updating/Displaying FICA/Medicare** Adjustments

	PCG Dist=8991 Rel=16.03	0.00 09/23/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHI	ITE 🗖 💌 🗙
		Payroll System	PAYMOOOO
	FKey	Master Menu	
	 _1 Pay	roll Setup Menu	
	2 Pay	roll Update Menu	
	<u>3</u> Pay	roll Check & Direct Deposit Menu	
	4 Anni	ual Reports Menu	
	<u>5</u> Mon	thly/Quarterly/Fiscal/Biennial Reports Menu	
	<u>8</u> Emp	loyee Reports/Labels Menu	
	<u>9</u> Upd	ate/Display Description/Deduction/Annuity Menu	
	11 Che	ck Reconciliation Menu	
	12 Upd	ate/Display Payroll Monitor	
	<u>13</u> Spe	cial Functions Menu	
	20 File	Reorganization	
Mag	tar Useri:		15.03.00
E16	🗢 🚓 Vorta Nation Mi		
	Action		
	Select F2 (F	<b>'2 - Pavroll Undate Menu</b> )	

Step 2

FKey       Payroll Update Menu         Image: Provide the state of th	FKey       Payroll Update Menu         Image: Im	Fkey       Payroll Update Menu         Image: Constraint of the state	📕 PCG Dist=8991 🖡	Rel=13.01.00 03/20/2013 PCW 001 P	C:\DEVSYS C:\SECOND ayroll System	WHITE	PAYUPDTP
<ul> <li>Add New Employee</li> <li> Add New Employee</li> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding Data</li> <li>6 Update/Display Withholding Data</li> <li>7 Update/Display Current Leave Usage Data</li> <li>7 Update/Display YTD/Fiscal Data</li> <li>8 Update/Display Deduction Adjustments</li> <li>9 Update/Display FICA/Medicare Adjustments</li> <li>10 Update/Display Garnishment Vendor Data</li> <li>11 Add Earnings History Record</li> <li>12 Update/Display Earnings History / Transfer Gross Earnings</li> <li>13 Print Earnings History</li> <li>14 Calculate and Display An Employee's Pay</li> <li>15 Delete Employee</li> </ul>	<ul> <li>Add New Employee</li> <li> Add New Employee</li> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding Data</li> <li>6 Update/Display Current Leave Usage Data</li> <li>7 Update/Display PTD/Fiscal Data</li> <li>8 Update/Display Deduction Adjustments</li> <li>9 Update/Display FICA/Medicare Adjustments</li> <li>10 Update/Display Garnishment Vendor Data</li> <li>11 Add Earnings History Record</li> <li>12 Update/Display Earnings History / Transfer Gross Earnings</li> <li>13 Print Earnings History</li> <li>14 Calculate and Display An Employee's Pay</li> <li>15 Delete Employee</li> <li>17 Update/Display Leave YTD/Balance Data</li> <li>18 Detailed Pay Stub - Employee Message</li> </ul>	<ul> <li>Add New Employee</li> <li>- Add New Employee</li> <li>- Update/Display Personnel Data</li> <li>- Update/Display Deduction Data</li> <li>- Update/Display Garss Data</li> <li>- Update/Display Withholding Data</li> <li>- Update/Display Withholding Data</li> <li>- Update/Display YTD/Fiscal Data</li> <li>- Update/Display TD/Fiscal Data</li> <li>- Update/Display FICA/Medicare Adjustments</li> <li>- Update/Display Garnishment Vendor Data</li> <li>- Update/Display Earnings History Record</li> <li>- Update/Display Earnings History Action Print Earnings History</li> <li>- Calculate and Display An Employee's Pay</li> <li>- Delete Employee</li> <li>- Update/Display Leave YTD/Balance Data</li> <li>- Detailed Pay Stub - Employee Message</li> </ul>	FKey	Pay	roll Update Menu		
<ul> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding Data</li> <li>6 Update/Display Current Leave Usage Data</li> <li>7 Update/Display YTD/Fiscal Data</li> <li>8 Update/Display Deduction Adjustments</li> <li>9 Update/Display FICA/Medicare Adjustments</li> <li>10 Update/Display Record</li> <li>11 Add Earnings History Record</li> <li>12 Update/Display Earnings History / Transfer Gross Earnings</li> <li>13 Print Earnings History</li> <li>14 Calculate and Display An Employee's Pay</li> <li>15 Delete Employee</li> </ul>	<ul> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding Data</li> <li>6 Update/Display Current Leave Usage Data</li> <li>7 Update/Display YTD/Fiscal Data</li> <li>8 Update/Display Deduction Adjustments</li> <li>9 Update/Display FICA/Medicare Adjustments</li> <li>10 Update/Display Garnishment Vendor Data</li> <li>11 Add Earnings History Record</li> <li>12 Update/Display Earnings History / Transfer Gross Earnings</li> <li>13 Print Earnings History</li> <li>14 Calculate and Display An Employee's Pay</li> <li>15 Delete Employee</li> <li>17 Update/Display Leave YTD/Balance Data</li> <li>18 Detailed Pay Stub - Employee Message</li> </ul>	<ul> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding Data</li> <li>6 Update/Display VTD/Fiscal Data</li> <li>7 Update/Display Deduction Adjustments</li> <li>9 Update/Display FICA/Medicare Adjustments</li> <li>10 Update/Display Garnishment Vendor Data</li> <li>11 Add Earnings History Record</li> <li>12 Update/Display Earnings History / Transfer Gross Earnings</li> <li>13 Print Earnings History</li> <li>14 Calculate and Display An Employee's Pay</li> <li>15 Delete Employee</li> <li>17 Update/Display Leave YTD/Balance Data</li> <li>18 Detailed Pay Stub - Employee Message</li> </ul>		Add New Employee			
17 - Update/Display Leave YTD/Balance Data	18 Detailed Pay Stub - Employee Message	18 Detailed Pay Stub - Employee Message	2 3 4 5 6 7 7 8 9 10 11 12 13 14 15 17	<ul> <li>Update/Display Personnel Data</li> <li>Update/Display Deduction Data</li> <li>Update/Display Gross Data</li> <li>Update/Display Withholding Data</li> <li>Update/Display Current Leave</li> <li>Update/Display YTD/Fiscal Data</li> <li>Update/Display Peduction Adju</li> <li>Update/Display FICA/Medicare</li> <li>Update/Display Garnishment V</li> <li>Add Earnings History Record</li> <li>Update/Display Earnings History</li> <li>Calculate and Display An Empl</li> <li>Delete Employee</li> <li>Update/Display Leave YTD/Ba</li> </ul>	a a ata Usage Data ta istments Adjustments 'endor Data ory / Transfer Gross Earning: loyee's Pay lance Data	s	
Master Use 1 12.02.00	THE ALVER LEST LEST LEST LEST LEST LEST LEST LEST		Action				
Master         Uset [ist         Description         12.02.00           Master         Wards         Master         12.02.00           Cetion         Control         Control         Control		Action	Select <b>F9</b>	( <b>F9 -</b> (Update/Displa	y FICA/Medicare	e Adjustments).	

