

# PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/13/2023	Section B:	Payroll Update Processing

[Topic 8: Detailed Pay Stub – Employee Messages, V2.3]

### **Revision History**

Date	Version	Description	Author
12/13/2023	2.3	Update Payroll Menu screenshots.	D. Ochala
03/08/2016	2.2	Update Logo and Footers.	S. Scrivens
01/02/2014	2.1	13.04.00 – Update DOE logo and screenshots.	D. Ochala
03/29/2010	2.0	10.01.00 - New procedure for processing individual employee messages for the new detailed pay stub.	D. Ochala

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#### **Overview**

PCGenesis has the ability to print a unique, individual message targeted to one particular employee or group of employees on the new detailed pay stub. A new option is available on the *Payroll Update Menu* for *Detailed Pay Stub – Employee Message*. This option allows the user to maintain messages for individual employees which will print on the new detailed pay stub. The employee messages print on both pay checks and direct deposits.

The employee messages can be added, updated, or deleted from within the Payroll module. The pay stub message will only be generated when the employee is assigned to a Class Code which has been selected for this payroll, and if the employee is active (Status of 'A'). This feature is available only if '*New Detailed Stub Blnk Stck*' has been selected for the school district's payroll bank code from the *MICR Setup* screen on the *System Utilities Menu*. Also, a list of employee messages can be printed by selecting the print icon rection from the*Employee Message*main screen.

When an employee is terminated or deleted, the employee's message will be deleted since the employee will not receive a payroll check. All employee messages are purged after every payroll run is completed. When the payroll administrator completes the current payroll run and sets up for a subsequent payroll run, all employee messages are deleted.

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

### **Procedure A: Creating, Updating, Displaying Employee Messages for the Detailed Pay Stub – One Employee**

PCGenesis has the ability to print a unique, individual message on the new detailed pay stub targeted to one particular employee or a group of employees. These instructions (*Procedure A*) describe how to create a pay stub message for <u>one</u> employee.

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

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			Reports Menu y/Quarterly/Fiscal	/Biennial Rep	orts Menu				
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	20	File Re	organization						
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	Action								
	Select	2 (F2	- Payroll Up	odate Mer	u).				

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	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> <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>	
Master <sup>User</sup> li F16 🗘 🖓		13.02.00
tep	Action	
3	Select <b>18</b> ( <b>F18</b> – Detailed Pay Stub – Employee Message).	

🔲 🛛 PCG Di	st=6421 Rel=13.04.00 01/02/2014 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	<u>_8×</u>
	Display/Update Employee Message for Detailed Pay Stub	PAYMSG
	Maintain pay stub message for one employee or group of employees?	
	narnearn pay seab message for one emproyee of group of emproyees.	
R	cord selection: One employee O Group of employees	
	ntinue, F3=Print all messages, F16=Exit	12.02.00
р <del></del>		
tep	Action	
4	Select the O (Radio Button) to left of the One employee field.	
5	Select (Enter).	

	▶ PCG Dist=6661 Rel=23.02.00 12/13/2023 ACT 001 SV C:\SQLSYS C:\SECOND WHITE -	×
	Display/Update Employee Message for Detailed Pay Stub PAYMSG	
	Record selection option: One employee	
	Enter the employee number you wish to maintain:	
	Employee No.:	
	Enter=Edit message, F1=Next message, F15=Lookup, 16=Exit	
		00
Step	Action	
6		41
	Enter the employee number. or select the drop-down selection icon is within	the mend to
	Enter the employee number, or select the drop-down selection icon $\blacksquare$ within choose the employee's information.	the field to
	choose the employee's information.	
7	<ul><li>choose the employee's information.</li><li>NOTE: Only active employees (Status of 'A') in a Pay Class selected for this</li></ul>	

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	Name AD2ER, TA2			Empno 88127	SSN 999-08-8127	Loc 198	C1s 20	Cert N	Pens 2	ContMo 10	Job 478	Stat A	
		F16 to Ex:		ear empi	Name or S loyee filter ion Above		Pres	5 Ento	er Ke <u>i</u>	)			
		F4 F5		F8	F9 F10	He	:lp		FIS	Q		13.0	2.00
		1307 - 1307				-		-	-				
ep	Action					_							
8	Enter the	e employe	e number	in the	Input field	l, sele	ct Er	nter,	and p	proceed	l to	Step	10.
					n, enter the nber in the	-			-	-			

or partial name in the Name field displays the results most closely matching the search

criteria entered. Proceed to Step 9.

