

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/12/2023	Section B: Payroll Update Processing
	[Topic 6: Delete Employee Information, V2.3]

Revision History

Date	Version	Description	Author
12/12/2023	2.3	23.04.00 – Update main payroll menu screenshots.	D. Ochala
05/10/2016	2.2	16.01.00 – Update Logo and Footers.	S. Scrivens
01/07/2014	2.1	13.04.00 – Update DOE logo and screenshots.	D. Ochala
07/07/2008	2.0	08.02.00 – Added updated <i>Select Employee</i> screen information and instructions.	C. W. Jones

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Overview

Employee record deletion includes the following procedures:

• Creating a listing of employee records without earnings history information to determine if the records require removal from PCGenesis. Refer to *B1*. *Employees with No Earnings History Report* – *Example* for an example of this report.

This procedure will not remove employees' information if the **Include on CPI**? flag has been set to **Y** (Yes). The *Earnings History Report* will identify the records of this type. Refer to *Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information* for the instructions to reset the **Include on CPI**? flag.

- Deleting specific employee's records and generating a listing of the records deleted. Refer to *C1. Individual Employee Records with No Earnings History/Removed from Payroll File Example* for an example of this report.
- Deleting employee records without earnings' history information and generating a listing of the records deleted. Refer to D1. Multiple Employee Records with No Earnings History/Removed from Payroll Master File Report Example for an example of this report.

The following guidelines apply to deleting employee information:

- PCGenesis does not allow the deletion of employee records with earnings history information until the user removes the information from the PCGenesis *HISTORY* file.
- *Inactivating* an employee's record allows the clearing of all gross salary information, and prevents payroll processing for the employee. For example, when an employee is on leave without pay, or when an employee will not receive pay during a specific time frame, the record should be *inactivated*. For the employee to be included in payroll processing at a later point in time, reactivate the employee's record; that is, the PCGenesis user must reverse the *inactivation*. (On the other hand, when deleting the employee's record, re-enter all of the employee's payroll information.

Selecting F15 - Description Code Lookup) and Help (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: Printing the Employees without Earnings History Report

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

	PCG Dist=8991	Rel=23.04.00 12/11/2023 DOD 001	SV K:\SYSTEM K:\SECOND Payroll System	WHITE	— □ × Paym0000
	FKey 		Master Menu		
	2	Payroll Setup Menu Payroll Update Menu Payroll Check & Direct Dep	osit Menu		
		Annual Reports Menu Monthly/Quarterly/Fiscal/Bi	iennial Reports Menu		
	9 10 11 12	Employee Reports/Labels I Update/Display Description Earnings History Menu Check Reconciliation Menu Update/Display Payroll Moi Special Functions Menu	n/Deduction/Annuity Menu		
	_20	File Reorganization			
					23.94.99
F		PAY VEND MONITOR MONITOR			23.04.00
p	Action				
	Select 1	3 (F13 - Special Fu	nctions Menu).		

	📁 PCG Dist=6421 Rel=13.04.00	0 01/02/2014 PCW 003 SV C:\DEVSYS C:\SECOND Payroll System	WHITE	<u>_ 7 ×</u> Paymo013
	FKey	Special Functions Menu		
		//Update Pay Schedules valid Budget Accounts in Payroll		
	4 Mainta 5 Reset I 6 Payroll 7 Delete	thholding/Control Menu in/Print State File Menu Payroll Amounts Menu Mass Update Menu Employee Menu Export/Import Menu		
	Master Userlist Pro-			88.83.88
ep	Action			
3	Select 7 (F7	- Delete Employee Menu).		