📒 PCG Dist=8991 Rel=	14.02.01 08/20/2014	PCW 003 SV C:\	DEVSYS C:\S	ECOND		WHI	TE			_	.a×
	Display FICA/M Selec	Medicare Adj t Employee:	ustments							PAYFI	ND
Filter not active	2				1	Currei Emp I	nt Ord Number	ler			
	Input:										13
Fkey Name		Empno	SSN	Loc	C15	Cert	Pens	ContMo	Job	Stat I	1th
	F16 to Exit, F18 F1-9 = Choose fr	IMDER OR N Clear emplo 'om Selectio	lame or S yee filter n Above	SN -	Pres	s Ento	er Key				
ENTER F1 F2 F3 F16 SET 11 F2 F3	F4         F5         F6           PGUP▲         PGUN▼	F7 F8 F	F9 F10 T	He	elp		F15	2		13.02	. 00
Action											
Enton the or		m on the C	CNI in th	. In		ald	cole	ENTE	<b>V</b>	(Enta	m) 075
to Step 5	npioyee numbe	er of the S	SIN III UIO	e mp	μιΠ	ielu,	selec	<u> </u>	2	(Ente	1), <b>an</b>
If the emplo	ovee number an	nd the SSN	are unk	nown	ı. en	ter tl	he en	iplove	ee's	com	olete of
name in the	Name field, or	· Social Se	ecurity N	umbe	er in	the S	SSN j	field,	and	selec	t Ente
Entering a	complete or pa	rtial name	e in the $\Lambda$	lame	field	l disp	plays	the r	esul	ts mo	ost clos
<i>matching th</i>	<i>ie search criter</i>	ia enterea	l. Proced	ed to	Step	94.					