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ENTER F1 F16 F17 Entr	or P F16-n F1-9 Changed to Alpha F2 F3 F4 F8 7 F4 F8 7 F4 F00 A Ction	gUp/PgD ew sear = Choo F5 F5 FGN▼ Enter)	n = 1 ch, F18- se from F6 F7 ) or sele nter).	Previous -Clear E Selecti F8 	5/Next 10 Re Employee Fil ion Above F9 F10 T F0 T Function k	ter He	2	ondi			nplc		
ENTER F1 F16 F17 Entr	or P F16-n F1-9 Changed to Alpha F2 F3 F4 F3 F4 F1 F2 F3 F4 F4 F0 F4 F0 F4 F0 F4 F0 F4 F4 F4 F4 F4 F4 F4 F4 F4 F4	gUp/PgD ew sear = Choo F5 pon▼ Enter) M Enter) M (Enter) M (Enter) S M (Enter) S M (Enter) S M (Enter) S M (Enter)	F6 F7 or selenter).	F8 F8 Ct the l ame ( er: Sel	F9 F10 F10 F9 F10 F11 F9 F10 F11 F0 F10 F11 F0 F10 F11 F0 F10 F11 F0 F10 F11 F0 F11 F0 F11 F0 F11 F0 F11 F0 F11 F11 F11 F11 F11 F11 F11 F11 F11 F11	He Rey co	rresp				nplo		
ENTER F1 F16 F17 Entr	or P F16-n F1-9 Changed to Alpha 1 F2 F3 F4 W F18 Ø POUP▲ Action Select Enter ( and select Inter ( To sort by Na.	gUp/PgD ew sear = Choo F5 pon▼ Enter) M Enter) M (Enter) M (Enter) S M (Enter) S M (Enter) S M (Enter) S M (Enter)	F6 F7 or selenter).	F8 F8 Ct the l ame ( er: Sel	F9 F10 F10 F9 F10 F11 F9 F10 F11 F0 F10 F11 F0 F10 F11 F0 F10 F11 F0 F10 F11 F0 F11 F0 F11 F0 F11 F0 F11 F0 F11 F11 F11 F11 F11 F11 F11 F11 F11 F11	He Rey co	rresp				nplc		
F16 F17	or P F16-n F1-9 Changed to Alpha F2 F3 F4 F3 F4 F1 F2 F3 F4 F4 F0 F4 F0 F4 F0 F4 F0 F4 F4 F4 F4 F4 F4 F4 F4 F4 F4	gUp/PgD ew sear = Choo F5 PON▼ Enter) M (E1 me: Sa ployee cial Sec veen po	n       =         ich, F18-       F18-         ise       from         F6       F7         )       or sele         nter).       elect         Numbe       Numbe         curity       N         iges:       S	F8 F8 Control F8 Control F8 F8 F8 F8 F8 F8 Control Con	F9 F10 T F9 F10 T F9 F10 T F0 T Function k Name). ect Empno : Select	ter He cey co	rresp ono). (SSN	√).	ng to	the en	-	oyee'	s record,

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F16	₽ F18 世 Help	
ер	Action	
10	Select (Enter).	
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10	Select $(Enter)$ . Select $(F1 - Next Record)$ to scan the employee message file j message where appropriate.	for the next e

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rie Fi Fie Fire	Action Verify "Reco the Employee	ord Updates Selection	ed Successfu screen.		Help s, and sele Payroll U			
rie Fi Fie Fire	Action Verify "Reco the Employee Select <b>FIE</b>	ord Update e Selection ( <b>F16</b> - Exi	ed Successfu screen.	return to the	Help s, and sele Payroll U	pdate	e Menu.	Exit) to return
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### **Procedure B: Deleting Employee Messages for the Detailed Pay Stub – One Employee**