	2CG Dist=6421 Rel=13.04.00 0	01/02/2014 PCW 003 SV C:\DEVSYS C:\SECOND Payroll System	WHITE	
	FKey	Delete Employee Menu		
	 _1 List Emplo	oyees With No Earnings History		
	5 Delete Fro	om File & List Employees With No Earnings Hi	story	
	9 Delete Ind	lividual Employee(s) & Print List		
Master				
F16	I III WORD MONITOR MONITOR			
Master F16				
F16	Action Select (F1 -]	List Employees With No Earning		
F16	Action Select (F1 - 1) "Processing Require	List Employees With No Earning est "briefly displays. The Payro		Employee Menu
F16	Action Select (F1 - 1 "Processing Requiredisplays.	est "briefly displays. The Payro	ll System – Delete	
F16	Action Select (F1 - 1 "Processing Requiredisplays.	1,0	ll System – Delete	
F16	Action Select (F1 -) "Processing Requiredisplays. To print the repo	est "briefly displays. The Payro	ll System – Delete ger: Select	(Uqueue).
F16	Action Select (F1 -) "Processing Requiredisplays. To print the repo Follow the instruct	est "briefly displays. The Payro rt via the Uqueue Print Manag rt via Microsoft® Word: Select tions provided in the <u>Technical S</u>	er: Select (MS WO (MS WO (System Operations	(Uqueue). ORD). <u>Guide</u> , User Interface
F16	Action Select (F1 - 1 "Processing Requiredisplays. To print the repo Follow the instruct Procedures, Creat	est "briefly displays. The Payro rt via the Uqueue Print Manag rt via Microsoft® Word: Select tions provided in the <u>Technical S</u> ing the Microsoft®-PCGenesis (Il System – Delete ger: Select ct wor (MS WO System Operations QWORD Macro fo	(Uqueue). ORD). <u>Guide</u> , User Interface
F16	Action Select (F1 - 1 "Processing Requiredisplays. To print the repo Follow the instruct Procedures, Creat	est "briefly displays. The Payro rt via the Uqueue Print Manag rt via Microsoft® Word: Select tions provided in the <u>Technical S</u>	Il System – Delete ger: Select ct wor (MS WO System Operations QWORD Macro fo	(Uqueue). ORD). <u>Guide</u> , User Interface
F16	Action Select (F1 -) "Processing Requiredisplays. To print the repo Follow the instruct Procedures, Creat create the macro n	est "briefly displays. The Payro rt via the Uqueue Print Manag rt via Microsoft® Word: Select tions provided in the <u>Technical S</u> ing the Microsoft®-PCGenesis (Il System – Delete ger: Select Tot System Operations OWORD Macro fo e appropriate.	(Uqueue). PRD). <u>Guide</u> , User Interface or Report Printing to

B1. Employees with No Earnings History Report – Example

This procedure will not remove employees' information if the **Include on CPI**? flag has been set to **Y** (Yes). The *Earnings History Report* will identify the records of this type. Refer to *Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information* for the instructions to reset the **Include on CPI**? flag.