🔲 PCG Dist=8991 R	Rel=14.02.0	1 08/2	0/2014	PCW	DO1 5V (	C:\DEVSYS C:\S	ECOND		WHI	TE				
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Filter set: St	atus			•	-			I	Curre Name	nt Or	der			
Current					<b>F</b> ==== 1	CCN (		01 -	0	n	0+-		<b>6 1</b> - 1	13
FREY Name Enter AD2EB TA	2			_	Empno 88127	<u>55N</u> 999-08-8127	LOC 111	U15 A	Uert N	Pens 2	CONTMO 10	JOD 3	Stat	MEN
1 AD20CK, F	R2DDA				89375	999-08-9375	8014	3	N	0	10	4	Â	
2 AD3M, SA3	3				89094	999-08-9094	111	14	С	2	11	18	Α	
3 AD4IR, CE4	4ESTA				89957	999-08-9957	8014	3	N	0		4	Α	
4 AD4IR, HE					87557	999-08-7557	8012 2050	21	N	0		28	A	
6 AL2NZO. E	F2EN				87223	999-08-7223	111	24	n C	2	10	2	A	
7 AL9ARD, R	IIIARDA				89128	999-08-9128	8013	42	Ň	0		42	A	
8 AM8YA, MA	A8GRETT				89417	999-08-9417	8013	42	N	0		42	Α	
9 AN3EL, GA	'3E				89430	999-08-9430	3050	24	N	0		40	A	
	FKEY or P F16-n F1-9	= Ri 'gUp/Pi iew sea = Chi	ecord gDn arch, oose	Foun = Pi F18-I from 3	d Above revious Clear I Selecti	e 5/Next 10 Re Employee Fil ion Above	ecords Lter							
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Order changed t F1 F2 F1€ F1 F2	FKEY or F F16-n F1-9 to Alpha F3 F4	= Ri PgUp/Pg iew sea = Chi F5 F5	ecord gDn arch, oose F6	Foun = P F18- from : F7	d Above revious Clear I Selects F8	e 5/Next 10 Re Employee Fil ion Above F9 <sub>F10</sub> <b>T</b>	ecords Lter He	lp		F15	<u>a</u>		13.0	2.00
Order changed t ENTEN F1 F2 F16 F12 F18 ▼ F16 F12 F18 ▼	FKEY or F F16-n F1-9 to Alpha F3 F4	= R gUp/P ew se = Ch F5 F5	ecord gDn arch, oose F6	Foun = P F18- from F7	d Abovo revious Clear I Selecti	e 5/Next 10 Re Employee Fil ion Above F9 <sub>F10</sub> <b>T</b>	ecords ter He	lp		F.15	<u>a</u>		13.0	2.00
Order changed t F1 F2 F1 F2 F15 F17 # F18 T Action	FKEY or F F16-n F1-9 to Alpha F3 F4 roue A	= R( rgUp/P) rew sea = Ch( F5 F5	ecord gDn arch, oose F6	Foun = Pi F18-i from : F7	d Above revious Clear I Selecti	e 5/Next 10 Re Employee Fil ion Above F9 ⊨₀ ▼	ecords Lter He	-lp		F.15	Q.		13.0	2.00
Order changed t <sup>IMTE</sup> F1 F2 FIS ■ String FIS ■ Action Select Er	FKEY or F F16-n F1-9 to Alpha F3 F4 F00F	= R( PgUp/Py rew see = Ch( F5 F5 F5 F5 F5 F5 F5 F5 F5 F5	ecord gDn arch, oose F6	Foun = P F18-1 from : F7 F7 Selec	d Above revious Clear I Selecti F8 F8 t the ]	F9 F10	ecords Lter He Key C	orre	espor	F15	g to the	e en	13.0 nplo	2.00 yee's
Order     changed t       F1     F2       F15     F15       F15     F15       Action       Select       and select	FKEY or F F16-n F1-9 to Alpha F3 F4 row A row A	= R ggUp/Pg tew sea = Cho F5 F5 F5 F5 F5 F5 F5 F5 F5 F5	ecord gDn arch, oose F6 ) or s nter)	Found = Pi F18-1 from : F7 selec ).	d Above revious Clear I Select: F8 t the J	F9 F0 T	ecords iter He key c	corre	espoi	nding	g to the	e en	13.0 nplo	2.00 yee's
Order changed t F1 F2 F1 F2	FKEY or F F16-n F1-9	= R ggUp/P tew sea = Cho F5 F5 F5 F5 F5 F5 F5 F5 F5 F5	ecord gDn arch, oose F6 ) or s nter) elect	Foun = Pr F18	d Above revious Clear I Select: F8 t the ]	F9 F10 T F0 T F0 T F0 T F0 T F0 T Function	ter He key c	corre	espor	nding	g to the	e en	13.0 nplo	2.00 yee's
Order changed t         F1       F2         F8       String res         Action         Select Er         and select         To sort by         To sort by	FKEY or F F16-n F1-9	= R gUp/P rew sec = Cho F5 F5 F5 F5 F5 F5 F5 F5 F5 F5	ecord gDn arch, oose F6 ) or s nter) elect Num	Foun = Pr F18	d Above revious Clear f Select: F8 t the J me ( : Sele	F9 F10 T F9 F10 T F9 F10 T Function Name). ect Empno	key c	corre	espor	nding	g to the	e en	13.0	2.00 yee's
Orderchanged t $\mathbb{P}^{\text{ITE}}$ F1F2 $\mathbb{P}^{\text{IE}}$ <	FKEY or F F16-n F1-9	= R PgUp/Pg ew se = Chu F5 F5 ronv (E1 e: Se oyee al Sec	ecord gDn arch, oose F6 ) or s nter) elect Num curity	Foun F P F18 from F7 Selec ). Na mber y Nu	d Above revious Clear f Selection F8 t the l me ( : Sele mber.	F9 F10 F1 F9 F10 F1 F9 F10 F1 F0 F10 F1 F10 F10 F1 F10 F10 F1 F10 F10 F1 F10 F10 F1 F10 F10 F1 F10 F10 F10 F1 F10	key c	orre	espor	nding	g to the	e en	13.9	2.00 yee's
Order changed tFIF2FIF2FIFIFIFISelectErand selectTo sort byTo sort by	FKEY or F F16-n F1-9	$= R$ $F$ $= Cho = Cho F5 F5 F5 F60N \lor F6 F60N \lor F6 F60N \lor F6 F60N \lor F6 F60N \lor F60 F60N \lor F60N$	ecord gDn arch, oose F6 ) or s nter) elect Num curity ges:	Foun F P F18- from 3 F7 F7 Selec ). Na mber y Nu. Sel	d Above revious Clear I Select: F8 t the I me ( : Sele mber. ect th	Function Name). Select	key c	orre	espoi	nding	g to the	e en	13.0 nplo	2.00 yee's

🔲 PCG Dist=8991 Rel=13.0	01.00 03/21/2013 PCW 001	C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
Status Active	Update/Displa	y FICA∕Medicare Adju⊴	stments	PAYADJ2
	Employee 89916 - H	E5RINGTON, PR5SCILA		
SSN 999-08-9916		Work-Loc (	01 01	
FICA/Medicare f	lag is currently set	to: Y		
FICA/Medicare A OASDI GROSS HI GROSS	djustment: Amt. Amt.	in Fund/Fisc		
Pension Adjustm Pensio on the	ent: n adjustments are now Gross Data screen (P	v accomplished with a AY07).	Gross Type '2'	
		F10 F11 E F12	FIS Q	12.04.00
	Per Ded G	irs W/H Lv Ytd He	<b>Ip Adj </b> FICA <b>G</b> ar	
Action				
•				
Select 🗾 🖉	$(\mathbf{F9} - \mathbf{Switch to U})$	pdate mode).		