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

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		oll System	white a	PAYMOOOO
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	onthly/Quarterly/Fiscal/Biennial	Reports Menu		
9 U 10 Ea 11 Ch 12 U	mployee Reports/Labels Menu pdate/Display Description/Dedu arnings History Menu heck Reconciliation Menu pdate/Display Payroll Monitor pecial Functions Menu	ction/Annuity Menu		
20 Fi	le Reorganization			
Master Userlist Free User Works Monitor	VEND MONITOR			23.04.00
Action				
	(F2 - Payroll Update N			

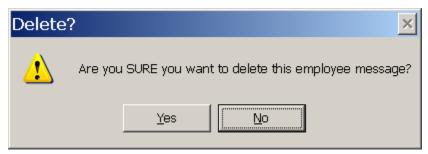
🔲 PCG Di	st=6421 Rel=13.04.00 01/02/2014 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	
	Payroll System	PAYUPDTP
	FKey Payroll Update Menu	
	Add New Employee	
	<ul> <li>2 Update/Display Personnel Data</li> <li>3 Update/Display Deduction Data</li> <li>4 Update/Display Gross Data</li> <li>5 Update/Display Withholding 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> <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>	
Master <sup>User</sup> li F16 🗘 🖓		13.02.00
tep	Action	
3	Select <b>18</b> ( <b>F18</b> – Detailed Pay Stub – Employee Message).	

🔲 🛛 PCG Di	st=6421 Rel=13.04.00 01/02/2014 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	<u>_8×</u>
	Display/Update Employee Message for Detailed Pay Stub	PAYMSG
	Maintain pay stub message for one employee or group of employees?	
	narnearn pay seab message for one emproyee of group of emproyees.	
R	cord selection: One employee O Group of employees	
	ntinue, F3=Print all messages, F16=Exit	12.02.00
р <del></del>		
tep	Action	
4	Select the O (Radio Button) to left of the One employee field.	
5	Select (Enter).	

A	A PCG Dist=6661 Rel=23.02.00 12/13/2023 ACT 001 SV C:\SQLSYS C:\SECOND WHITE X
	Display/Update Employee Message for Detailed Pay Stub PAYMSG
	Record selection option: One employee
	Enter the employee number you wish to maintain:
	Employee No.: <u>51820</u> ▼
	inter=Edit message, F1=Next message, F15=Lookup, 16=Exit
ENTE	💱 F1 🖓 F2 🖛 F3 🍜 F4 🖾 F5 🗊 F5 🖾 F5 🖾 F3 💭 F8 🗳 F9 🖊 F10 Y F11 🕨 F12 🖉 F13 T F13 Q 23.04.00
F16	
	Action
	Enter the employee number, or select the drop-down selection icon 🔳 within the field t
	choose the employee's information.
	choose the employee's information.
	<ul><li>choose the employee's information.</li><li>NOTE: Only active employees (Status of 'A') in a Pay Class selected for this payroll ca</li></ul>

🔲 PCG Di	st=6421 Rel=13.04.00 01/02/2014 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	_ & ×
	Display/Update Employee Message for Detailed Pay Stub	PAYMSG
	Record selection option: One employee	
Status	A Active Emp. no. 88127 AD2ER, TA2	
SSN 99	99 08 8127 Pay Loc 198 Location 000198 Class 20 FOOD SERVICE M Work Loc 198 Location 000198 Job 478 SCHOOL FOOD SE Pension TRS CS1 Job 478 (from CPI)	
Address	2879 MAIN STREET	
City/Stat Zip Code Phone	te SMITH , GA 33333 County 160 (999)555-1873 Out of State	
Employee	pay stub message:	
TA2, YOU	R FEDERAL FILING STATUS HAS BEEN MODIFIED TO MARRIED WITH 3 DEPENDENTS	
F18 to (	delete Record	
		12.02.00
F16		
step	Action	
itep -		
8	Verify "PF18 to Delete Record" displays, and select <b>FIT</b> (F18 – Confirm	Delete).

The following dialog box displays:



Step	Action
9	Select $\underline{Yes}$ (Yes).
	When selecting 'NO', "Employee message not deleted" displays. Select $[F16 - Exit]$ to return to the Display/Update Employee Message Selection screen.