EMPNO	EMPLOYEE NAME	STATUS	SOC SEC NO	LOC	CLASS	TERM DATE	TERM CODE	CPI FLAG	
89452	MELOTEE NAME WESDON, IRSIN WHSTLOCK, RESONA WHSTTEN, LISETH WHSTTEN, LISETH WHSTTINGTON, CHNTAY WH4AT, CE4INDA WH4TMORE, FR4D WH7ILEY, GO7ZALO WH7TLEY, GO7ZALO WH7TLEY, GO7ZALO WH7TLEY, GO7ZALO WH7TLEY, MAYANO WH7ILEY, MAYANO WH7ILEY, MAYANO WH7ILEY, MAYANO WH7ILEY, MAYANO WHSILNCHAM, SCSTIE WISBURN, GU6 WIGHELM, DE6N WI7G, DE7MY WISDHAM, RISHIE WOSFORD, ANSONE WY2IE, MAYANI YA2IL, LE8 ZESEDA, CH9RITA ZESEDA, LOSD	т	999-08-9452	8010	03	06/30/97	9	N	
88303	WH3TLOCK, RE30NA	т	999-08-8304	0401	06	09/01/95	5	N	
86961	WH3TTEN, LI3ETH	т	999-08-6962	0301	02	12/19/90	1	N	
86962	WH3TTEN, LI3ETH	Т	999-08-6962	0301	02	12/19/90	1	N	
86670	WH3TTINGTON, CH3NTAY	Т	999-08-6671	8010	02	06/08/92	1	N	
87521	WH4AT, CE4INDA	Т	999-08-7521	0301	10	06/08/91	5	N	
86697	WH4TMORE, FR4D	Т	999-08-6697	8010	03	10/01/12	9	N	
89650	WH7TLEY, GO7ZALO	Т	999-08-9652	0101	02	09/01/95	5	N	
89651	WH7TLEY, GO7ZALO	Т	999-08-9652	0101	02	09/01/95	5	N	
88154	WH7TLEY, MA7IANO	Т	999-08-8154	0050	03	06/30/21	9	N	
87195	WH9TSON, TH9DDEUS	Т	999-08-7195	0050	06	05/12/89	1	N	
88943	WI2ES, GI2O	Т	999-08-8944	0050	02	06/07/95	1	N	
87106	WI3HERS, JA3EE	Т	999-08-7106	0050	04	10/05/90	5	N	
88761	WI3STEAD, IZ3TTA	Т	999-08-8761	0301	10	03/01/91	1	N	
86639	WI4LOUGHBY, SE4MOUR	A	999-08-6639	0101	02			Y	
86638	WI5LINGHAM, SC5TTIE	Т	999-08-6638	0401	02	04/30/90	1	N	
89677	WI6BURN, GU6	Т	999-08-9677	0401	02	05/01/92	1	N	
86457	WI6HELM, DE6N	Т	999-08-6458	0401	02	06/30/06	9	N	
87775	WI7G, DE7MY	Т	999-08-7775	0301	05	06/08/92	1	N	
88843	WI8DHAM, RI8HIE	Т	999-08-8843	0301	11	10/01/12	9	N	
88718	WO5FORD, AR5ENTINA	Т	999-08-8719	0050	05	06/30/97	9	N	
88795	WOSFORD, ANSONE	Т	999-08-8795	8010	03	09/01/95	5	N	
88644	WY2IE, MA2ALI	Т	999-08-8644	8010	07	03/09/90	1	N	
88459	YASZIE, LES	Т	999-08-8461	0050	03	09/30/14	9	N	
88172	ZE9EDA, CH9RITA	Т	999-08-8173	8010	03	09/01/95	5	N	
89672	ZE9EDA, LO9D	Т	999-08-9672	8010	03	04/01/89	4	N	
	*** TOTAL EMPLOYEES WITH NO	EARNINGS AND N		***					

The final page of the report lists overall employee totals.

Procedure C: Deleting Individual Employee Information

Ste

P	CG Dist=8991 R	Rel=23.04.00	12/11/2023	DOD 001			ND	WHITE		_		×
					Payrol:	L System					PAYMO	000
	FKey 				Maste	r Menu						
	2 -	Payroll Payroll Payroll	Update M	enu	posit Menu							
	4 - 5 -	- Annual - Monthly	Reports M //Quarterly	lenu //Fiscal/I	Biennial Re	ports Men	IJ					
	9 - 10 - 11 - 12 - 13 -	Employ Update/ Earning Check F Update/ Special File Red	Display D s History Leconciliat Display P Functions	escriptic Menu tion Men ayroll M Menu	on/Deductio u	n/Annuity	Menu					
	^{User} list Vor A	PAY VEND									23.04	. 00
Ē	Action											
		Indata	Manua	Sala	ot E2 (D		Indata	Manu				
	Payroll U	puate.	wienu:	Sele	CL F 🖌 (P	ayroll (puate	wienu)	•			
-					[×]	•	-					

📒 PCG Dist=6421 Rel:	=13.04.00 01/02/2014 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
	Payroll System		PAYUPDTP
FKey	Payroll Update Menu		
	Add New Employee		
2	Update/Display Personnel Data		
	Update/Display Deduction Data		
	Update/Display Gross Data		
	Update/Display Withholding Data		
	Update/Display Current Leave Usage Data		
	Update/Display YTD/Fiscal Data		
	Update/Display Deduction Adjustments		
	Update/Display FICA/Medicare Adjustments Update/Display Garnishment Vendor Data		
	opuale/Display Galifishinent venuur Data		
11	Add Earnings History Record		
	Update/Display Earnings History / Transfer Gross Earnings	;	
	Print Earnings History		
14	Calculate and Display An Employee's Pay		
	Delete Employee		
	Update/Display Leave YTD/Balance Data		
	Detailed Pay Stub - Employee Message		
			13.02.00
Master Userlist			10.02.00
FIG CONTES NORT			1