🔲 PCG Dist=8991 Rel=13.01.0	00 03/21/2013 PCW 001 C:\DEVSYS C:\SECON	D WHITE	<u>_ 8 ×</u>
Status Active	Update/Display FICA/Medicare A	djustments	PAYADJ2
5100-00-000 M22	Employee 89916 - HESKINGTON, PRSSCI	LA 00. 8181	
53N 999-08-9910	work-L	00 0101	
FICA/Medicare flag	j is currencily set to. T		
OASDI GROSS <u>.00</u> HI GROSS	Amt in Fund/Fisc	<u> </u>	
Pension Adjustment Pension a on the Gr	t: adjustments are now accomplished wit ross Data screen (PAY07).	h a Gross Type 'Z'	
Mode changed to update	Fref ref ref ref ref ref ref ref ref ref	FI2 Adj FICA Gar	12.04.00
Action			
Verify "Mode	changed to undate" display	vs and enter the	adjusted amour
FICA/Medicar	a Adjustment: OASDI Cross	s field	augustea amour
	e Aujustinent. OASDI Gloss	s neiu.	

distribute an employer contribution amount, based upon the gross amount.

When entering an amount in this field, an entry is also required in Step 7.

Step	Action
7	Enter the dollar amount in the FICA/Medicare Adjustment: OASDI Amt field.
8	Enter the fund code and fiscal year for the <u>employer's share</u> amount for the FICA/Medicare payment in the <b>Fund/Fisc</b> field.
9	Enter the dollar amount in the FICA/Medicare Adjustment: HI Gross field.
	Entering an amount in the <b>HI Gross</b> field will trigger the system to calculate and distribute an employer contribution amount, based upon the gross amount.
	If entering an amount in this field, an entry is also required in Step 10.
10	Enter the dollar amount in the FICA/Medicare Adjustment: HI Amt. field.
11	<b>Pension Adjustments:</b> <i>Refer to Procedure C: Updating/Displaying Gross Data for instructions.</i>
12	Select (Enter).
	Select $\mathbf{F3}$ (F3 – Print this data) to obtain a screen print of the <i>Update/Display</i> FICA/Medicare Adjustments screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

E PCG Dist=8991 Rel=13.01.00 03/21/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE	_ 8 ×
Status Active Update/Display FICA/Medicare Adjustments	PAYADJ2
Employee 89916 - HE5RINGTON, PR5SCILA	
SSN 999-08-9916 Work-Loc 0101	
FICA/Medicare flag is currently set to: Y	
FICA/Medicare Adjustment: OASDI GROSS <u>100.00</u> Amt. <u>6.20</u> in Fund/Fisc <u>100</u> HI GROSS <u>100.00</u> Amt. <u>1.45</u>	
Pension Adjustment: Pension adjustments are now accomplished with a Gross Type 'Z' on the Gross Data screen (PAY07).	
Validations passed. Save your changes.	12.04.00
P1         P2         P3         P3         P4         P4<	

Georgia Department of Education March 4, 2024 • 3:20 PM • Page 117 of 131 All Rights Reserved.

Step	Action
13	Verify "Validations passed. Save your changes." displays, and select <b>F8</b> – Save changes).

	PCG Dist=8991 Rel=13.01.00 03/21/20	13 PCW 001	C:\DEVSYS	C:\SECOND	WHITE	
Stat	us Active Upda	ate/Display	FICA/Med:	icare Adju	stments	PAYADJ2
	Employee	89916 - HE	5RINGTON,	PR5SCILA		
	SSN 999-08-9916			Work-Loc	0101	
	FICA/Medicare flag is curre	ently set t	o: Y			
	FICA/Medicare Adjustment: OASDI GROSS <u>100.00</u> Amt HI GROSS <u>100.00</u> Amt	- <u>6.20</u> - <u>1.45</u>	in Fund	1/Fisc <u>10</u>	<u>10</u> _	
	Pension Adjustment: Pension adjustmen on the Gross Data	ts are now screen (PA	accomplis Y07).	hed with a	Gross Type 'Z'	
		·	-			
Data	saved					
		ar Ded Gr	<mark></mark>	▼ F#  F# F#	elo Adi FICA (	<u>Q</u> 12.04.00 Gar
Data ENTER F16		er Ded Gr	■ <sub>F3</sub> 66° <sub>F10</sub> s ₩/H L	Fri Fri Fri v Ytd H	elp Adj FICA (	Q 12.04.00 Sar

14	Verify "Data saved" displays, and select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to return to the Update/Display
	FICA/Medicare/Pension Adjustments – Select Employee screen.

🔲 РС	G Dist:	=8991	Rel=1	4.02.01	08/20	/2014	PCW 00	01 SV	C:\DEVS	YS C:\	SECOND		WHI	TE				_ 8 ×
				Dis	play	FICA/ Sele	Medic ct Em	are A ploye	ldjustr e	nents							PAYE	[ ND
Fil	ter s	et: S	tatus	;								I	Curre Name	nt Or	der			
			I	input:														13
Fkej 1 2 3	y Na BE BE BA	me 7M, KR 7KETT 3R, FL	175 , TO7R 3RRIE	NE			E 8 8 8	mpno 19730 18946 18222	9999-1 9999-1 9999-1 9999-1	SSN 08-9730 08-8946 08-8222	Loc 3050 8010 8014	Cls 4 13 15	Cert N N N	Pens 2 2 0	ContMo 10 12	Job 3 17 20	Stat A A A	Mth
4		9BY, R	A9HAL				8	8768	999-0 999-0	08-8768 08-8127	3050 111	15 4	N	2	12 10	20 3	A	
ENTER	F1	F2	I F F	nput 16 to 1-9	Emplo Exit = Cho	yee N , F18 ose f	umber Clear rom S	or r emp elect	Name Doyee ion At	or filte pove	SSN - r	Pres	s Ent	er Kej	y Ø		13.0	2.00
	SETTO H	FZ	F3	F4		Fb	F7	Fő	FB	F10	H	elp		F15			10.0	
	1 12 44	110		1407	T SEA													
	Acti	ion																