🔲 PCG Dis	=6421 Rel=13.	04.00 01/02/20:	14 PCW 003 5V	C:\DEVSYS_C:\	SECOND	WHITE	_ 8 ×
		Display/Upda	te Employee	Message for	• Detailed Pay	Stub	PAYMSG
		Record se	lection opt	ion: One en	nployee		
Status A	Active	Emp. no.	88127	AD2ER, TA2			
SSN 99	9 08 8127	Pay Loc	198 Locat		Class		SERVICE MANAG
		Work Loc Pension	198 Locat TRS	ion 000198	Job CS1 Job	478 SCHOO 478 (from	L FOOD SERVIC CPI)
Address	2879 MAIN	STREET					
		STREET					
City/Stat Zip Code	e SMITH 33333	Count	, GA U 160				
Phone	(999)555-1		f State				
Record D	eleted F1	6 to Return					
	F2 - F3 - F			F9 / F10	F11 F12 F12 F13	FIE 🔍	12.02.00
F16	F18				Help		
	A						
tep	Action						
10	Vorify "D	poord Dolat	ad E16+	Dotum " d	ioplays and	alact FIE	<b>F16</b> - Exit) to re
							$= (\mathbf{r} 10 - \mathbf{L}\mathbf{X}\mathbf{R}) 10 \mathbf{R}$
	to the <i>Disp</i>	nay/Opaate	стрюуее	message E	ntry/Selectior	<i>i</i> screen.	

🔲 PCG Di	st=6421 Rel=13.04.00 01/02/2014 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	_ @ ×
	Display/Update Employee Message for Detailed Pay Stub	PAYMSG
	Record selection option: One employee	
	Enter the employee number you wish to maintain:	
	Employee No.: <u>88127</u> ▼	
Estau-E	dit persona Ed-Neut persona Ed0-Delete individual pro EdE-Leelue d6-Euit	
	dit message, F1=Next message, F18=Delete individual msg, F15=Lookup, 16=Exit	12.02.00
F16 F17		
Step	Action	
11		
	Select $\mathbf{F16} \rightarrow \mathbf{F16}$ (F16 - Exit) twice to return to the <i>Payroll Update Menu</i> .	
	or	
	Enter a new employee number, and select (Enter) to edit another en	nployee message
	or	
	Select $\mathbf{FI} \rightarrow \mathbf{FI}$ (F1 – Next Record) to scan the employee message file for the	n art ann laraa
	Select $(FI - Next Record)$ to scan the employee message file for the message where appropriate.	пелі етріоуее

### **Procedure C: Creating, Updating, Displaying Employee Messages for the Detailed Pay Stub – A Group of Employees**

PCGenesis has the ability to print a unique, individual message on the new detailed pay stub targeted to one particular employee or a group of employees. These instructions (*Procedure C*) describe how to create a pay stub message for a group of employees.

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

A	PCG Dist=6661	Rel=23.02.00	12/13/2023 ACT 001	SV C:\SQLSYS	C:\SECOND	WHITE	_		$\times$
				Payroll	System			PAYMOO	000
	FKey	1		Master	Menu				
		Payroll	l Setup Menu l Update Menu l Check & Direct De	eposit Menu					
			Reports Menu y/Quarterly/Fiscal/	/Biennial Rep	orts Menu				
	9 10 11 12	Update Earning Check Update	vee Reports/Label: ;/Display Descripti gs History Menu Reconciliation Mer ;/Display Payroll M I Functions Menu	on/Deduction nu	/Annuity Mer	าน			
	20	File Re	organization						
Mast F16	105	PAY VENE MONITOR MONITOR						23.04.	. 00
	Action								
	Select	2 (F2	- Payroll Up	date Mer	nu).				

🔲 PCG Di	st=6421 Rel=13.04.00 01/02/2014 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	
	Payroll System	PAYUPDTP
	FKey Payroll Update Menu	
	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> <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>	
Master <sup>User</sup> li F16 🗘 🖓		13.02.00
tep	Action	
3	Select <b>18</b> ( <b>F18</b> – Detailed Pay Stub – Employee Message).	