For **Step 1-F2** selections, the following screen displays:

For **Step1-F13** selections, the following screen displays:

🔲 P	CG Dist=	=6421	Rel=1	3.04.00	01/02	2/2014	PCW 0	03 SV	C:\DEV	sys c	SEC ON	ND	V	VHITE		_ 8 ×
								Pay	roll	Syste	M					PAYM0013
		FKey					Sp	ecial	Func	tions	Menu	I				
		1	п	ionlou	llado		Sched	اسامه								
		2					Accou		Payrol	1						
		3 4 5 6 7 8	M R P D	laintai eset P ayroll elete I	n/Print 'ayroll Mass Employ	State Amou Updat yee M		enu :nu u								
		8	P	ayroll	Expor	YImpo	rt Men	u								
Master	User _{list}															08.03.00
F16		Word -S	PAY	VEND												

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Step	Action
2	For Step 1-F2 selections: Select 15 (F15 - Delete Employee), and proceed to Step 4.
	For Step 1-F13 selections: Select 7 (F7 - Delete Employee Menu), and proceed to Step
	3.

For **Step 1-F13** selections, the following screen displays:

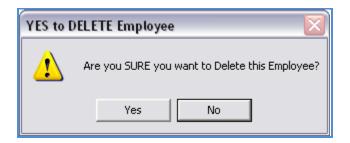
	PCG Dist=6421 Rel=13.04.00	01/02/2014 PCW 003 SV C:\DEVSYS C:\SECOND Payroll System	WHITE	
	FKey	Delete Employee Menu		VOIDHENU
		ployees With No Earnings History		
		From File & List Employees With No Earnings	History	
	9 Delete I	ndividual Employee(s) & Print List		
	ster Userlist			
F16				
ер	Action			
3	Select 9 (F9	- Delete Individual Employee(s)	& Print List).	

🔲 PCG Dist=6421 Rel=13	.04.00 01/02/2014 PCW	/ 003 SV	C:\DEVSYS C:\S	ECOND		WHI	TE				_ 8 ×
	Employee Select									PAYF	IND
Filter set: TRS,St	atus					Current Order Emp Number					
I	nput:										13
Fkey Name 1 AD2ER, TA2		Empno 88127	SSN 999-08-8127	Loc 198	C1s 20		Pens 2	ContMo 10	Job 478	Stat A	
	nput Employee Numb 16 to Exit, F18 Cl				Pres	s Ent	er Ke <u></u>	,			
	1-9 = Choose from										
	F4 F5 F6 F7	F8	F9 F10				F15	Q		13.0	2.00
i6 年 517 部 F18 😿	PGUP A PGDN			H	elp						
Action											
Enter the nur	nber in the Inp	ut field	d, select E	nter	, and	pro	ceed	to Ste	ep 5		
	vee number is u				,	-			•		tial n
0 1 0	or Social Securi							1		-	
partial name	in the Name fie	eld disp	plays the r	esult	ts mo	ost cl	osely	y mate	chin	g th	e sear
entered. Sele	ect Enter or the	Funct	ion key co	rresp	oond	ing t	o the	e empl	loye	e's i	record