Step

16

PCG Dist=8991 Rel=13.01.00 03/20/2013 PCW 001	C:\DEVSYS C:\SECOND	WHITE	
	rayrull system		FHYUPDIP
FKey Pa 	yroll Update Menu		
Add New Employee			
2 Update/Display Personnel Da 3 Update/Display Deduction Da	ata ata		
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5 Update/Display Withholding	Data		
7 Update/Display Current Leav	e Usage Data Iata		
8 Update/Display Deduction Ad	liustments		
9 Update/Display FICA/Medica	, re Adjustments		
10 Update/Display Garnishment	Vendor Data		
11 Add Earnings History Record			
12 Update/Display Earnings His	tory / Transfer Gross Earnin	gs	
<u>13</u> Print Earnings History			
14 Calculate and Display An Em	ployee's Pay		
15 Delete Employee			
17 Update/Display Leave YTD/E	lalance Data		
18 Detailed Pay Stub - Employe	e Message		
ter UserList			12.02.00
tion			
ect <b>F16</b> ( <b>F16</b> -Exit) to retur	rn to the Payroll	System Master	<i>r Menu</i> , or sel
(-4)	A 1 A	r , 1/	

## **Procedure I: Updating/Displaying Garnishment** Vendor Data

Payroll System PAYM0000 FKey Master Menu  1 Payroll Setup Menu 2 Payroll Update Menu 3 Payroll Check & Direct Deposit Menu
FKey Master Menu  1 Payroll Setup Menu 2 Payroll Update Menu 3 Payroll Check & Direct Deposit Menu
1       Payroll Setup Menu         2       Payroll Update Menu         3       Payroll Check & Direct Deposit Menu
2 Payroll Update Menu 3 Payroll Check & Direct Deposit Menu
4 - Annual Reports Menu 5 - Monthly/Quarterly/Fiscal/Biennial Reports Menu
<ul> <li>9 Update/Display Description/Deduction/Annuity Menu</li> </ul>
10 Earnings History Menu
12 Update/Display Payroll Monitor
13 Special Functions Menu
20 File Reorganization
Ister User List 15.03.00
Action
Select F2 (F2 Devroll Undete Monu)

Step 2

FKey       Payroll Update Menu         Image: Im	FKey       Payroll Update Menu         Image: Construct of the state	📕 PCG Dist=8991	el=13.01.00 03/20/2013 PCW 001 C:\DEVSY5 Payroll Sys	C:\SECOND	WHITE	PAYUPDTP
<ul> <li>Add New Employee</li> <li>2 Add New Employee</li> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding Data</li> <li>6 Update/Display Withholding Data</li> <li>8 Update/Display YTD/Fiscal Data</li> <li>8 Update/Display PICA/Medicare Adjustments</li> <li>9 Update/Display Garnishment Vendor Data</li> <li>11 Add Earnings History Record</li> <li>12 Update/Display Earnings History / Transfer Gross Earnings</li> <li>13 Print Earnings History</li> <li>14 Calculate and Display An Employee's Pay</li> <li>15 Delete Employee</li> <li>17 Update/Display Leave YTD/Balance Data</li> <li>18 Detailed Pay Stub - Employee Message</li> </ul>	<ul> <li>Add New Employee</li> <li>2 Add New Employee</li> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding Data</li> <li>6 Update/Display Withholding Data</li> <li>7 Update/Display YTD/Fiscal Data</li> <li>8 Update/Display Deduction Adjustments</li> <li>9 Update/Display PICA/Medicare Adjustments</li> <li>10 Update/Display Garnishment Vendor Data</li> <li>11 Add Earnings History Record</li> <li>12 Update/Display Earnings History / Transfer Gross Earnings</li> <li>13 Print Earnings History</li> <li>14 Calculate and Display An Employee's Pay</li> <li>15 Delete Employee</li> <li>17 Update/Display Leave YTD/Balance Data</li> <li>18 Detailed Pay Stub - Employee Message</li> </ul>	FKey	Payroll Updat	e Menu		
<ul> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding Data</li> <li>6 Update/Display Current Leave Usage Data</li> <li>7 Update/Display YTD/Fiscal Data</li> <li>8 Update/Display TD/Fiscal Data</li> <li>9 Update/Display FICA/Medicare Adjustments</li> <li>9 Update/Display Garnishment Vendor Data</li> <li>11 Add Earnings History Record</li> <li>12 Update/Display Earnings History / Transfer Gross Earnings</li> <li>13 Print Earnings History</li> <li>14 Calculate and Display An Employee's Pay</li> <li>15 Delete Employee</li> <li>17 Update/Display Leave YTD/Balance Data</li> <li>18 Detailed Pay Stub - Employee Message</li> </ul>	<ul> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding Data</li> <li>6 Update/Display Current Leave Usage Data</li> <li>7 Update/Display YTD/Fiscal Data</li> <li>8 Update/Display PICA/Medicare Adjustments</li> <li>9 Update/Display Garnishment Vendor Data</li> <li>10 Update/Display Earnings History / Transfer Gross Earnings</li> <li>13 Print Earnings History</li> <li>14 Calculate and Display An Employee's Pay</li> <li>15 Delete Employee</li> <li>17 Update/Display Leave YTD/Balance Data</li> <li>18 Detailed Pay Stub - Employee Message</li> </ul>		- Add New Employee			
		2 3 4 5 6 7 8 9 10 10 11 12 13 14 15 17 18	<ul> <li>Update/Display Personnel Data</li> <li>Update/Display Deduction Data</li> <li>Update/Display Gross Data</li> <li>Update/Display Withholding Data</li> <li>Update/Display Withholding Data</li> <li>Update/Display YTD/Fiscal Data</li> <li>Update/Display PECA/Medicare Adjustments</li> <li>Update/Display FICA/Medicare Adjustments</li> <li>Update/Display Garnishment Vendor Data</li> <li>Add Earnings History Record</li> <li>Update/Display Earnings History / Transfe</li> <li>Print Earnings History</li> <li>Calculate and Display An Employee's Pay</li> <li>Delete Employee</li> <li>Update/Display Leave YTD/Balance Data</li> </ul>	s r Gross Earnings		
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	Input Employee N F16 to Exit, F18 F1-9 = Choose f	umber or N Clear emplo rom Selectio	lame or yee filte n Above	SSN - r	Press En	ter Key	1			l
ENTEE F1 F2 F16 F12 F13 F18 €	F3 F4 F5 F6	F7 F8 F	-9 F10	H	elp	F15	2	13.	02.00	
p Actior	1									
Enter to Step	he employee number 5.	er or the S	SN in th	e Inp	out field	l, seleo	ct	🖌 (Er	nter), <b>an</b>	a <b>d</b> proo
If the end of the end	employee number and the Name field, of	nd the SSN r Social Se	are unk curity N	nown Iumbe	n, enter er in the	the en SSN j	iploye field, c	e's con and set	mplete d lect Ent	or pari er.
Enteria matchi	ng a complete or pa ing the search criter	rtial name ria enterea	e in the I l. Proce	Vame ed to	field di. Step 4.	splays	the re	esults i	nost clo	sely