🔲 🛛 PCG Di	st=6421 Rel=13.04.00 01/02/2014 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	_ & ×
	Display/Update Employee Message for Detailed Pay Stub	PAYMSG
	Maintain pay stub message for one employee or group of employees?	
	Maincain pay scab message for one emproyee of group of emproyees:	
R	cord selection: One employee	
	Group of employees	
	ntinue, F3=Print all messages, F16=Exit	40.00.00
		12.02.00
F16 F17	fis III neip	
tep	Action	
4	Select the O (Radio Button) to left of the Group of employees field.	
5	Select (Enter).	

	▶ PCG Dist=6661 Rel=23.02.00 12/13/2023 ACT 001 SV C:\SQLSYS C:\SECOND WHITE ×	
	Display/Update Employee Message for Detailed Pay Stub PAYMSG	
	Record selection option: Group of employees	
	The EMPLOYEE FILTER (F10) must be used in order to send a message to a GROUP of employees. For example, the employee filter can be used to send a message to all employees enrolled in TRS who work at Work Location 0107. The pay stub message will only be generated when the employee is assigned to a Class Code	
	which has been selected for this payroll, and if the employee is ACTIVE.	
	Use F10 to set selection criteria. Filter not active	
	Filter options not set.	
	Enter=Edit message, F10=Set filter, F18=Delete group of messages, F16=Exit         ENTER       F10       F10<	
Step	Action	
6	Select <b>F10</b> ( <b>F10</b> – Set filter condition). The filter conditions must be set in order to p to the next screen. <i>Refer to Topic 1: Set/Clear Employee Search Criteria for instructude fining the record selection criteria.</i>	proceed ions on

NOTE: The pay stub message will only be generated when the employee is assigned to a Class Code which has been selected for this payroll, and if the employee is active (Status of 'A').

Once the filter conditions are set, the following screen displays:

🔲 PCG Dist=64	21 Rel=13.04.00 01/02/2014 PCW 003 SV C:\DEVSYS C:\SECOND W	
	Display/Update Employee Message for Detailed Pay S	Stub PAYMSG
	Record selection option: Group of employees	
For examp	YEE FILTER (F10) must be used in order to send a message 1 le, the employee filter can be used to send a message to a in TRS who work at Work Location 0107.	
	tub message will only be generated when the employee is as been selected for this payroll, and if the employee is A(	
Us	e F10 to set selection criteria. Filter set: TRS,Status	
	Filter options have been selected.	
Enter=Edit r		F16=Exit
ep Ac	tion	
7 Sel	ect (Enter).	

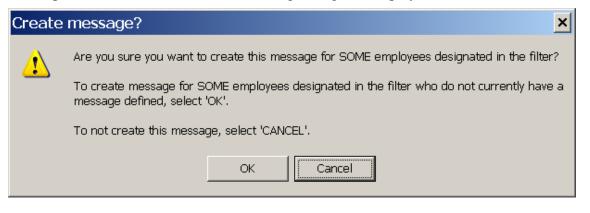
🔲 PCG Di	st=6421 Rel=13.04.00 01/02/2014 PCW 003 SV C:\DEVSYS C:\SECOND WHITE Display/Update Employee Message for Detailed Pay Stub	
		THINSU
	Record selection option: Group of employees Filter set: TRS,Status	
Select w	no should receive this message:	
To se	end message to ALL employees designated in the filter, type 'ALL '.	
	end message only to those employees designated in the filter who ently do not have a message, type 'SOME'.	
	_	
Employee	pay stub message:	
Invalid	value for field. Re-Enter.	
		12.02.00
F16 F17	A Fie 価	
tep	Action	
8	Select the employees who should receive this message.	
	Enter ALL to send a message to ALL employees designated in the filter.	
	Enter <b>SOME</b> to send a message only to those employees designated in the	filter who
	currently do not have a message. In other words, if a message has already	
	an employee covered in this group of employees, do not override the existing	
9	Enter the <b>Employee pay stub message</b> text.	
10	Select (Enter).	