Fke Ent 3 3 4 5 6 7 8 9	ilter set: TRS, Status Current key Name TA8BOT, FA8IAN 1 TA9OR, D090VAN 2 TE7PLETON, J07A 3 TEST, BARBARA D. 4 TH2RN, WA2DO 5 TH3BODEAUX, MU3RAY 6 TI4LEY, CL4SSIE 7 TI4US, R04EO 8 TO2LIVER, AG2STIN 9 TO5LIN, Y05HIE	Employee Delet Select Employee 88737 88664 89394 22222 89015 88870 89845 89621 88871 89164	 SSN 999-08-8737 999-08-8664 999-08-9394 899-22-2222 999-08-9015 999-08-8870 999-08-8875 999-08-98455 999-08-98451 999-08-8871 999-08-9164 	Loc 109 189 2050 198 111 106 109 198 199		Curren Name Cert C N C C N C C N C N		er 10 12 10 10 10 10 10 10 10 11 12			13
Fke Ent 1 2 3 4 5 6 7 8 9 9	Current key Name nter TA8BOT, FA8IAN 1 TA90R, D090VAN 2 TE7PLETON, J07A 3 TEST, BARBARA D. 4 TH2RN, WA2DO 5 TH380DEAUX, MU3RAY 6 TI4LEY, CL4SSIE 7 TI4US, R04E0 8 TO2LIVER, AG2STIN 9 TO5LIN, Y05HIE	Empni 88737 88664 89394 22222 89015 88870 89845 89621 88871 89164	SSN 999-08-8737 999-08-8664 999-08-9394 899-22-2222 999-08-9015 999-08-8870 999-08-8870 999-08-8871 999-08-8621 999-08-8671 999-08-9164	109 189 2050 198 111 106 109 198	C1s 7 12 7 21 21 7 7 8	Name Cert C N C C N N C C C C	Pens 2 2 2 2 2 2 2 2 2 2 2 2 2 2	ContMo 10 12 10 10 10 10 10 10 10	130 420 171 106 436 436 107 106 114	Stat A A A A A A A A A	
Ent 1 2 3 4 5 6 7 8 9 9	key Name nter TA8BOT, FA8IAN 1 TA9OR, D090VAN 2 TE7PLETON, J07A 3 TEST, BARBARA D. 4 TH2RN, WA2DO 5 TH3BODEAUX, MU3RAY 6 TI4LEY, CL4SSIE 7 TI4US, R04EO 8 TO2LIVER, AG2STIN 9 TO5LIN, Y05HIE	88737 88664 89394 22222 89015 88870 89845 89621 89845 89621 88871 89164	999-08-8737 999-08-8664 999-08-9394 899-22-2222 999-08-9015 999-08-8870 999-08-8870 999-08-9845 999-08-9621 999-08-8871 999-08-8164	109 189 2050 198 111 106 109 198	7 12 7 21 21 7 7 8	C N C N N C C C	2 2 2 2 2 2 2 2 2 2 2 2 2	10 12 10 10 10 10 10 10 11	130 420 171 106 436 436 107 106 114	Stat A A A A A A A A A	
Step			Ve								
	or PgUp F16-new F1-9 = der changed to Alpha F1 F2 F3 F4	//PgDn = Previo search, F18-Clear Choose from Selec F5 F6 F7 F8			-lo.	_	FIS			13.02	2.00
	Action										
	Select Enter (Enter select (Enter)		(Name). elect Empn er: Select	D (Er SSN	mpno	o). (SN).		o the ompu	_		

	PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE — — X PERSONNEL/PAYROLL ***** Delete Employee PAY15
Emp Sex	atus T TERMINATED D. no. 89672 Pay Loc 8010 Location 008010 Class 3 SUBSTITUTES, INSTR < Code F Work Loc 201 Location 000201 Job 5 INSTRUCTIONAL-SUBS < Stat S SSN 999 8 9672 Ethnic 99 UNSPECIFIED
Cit	tress 1328 MÁIN STREET ty/State SMITH, GA o code 33333
Hir	rthdate 90152 Sick Bank N re date 22089 Rehire date Hours Per Day rm date 40189 Term reason 4 ADUANCED STUDY
St	***** Tax Data ***** ate Mar Stat C Fed Mar Stat S Fed Withhold Code 0 Fed Amt/% Allow M[0]D[00] Fed Exempt 00 State Withhold Code 0 State Amt/% < Switches: Fed Y State Y FICA Y Retire N
ENTE F16	✓ F1 ► Â F2 ◀ Â F3 ● F3 ●
)	Action
	Select F18 − Delete Employee).
	If the employee's Include on CPI? flag has been set to Y (Yes), the "Employee Has Include on CPI Set to Y *** Cannot be Deleted" message displays at the bottom of the screen. In
	this instance, reset the employee's Include on CPI ? flag to N (No). Refer to the Overview for additional information.

The following dialog box displays:



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Step	Action
7	Select Yes (Yes).

The following dialog box displays:

Success	ful 🛛 🔀
(j)	Employee 9 was deleted.
	ОК

Step	Action
8	Select OK (OK).