Update/Display Garnishment Vendor Data PAYF1 Select Employee Filter set: Status Current Order Name	PAYFIND	а	llendor Dat						
Filter set: Status Current Order Name		-	venuor vue	lsnment Loyee	play Garn elect Emp	date/Dis S	U		
Current	Current Order Name			5	•		tus	set: S	Filter
Fkey         Name         Empno         SSN         Loc         C1s         Cert         Pens         ContMo         Job         Stat           Enter         AD2ER, TA2         88127         999-08-8127         111         4         N         2         10         3         A           1         AD20CK, FR2DDA         89375         999-08-9375         8014         3         N         0         4         A           2         AD3M, SA3         89094         999-08-9957         8014         3         N         0         4         A           3         AD4IR, CE4ESTA         89957         999-08-9957         8014         3         N         0         4         A           4         AD4IR, LE4MA         87557         999-08-9557         8012         21         N         0         28         A           5         AI2EN, LA2ARO         89351         999-08-9351         3050         24         N         0         41         A           6         AL2NZO, EF2EN         8723         999-08-9128         8013         42         N         0         42         A           7         AL9ARD, RI9ARDA         89128	13         .oc       C1s       Cert       Pens       ContMo       Job       Stat       MtD         111       4       N       2       10       3       A         8014       3       N       0       4       A         111       14       C       2       11       18       A         111       14       C       2       11       18       A         8014       3       N       0       4       A         8012       21       N       0       28       A         3050       24       N       0       41       A         111       2       C       2       10       2       A         8013       42       N       0       42       A         8013       42       N       0       42       A	Loc 111 8014 111 8014 8012 3050 111 8013 8013 2055	SSN 999-08-8127 999-08-9375 999-08-9094 999-08-9557 999-08-7557 999-08-9351 999-08-9128 999-08-9128 999-08-9417	Empno 88127 89375 89094 89957 87557 89351 87223 89128 89417 90422		r	2DDA ESTA MA RO 2EN BARDA BGRET	Current Name AD2ER, TA AD20CK, I AD3M, SA AD4IR, CE AD4IR, HE AI2EN, LA AL2NZO, I AL9ARD, I AM8YA, M	Fkey Enter 1 2 3 4 5 6 7 7 8

	PCG Dist=8991	Rel=16.03.00 09	9/21/2016 PCW 00	SV C:\DEVSYS	C:\SECOND	WHITE	
Sta	tus Active		Update/Disp	lay Garnishme	ent Vendor Da	ita	PAYDM301
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		coproyee.					
1	)ed Code	Descripti	ion Ver	dor Number	Vendor	Name	
	26	COURT W/H					
	NOTE: *	= Available f	For deletion -	Garnishment	(s) not in pa	uroll.	
					,	·····	
	e changed t 7►%	o update	6 <b>T</b>	ra 🔲 ra 🔐 ra	<b>Y N A</b>		13.03.00
F16	■ F17 🗐 F18 🗍		Per Ded	Grs W/H L	v Ytd Help	Adj FICA Gar	

Enter the appropriate amount on the employee's Deduction screen corresponding to the deduction code displayed. Refer to Procedure B: Updating/Displaying Deduction Data for instructions.

Step	Action
5	Verify Employee, Ded Code Description, and Vendor Name fields have defaulted correctly.
	PCGenesis automatically defaults these entries based on the entries in the employee's Deduction record and the Financial Accounting and Reporting (FAR) system's VENDOR file. Refer to Procedure B: Updating/Displaying Deduction Data for the instructions to modify these fields' entries.

Step	Action
6	Enter the vendor's number or select the drop-down selection icon in the <b>Vendor Number</b> field to select the vendor's information from the <i>PCG Select Value dialog box</i> .
	When the Update/Display Garnishment Vendor screen redisplays with the vendor's information populated within the field, proceed to Step 7.
	<b>To delete a garnishment vendor's information:</b> Continue to select the spacebar within the field to delete the existing entry, and proceed to <i>Step 7</i> .
	Delete a garnishment vendor's information if the vendor has no outstanding garnishments. If the vendor's information may be deleted, an asterisk (*) will be displayed to the left of the Deduction Code field, and the "NOTE: * = Available for deletion – Garnishment(s) not in payroll." message will be displayed. <u>Do not delete</u> a garnishment vendor until W2 processing is complete for the current year.
7	Select (Enter).
	Select $\mathbf{F3} \stackrel{\frown}{\Longrightarrow} (\mathbf{F3} - \mathbf{Print this data})$ to obtain a screen print of the <i>Update/Display</i>
	<i>Garnishment Vendor Data</i> screen. The screen print file will be available in the print queue
	with the name <i>PSCNnnnn</i> .