🔲 PCG Dist=0	5421 Rel=13.04.00 01/02/2014 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	_ 8 ×
	Display/Update Employee Message for Detailed Pay Stub	PAYMSG
	Record selection option: Group of employees Filter set: TRS,Status	
Select who	should receive this message:	
To send	message to ALL employees designated in the filter, type 'ALL '.	
	message only to those employees designated in the filter who ly do not have a message, type 'SOME'.	
	<u>ALL_</u>	
Employee pa	y stub message:	
THE TRS RAT	E HAS INCREASED TO .0600	
	idated Successfully F8 to Save 2 → F3 → F4 F5 → F5 → F3 → F10 → F11 → F12 → F15 → F15 ↔ 18 → Help → Help	12.02.00
ton		
tep A	Action	
	Verify "Record Validated Successfully – F8 to Save." displays, and sele Changes).	ct <b>F8</b> ( <b>F8</b> –

If the ALL option has been selected, the following dialog box displays:

Create	message?
	Are you sure you want to create this message for ALL employees designated in the filter?
	To create message for ALL employees designated in the filter, select 'OK'.
	To not create this message, select 'CANCEL'.
	OK Cancel

If the **SOME** option has been selected, the following dialog box displays:



After selecting 'OK' to the dialog box, the following screen displays:

Display/Update Employee Message for Detailed Pay Stub PAYMSG	
Record selection option: Group of employees Filter set: TRS,Status	
Select who should receive this message:	
To send message to ALL employees designated in the filter, type 'ALL '. *** PROCESSING REQUEST *** To send message only to those employees designated in the filter who currently do not have a message, type 'SOME'.	
<u>ALL_</u>	
Employee pay stub message:	
THE TRS RATE HAS INCREASED TO .0600	
Note number of message records updated.	
000413 message record(s) updated F16 to Return	
	00

Step	Action
12	Verify "message record(s) updated" displays, and select $\mathbf{F16}$ (F16 - Exit) to return to the Group of Employees Selection screen. Make note of the number of message records created or updated.
	If the system does not find any matching employee records, the message " <i>No match on requested records. Reset selection filter options.</i> " displays. This may occur if all employees matching the selection criteria are inactive or terminated, or if the employees do not belong to a Class Code selected for this payroll run, or if there are no employees who match the filter criteria.
13	Select <b>F16</b> - Exit) twice to return to the <i>Payroll Update Menu</i> .

### **Procedure D: Deleting Employee Messages for the Detailed Pay Stub – A Group of Employees**

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

PC	G Dist=6661	Rel=23.02.00	12/13/2023	ACT 001 S			WHITE	_		
					Payroll	-			PAYMOOOO	
	FKey 				Master	Menu				
			Setup Men							
			Update Me Check & Di		osit Menu					
	4	Annual	Reports Me	enu						
	5	Monthly	/Quarterly/	Fiscal/Bi	ennial Rep	orts Menu				
			ee Reports							
			/Display De  s History N		/Deduction	/Annuity Menu				
			Reconciliati Display Pa		nitor					
			Functions							
	20	File Re	organizatio	n						
	<sup>ier</sup> list <sup>u</sup> ezy Wordzy ,								23.04.00	
										_
	ction									
S	elect 🚅	2(F2	- Payro	ll Upd	ate Mer	ıu).				
		-	-	-						

	C 1			1' 1	1
The	tol	lowing	screen	displ	avs.
1110	101	io wing	Sereen	anopi	ayo.

🔲 PCG Dis	st=6421 Rel=13.04.00 01	/02/2014 PCW 003 SV C:\DEVSYS C:\SECOM	ND WHITE	_ & ×
		Payroll System		PAYUPDTP
	FKey	Payroll Update Menu		
	 Add New E	mployee		
	3 Update/Dis 4 Update/Dis 5 Update/Dis 6 Update/Dis 7 Update/Dis 8 Update/Dis 9 Update/Dis 10 Update/Dis 11 Add Earnin 12 Update/Dis 13 Print Earnin 14 Calculate a 15 Delete Emp 17 Update/Dis	play Withholding Data play Current Leave Usage Data play YTD/Fiscal Data play Deduction Adjustments play FICA/Medicare Adjustments play Garnishment Vendor Data gs History Record play Earnings History / Transfer Gross E ngs History nd Display An Employee's Pay	Earnings	
Master <sup>User</sup> lis F16 PE				13.02.00
tep	Action			
3	Select <b>18</b> (F18	- Detailed Pay Stub - Employe	ee Message).	