The following screen displays:

	PCW 003 5V (ee Deletic t Employed	on	ECOND		WHI	TE			PAYE	<u> </u>
Filter set: TRS,Status				(urrei Name	nt Ori	ler			
Input: Fkey Name <u>1</u> TEST, BARBARA D. <u>2</u> AD2ER, TA2	Empno 22222 88127	SSN 899-22-2222 999-08-8127	Loc 2050 198	C1s 7 20	Cert C N	Pens 2 2	ContMo 10 10	Job 106 478	Stat A A	13 Mth
Input Employee Nu F16 to Exit, F18 F1-9 = Choose fr	Clear empl	Loyee filter	SN -	Press	; Ento	er Kej)			
ENTER F1 F2 F3 F4 F5 F6 F16 F27 F18 F28 F207 F207 F2007 F2007 <td>F7 F8</td> <td>F9 _{F10}</td> <td>He</td> <td>lp</td> <td></td> <td>FIS</td> <td>2</td> <td></td> <td>13.0</td> <td>2.00</td>	F7 F8	F9 _{F10}	He	lp		FIS	2		13.0	2.00

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Step	Action
9	Payroll System – Payroll Update Menu: Select FIG – Exit) to the <i>Payroll System</i> - <i>Payroll Update Menu</i> .
	Special Functions Menu: Select $\mathbf{F16}$ (F16 – Exit) to the Payroll System – Payroll Delete Employee Menu, and select $\mathbf{F16}$ (F16 – Exit) to the Payroll System Special Functions Menu.

For **Step1-F2** selections, the following screen displays:

PCG Dist=89	991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE	>	×
	Payroll System	PAYMOOOC)
FH	Key Master Menu		
	 1 Payroll Setup Menu 2 Payroll Update Menu 3 Payroll Check & Direct Deposit Menu		
	4 Annual Reports Menu 5 Monthly/Quarterly/Fiscal/Biennial Reports Menu		
	8 Employee Reports/Labels Menu 9 Update/Display Description/Deduction/Annuity Menu 10 Earnings History Menu 11 Check Reconciliation Menu 12 Update/Display Payroll Monitor 13 Special Functions Menu		
	20 File Reorganization		
			_
Master ^{User} list		23.04.00	1

	PCG Dist=6421 Rel=13.04.00 01/02/2	014 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	
		Payroll System		PAYM0013
	FKey	Special Functions Menu		
	 Display/Update	Pay Schedules		
	2 Print Invalid Bud			
	3 Tax/Withholding 4 Maintain/Print St 5 Reset Payroll An 6 Payroll Mass Up 7 Delete Employed 8 Payroll Export/In	ate File Menu nounts Menu date Menu : Menu		
Mast.	W User Image: Series More and the series			08.03.00
	Action			
)		a the Uqueue Print Manag a Microsoft® Word: Selec		
	Follow the instructions	provided in the <i>Technical S</i>	System Operation	s Guide, User Inte
	Procedures, Creating t	<i>he Microsoft</i> ®- <i>PCGenesis</i> Q sary to use the feature where	QWORD Macro j	
		it) to return to the Payroll S the Business Applications Ma		enu, or select Maste

For **Step1-F13** selections, the *Special Functions Menu* displays.

C1. Individual Employee Records with No Earnings History/Removed from Payroll Master File Report – Example

IPNO EMPLOYEE NAME STATUS SOC SEC NO LOC CLASS	
232 TESTER, JANE A 235-65-4444 06 07 102 WEST FIRST STREET ATLANTA, GA 30000	
*** TOTAL EMPLOYEES DELETED FROM FILE 1 ***	
*** TOTAL EMPLOYEES DELETED FROM FILE 1 ***	

Procedure D: Delete from file and List Employees Records without Earnings History Information

A	PCG Dist=8991	Rel=23.04.00 12/1	1/2023 DOD 001	SV K:\SYSTEM Payroll		WHITE	-	□ Paymø	× 000
	FKey			Master	Menu				
		Payroll Set Payroll Upo Payroll Che	iate Menu	osit Menu					
		Annual Rep Monthly/Qu		iennial Repo	rts Menu				
	9 10 11 12	Employee I Update/Dis Earnings H Check Reco Update/Dis Special Fur	play Description istory Menu inciliation Menu play Payroll Mo	n/Deduction//	Annuity Menu				
	20	File Reorga	nization						
Master F16		PAY VEND MONITOR MONITOR						23.04	. 00
	Action								
	Select	13 (F13 -	Special Fu	nctions I	Menu).				