	PCC	6 Dist=8991	Rel=16.03.00	09/21/2016	PCW 001 S	V C:\DEVSYS	C:\SECONI	)	WHITE		x
Sta	atus	Active		Updat	te/Displa	y Garnish	ment Vend	lor Data		PAYDM	301
			Employee:	87431	AM2ROSE,	NU2					
	Ded	Code	Descri	ption	Vendo	r Number	Ve	ndor Name			
		26	COURT W/H		1	<u>6                                    </u>	VENDOR (	00016			
									_		
		NOTE: *	= Availablo	₽ for delo	etion - G	arnishmen	t(s) not	in payrol	1.		
Val	<mark>ida</mark>	tions pa	ssed. Save	your cha	nges.	-					
	÷ ∽	<u>1▶≵ <sub>F2</sub>◀約</u>	F3 🖨 F4 🎑	F5 67 F6 14		🖬 <sub>F9</sub> 66' <sub>F</sub> re W/H	10 Y FH	F12 Help Adi	FIS Q	13.03.	. 88

Georgia Department of Education March 4, 2024 • 3:20 PM • Page 126 of 131 All Rights Reserved.

Step	Action
8	Verify "Validations passed. Save your changes." displays and select <b>F8</b> – Save changes).

The following screen displays:

PCG Dist=8	8991 Rel=16.03.00 09/21/	2016 PCW 001 SV C:\DEVSYS	C:\SECOND WH	ITE WE OWN - In-	
Status Acti	ve U	Ipdate/Display Garnish	ment Vendor Data		PAYDM301
	Employee: 874	i31 AM2ROSE, NU2			
Ded Code	Description	Vendor Number	Vendor Name		
26	COURT W/H	<u>16</u>	VENDOR 000016		
NOTE:	* = Available for	deletion - Garnishmen	t(s) not in payroll.		
Data saved ENTER ▶ &					13.03.00
		Per Ded Grs W/H	Ly Ytd Help Adj F	ICA Gar	
Actio					
Acuo	11				
Verity	y Data saved" d	lisplays, and select	E F16 (F16 – E	xit) to return	to the Updat

Current Order Name         Filter set: Status         Input:		Updat	e/Display Garnishmen Select Employe	t Vendor Dat e	ta		WHI				PAYFI	ND
Input:       13         Fkey       Name       Empno       SSN       Loc       C1s       Cert       Pens       ContMo       Job       Stat       Mth         1       BE7M, KR7S       89730       999-08-9730       3050       4       N       2       10       3       A         2       BE7KETT, TO7RIE       88946       999-08-8946       8010       13       N       2       12       17       A         3       BA3R, FL3RRIE       88222       999-08-8222       8014       15       N       0       20       A         4       AS9BY, RA9HAL       88768       999-08-8768       3050       15       N       2       12       20       A	Fi	ilter set: Status				I	Currei Name	nt Or	der			
13         Fkey Name       Empno       SSN       Loc       C1s       Cert       Pens       ContMo       Job       Stat       Mth         1       BE7M, KR7S       89730       999-08-9730       3050       4       N       2       10       3       A         2       BE7KETT, TO7RIE       88946       999-08-8946       8010       13       N       2       12       17       A         3       BA3R, FL3RRIE       88222       999-08-8222       8014       15       N       0       20       A         4       AS9BY, RA9HAL       88768       999-08-8768       3050       15       N       2       12       20       A		Input:										
	Fk	key Name 1 BE7M, KR7S 2 BE7KETT, T07RIE 3 BA3R, FL3RRIE 4 AS9BY, RA9HAL	Empno 89730 88946 88222 88768 88728	SSN 999-08-9730 999-08-8946 999-08-8222 999-08-8768	Loc 3050 8010 8014 3050	C1s 4 13 15 15	Cert N N N N	Pens 2 2 0 2	ContMo 10 12 12	Job 3 17 20 20	Stat A A A A	13 Mth
5 AD2ER, TA2 88127 999-08-8127 111 4 N 2 10 3 A		<ul> <li>BA3R, FL3RRIE</li> <li>AS9BY, RA9HAL</li> <li>AD2ER, TA2</li> </ul>	88222 88768 88127	999-08-8222 999-08-8768 999-08-8127	8014 3050 111	15 15 4	N N N	0 2 2	12 10	20 20 3	A A A	
				N	<b>N</b> CH <b>1</b>	Dura						
Input Employee Number or Name or SSN - Press Enter Key F16 to Exit, F18 Clear employee filter F1-9 = Choose from Selection Above		Input F16 to F1-9	Employee Number or Exit, F18 Clear emp = Choose from Select	Name or S loyee filter ion Above	SSN -	Pres	5 Ento	er Ke <u>i</u>	y			
Input Employee Number or Name or SSN - Press Enter Key F16 to Exit, F18 Clear employee filter F1-9 = Choose from Selection Above F1 F2 F3 F4 F5 F6 F7 F8 F9 F0 ▼ F15	ENTER FIG	Input F16 to F1-9	Employee Number or Exit, F18 Clear emp = Choose from Select F5 F6 F7 F8	Name or S loyee filter ion Above F9 F10 T	SSN -	Pres	5 Ento	er Kej	ب ۹		13.02	2.00
Input Employee Number or Name or SSN - Press Enter Key F16 to Exit, F18 Clear employee filter F1-9 = Choose from Selection Above F1 F2 F3 F4 F5 F6 F7 F8 F9 F0 T F15 F6 F7 F8 F9 F0 T F15	ENTER F16	Input F16 to F1-9	Employee Number or Exit, F18 Clear emp = Choose from Select F5 F6 F7 F8	Name or S loyee filter ion Above	SSN -	Pres:	s Ento	er Keg	پ ۹		13.02	2.00