🔲 PCG Di	t=6421 Rel=13.04.00 01/02/2014 PCW 003 SY C:\DEVSYS C:\SECOND WHITE	_ & ×
	Display/Update Employee Message for Detailed Pay Stub	PAYMSG
	Heiptein new stub mossess for one employee or group of employees?	
	Maintain pay stub message for one employee or group of employees?	
Re	cord selection: O One employee	
Enter=Co	ntinue, F3=Print all messages, F16=Exit	10 00 00
		12.02.00
F16 F17	Ψ <sup>'</sup> FIE UII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
tep	Action	
4	Select the O (Radio Button) to left of the Group of employees field.	
5	Select (Enter).	

PCG Dist=6421	Rel=13.04.00 01/0	2/2014 PCW 003 5	V C:\DEVSYS C:\SECOND	WHITE	_ & ×
	Display/	Update Employee	e Message for Detai	led Pay Stub	PAYMSG
	Recor	d selection opt	ion: Group of emp	loyees	
For example	e, the employee		in order to send a used to send a mes on 0107.		
			ated when the emplo L, and if the emplo		a Class Code
Use	F10 to set sel	ection criteria	a. Filter not acti	ve	
		Filter optio	ons not set.		
	F3 - F4 F4 F5 F7		Pelete     group     of     nes       F8     F10     F11     F11     F11		12.02.00

Step	Action
6	Select $\mathbf{F10} = \mathbf{F10} = \mathbf{F10} - \mathbf{Set}$ (F10 – Set filter condition). The filter conditions must be set in order to proceed to the next screen. <i>Refer to Topic 1: Set/Clear Employee Search Criteria for instructions on defining the record selection criteria.</i>
	NOTE: The pay stub message will only be generated when the employee is assigned to a Class Code which has been selected for this payroll, and if the employee is active (Status of 'A').

Once the filter conditions are set, the following screen displays:

E PCG Dist=6421 Rel=13.04.00 01/02/2014 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	_ & ×
Display/Update Employee Message for Detailed Pay Stub	PAYMSG
Record selection option: Group of employees	
The EMPLOYEE FILTER (F10) must be used in order to send a message to a GROUP of e For example, the employee filter can be used to send a message to all employees enrolled in TRS who work at Work Location 0107.	employees.
The pay stub message will only be generated when the employee is assigned to a Cl which has been selected for this payroll, and if the employee is ACTIVE.	lass Code
Use F10 to set selection criteria. Filter set: TRS,Status	
Filter options have been selected.	
Enter=Edit message, F10=Set filter, F18=Delete group of messages, F16=Exit         Image: product of the state of the	12.02.00

Step	Action
7	Select <b>F18</b> – Delete Employee Message Record).

The following dialog box displays:

DELETE	E employee messages?							
	Are you sure you want to delete ALL messages for the employees designated in the filter?							
-	To delete ALL messages for employees designated in the filter, select 'OK'.							
	To not delete messages, select 'CANCEL'.							
	OK Cancel							

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🔲 🛛 PCG Di	st=6421 Rel=13.04.00 01/02/2014 PCW 003 5Y C:\DEY5Y5 C:\SECOND WHITE	<u>_ 8 ×</u>
	Display/Update Employee Message for Detailed Pay Stub	PAYMSG
	Record selection option: Group of employees	
For	EMPLOYEE FILTER (F10) must be used in order to send a message to a GROUP of emp example, the employee filter can be used to send a message to all employees lled in TRS who work at Work Location 0107.	loyees.
	pay stub message will only be generated when the employee is assigned to a Clas h has been selected for this payroll, and if the employee is ACTIVE.	is Code
	Use F10 to set selection criteria. Filter set: TRS,Status	
	Note number of message records deleted.	
	message record(s) deleted. dit message, F10=Set filter, F18=Delete group of messages, F16=Exit	
		12.02.00
ep	Action	
8	Verify "message record(s) deleted" displays, and select <b>F16</b> - Exit	t) to notion to
	Group of Employees Selection screen. Make note of the number of message	
	If the system does not find any matching employee records, the message "	No match on
	requested records. Reset selection filter options." displays. This may occ	-
	matching the selection criteria are inactive or terminated, or if the employe	es do not belo

to a Class Code selected for this payroll run, or if there are no employee messages that match

the filter criteria.