📒 PCG Dist=6421 Rel=13.04.00 01/02	/2014 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	_ & ×
	Payroll System		PAYM0013
FKey	Special Functions Menu		
3 Ta×/Withholdi 4 Maintain/Print	udget Accounts in Payroll ng/Control Menu State File Menu		
5 Reset Payroll 6 Payroll Mass			
7 Delete Employ	vee Menu		
8 Payroll Export	/Import Menu		
Master ^{User} list			08.03.00

Step	Action
2	Select 7 (F7 - Delete Employee Menu).

🔲 PCG Dist=	6421 Rel=13.04.00 01/02/20	14 PCW-003 SV C:\DEVSYS C:\SECOND Payroll System	WHITE	
	FKey	Delete Employee Menu		TO IDILIO
	 1 List Employees Y	Yith No Earnings History		
	5 Delete From File	& List Employees With No Earnings His	story	
	9 Delete Individual	Employee(s) & Print List		
Master ^{User} list	Nord PAY WEND			
) Acti	0 n			
		te from File & List Employ	ag with No Earrin	a History)
Selec		te from File & List Employ	ees with No Earnin	gs History).

A	PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE	—		×
-	DELETE AND LIST EMPLOYEES		PAY15D	
	This procedure will DELETE ALL employees with NO earnings history!			
	NOTE - Employees with an Include on CPI flag of 'Y' will not be deleted.			
	Third party contractors will not be deleted.			
	Make sure that this is what you want to do !!!			
	ENTER = Continue, F16 = Exit		23.02.	
	ENTER - GOILLING, FIU - EXIL		23.02.	88
D	Action			
)	Action Review the information on the Delete Employee Records without Ea	ırni	ngs H	istory
)		ırni	ngs Hi	istory

_	PCG Dist=6421 Rel=13.04.00 01/02/2014 PCW 003 5Y C:\DEV5Y5 C:\SECOND WHITE	
	Payroll System	VOIDMENU
	FKey Delete Employee Menu	
	1 List Employees With No Earnings History	
	5 Delete From File & List Employees With No Earnings History	
	9 Delete Individual Employee(s) & Print List	
Maste		
Mast. F16	Wertlist Montion <	
Maste F16	err User List PAY IPS Wors PAY Monitor Image: Action	
F16		Jaueue).
F16	Action To print the report via the Uqueue Print Manager: Select (U	
F16		
F16	Image:	D).
F16	Action To print the report via the Uqueue Print Manager: Select (U	D). E <u>uide</u> , User Interface
F16	Image:	D). E <u>uide</u> , User Interface
F16	Image:	D). <u>Guide</u> , User Interface Report Printing to
F16	Image:	D). <u>Guide</u> , User Interface Report Printing to

D1. Multiple Employee Records with No Earnings History/Removed from Payroll Master File Report – Example

		** REMOVED FROM PAYROLL MASTER FILE **					
EMPNO	EMPLOYEE NAME		STATUS	SOC SEC NO	LOC	CLASS	
88795	WO8FORD, AN8ONE 2212 MAIN STREET SMITH, GA	33333	Т	999-08-8795	8010	03	
88644	WY2IE, MA2ALI 2363 MAIN STREET SMITH, GA	33333	Т	999-08-8644	8010	07	
88459	YA8ZIE, LE8 2549 <u>MA</u> IN STREET SMITH, GA	33333	Т	999-08-8461	0050	03	
88172	ZE9EDA, CH9RITA 2839 MAIN STREET SMITH, GA	33333	Т	999-08-8173	8010	03	
	*** TOTAL EMPLOYEES I	ELETED FROM FILE	420 ***				

The total number of employees deleted from the Payroll Master file displays on the final page of the report.

Procedure E: Removing Earnings History Records by Date Range

Refer to the <u>Payroll System Operations Guide</u>, Section I: Special Functions, Topic 6: Payroll Mass Update Employee Information Processing, Procedure H: Remove Earnings History Records by Date Range for instructions.