Step

11

🔲 PCG Dist=8991	Rel=13.01.00	03/20/2013 PCW 001	C:\DEVSYS C:\SECOND	WHITE	
		F	°ayroll System		PAYUPDTP
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	- Add Nev	v Employee			
2 3 4 5 6 7 8 9 10 10 11 12 13 14 15 17 7 8	Update/            Print Ea            Calculat            Delete E            Update/            Deletailed	Display Personnel Da Display Gross Data Display Withholding E Display Withholding E Display Current Leave Display TD/Fiscal Da Display FICA/Medicard Display FICA/Medicard Display FICA/Medicard Display Earnings Hist rnings History Record Display Earnings Hist rnings History e and Display An Emp Employee Display Leave YTD/Ba I Pay Stub - Employee	ta ta e Usage Data ata e Adjustments Vendor Data ory / Transfer Gross Ea ployee's Pay alance Data Message	rnings	
Master User <sub>List</sub>	PAY VEND MONITOR				12.02.00
Action					
Select <b>FIE</b>	<b>F16</b> · return t	•Exit) to retur o the <i>Busines</i>	n to the Payro s Applications	ll System Mas Master Menu	<i>ter Menu</i> , or sel

### Appendix A: PCGenesis Federal Tax Calculation Method

### 1. Percentage Method Tables for Automated Payroll Systems

If you have an automated payroll system, use the worksheet below and the Percentage Method tables that follow to figure federal income tax withholding. This method works for Forms W-4 from 2019 or earlier and Forms W-4 from 2020 or later. This method also works for any amount of wages. If the Form W-4 is from 2019 or earlier, this method works for any number of withholding allowances claimed.

# Worksheet 1. Employer's Withholding Worksheet for Percentage Method Tables for Automated Payroll Systems Keep for Your Records

### Table 3:

Semiannually	Quarterly	Monthly	Semimonthly	Biweekly	Weekly	Daily
2	4	12	24	26	52	260

### Step 1. Adjust the employee's wage amount

<b>1a.</b> Enter the employee's total taxable wages this payroll period	1a \$
<b>1b.</b> Enter the number of pay periods you have per year (see Table 3)	1b
<b>1c.</b> Multiply the amount on line 1a by the number on line 1b	1c \$

If the employee **HAS** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

<b>1d.</b> Enter the amount from Step 4(a) of the employee's Form W-4	1d \$
<b>1e.</b> Add lines 1c and 1d	1e \$
<b>1f.</b> Enter the amount from Step 4(b) of the employee's Form W-4	1f \$
1g. If the box in Step 2 of Form W-4 is checked, enter -0 If the box is not checked,	enter \$12,900 if
the taxpayer is married filing jointly or \$8,600 otherwise	1g \$
<b>1h.</b> Add lines 1f and 1g	1h \$
1i. Subtract line 1h from line 1e. If zero or less, enter -0 This is the Adjusted Annu	ial Wage
Amount	. 1i \$

If the employee **HAS NOT** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

1j.	Enter the number of allowances claimed on the employee's most recent Form W-4 1j \$	
1k.	• Multiply line 1j by \$4,300	5
<b>1l.</b>	Subtract line 1k from line 1c. If zero or less, enter -0 This is the Adjusted Annual Wa	ge
	Amount	

**Step 2. Figure the Tentative Withholding Amount** based on the employee's Adjusted Annual Wage Amount; filing status (Step 1(c) of the 2020 Form W-4) or marital status (line 3 of Form W-4 from 2019 or earlier); and whether the box in Step 2 of 2020 Form W-4 is checked.

Note. Don't use the Head of Household table if the Form W-4 is from 2019 or earlier.

mployee's Adjusted Annual Wage Amount from line 1i or 11 above 2a \$	\$
w in the appropriate Annual Percentage Method table in which the amount of	n line 2a is
amount in column A but less than the amount in column B, then enter here th	e amount
In A of that row $\dots \dots \dots$	\$
mount from column C of that row $\dots \dots 2c$ \$	š
ercentage from column D of that row2d	%
e 2b from line 2a	š
e amount on line 2e by the percentage on line 2d 2f \$	)
$2\mathbf{g}$	5
amount on line 2g by the number of pay periods on line 1b. This is the <b>Tenta</b>	tive
ng Amount	\$
amount in column A but less than the amount in column B, then enter here th in A of that row2b \$mount from column C of that row2c \$ercentage from column D of that row2d _ie 2b from line 2a, 2e \$e amount on line 2e by the percentage on line 2d2f \$c and 2f	ie amour § § § § tive §

### Step 3. Account for tax credits

<b>3a.</b> If the employee's Form W-4 is from 2020, enter the amount from Step 3 of that form; otherwise	
enter -0	
<b>3b.</b> Divide the amount on line 3a by the number of pay periods on line 1b	
<b>3c.</b> Subtract line 3b from line 2h. If zero or less, enter -0	_

#### Step 4. Figure the final amount to withhold

4a. 4a Enter the additional amount to withhold from the employee's Form W-4 (Step 4(c) of the 2020
form or line 6 on earlier forms)
4b. 4b Add lines 3c and 4a. This is the amount to withhold from the employee's wages this pay
period

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