9

Select **F16** - Exit) twice to return to the *Payroll Update Menu*.

## **Procedure E: Printing Employee Message Listing**

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

	A	PCG Dist=6661	Rel=23.02.00	12/13/2023 A	CT 001 SV	C:\SQLSYS	C:\SECOND	WHITE	-		×	
						Payroll	System			PAYMOO	00	
		FKey				Master	Menu					
		1 2	Payroll	Setup Menu Update Men Check & Dire		it Menu						
				Reports Men //Quarterly/F		nnial Rep	orts Menu					
		9 10 11 12	Update Earning Check f Update	ree Reports/L /Display Des  s History Me Reconciliation /Display Pay Functions M	cription/E :nu n Menu roll Monit	eduction,	/Annuity Men	u				
		_20 _	File Re	organization								
	Maste F16		PAY VEND MONITOR MONITOR							23.04.	00	
Step		Action										
2		Select	2 (F2	- Payroll	Upda	te Mer	ıu).					

The	foll	lowing	screen	disp	lavs:
1110	1011	io ming	0010011	GIDP	<i>(a) (b)</i>

🔲 PCG Dis	st=6421 Rel=13.04.00	01/02/2014 PCW 003 SV C:\DEVSYS C:\SECC	IND WHITE	
		Payroll System		PAYUPDTP
	FKey 	Payroll Update Menu		
	📖 Add Nev	r Employee		
	3 Update/ 4 Update/ 5 Update/ 6 Update/ 7 Update/ 9 Update/ 10 Update/ 11 Add Ear 12 Update/ 13 Print Ea 14 Calculat 15 Delete E 17 Update/	e and Display An Employee's Pay	Earnings	
Master User <sub>li</sub>				13.02.00
tep	Action			
3		<b>18</b> – Detailed Pay Stub – Employ	vee Message).	

PCG Dist=6421 Rel=13.04.00 01/02/2014 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	<u>_8×</u>
Display/Update Employee Message for Detailed Pay Stub	PAYMSG
Maintain pay stub message for one employee or group of employees?	
Record selection:  One employee Group of employees	
Enter=Continue, F3=Print all messages, F16=Exit	
	12.02.00
FIG FIG III Help	

Step	Action
4	Select <b>F3</b> – Print this Data).

🔲 🛛 PCG Di	st=6421 Rel=13.04.00 01/02/2014 PCW 003 5Y C:\DEVSY5 C:\SECOND WHITE	_ & ×
	Display/Update Employee Message for Detailed Pay Stub	PAYMSG
	Maintain pay stub message for one employee or group of employees?	
R	ecord selection: © One employee C Group of employees	
Print r	equest complete. Check print queue.	
	ontinue, F3=Print all messages, F16=Exit	12.02.00
		12.02.00
F16 F17	W Fis III III III	
tep	Action	
5		
~	Verify "Print request complete. Check print queue." displays, and select	<u>F16</u> (F16 -
	to return to the Payroll Update Menu.	

The following screen displays:	The	foll	lowing	screen	disp	lavs:
--------------------------------	-----	------	--------	--------	------	-------

Payroll System	WHITE	_ <u>-</u> - <del>-</del> ×
Taylori 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		
<ul> <li>7 Update/Display YTD/Fiscal Data</li> <li>8 Update/Display Deduction Adjustments</li> </ul>		
9 Update/Display FICA/Medicare Adjustments		
10 Update/Display Garnishment Vendor Data		
11 Add Earnings History Record		
12 Update/Display Earnings History / Transfer Gross Earnin	gs	
13 Print Earnings History		
14 Calculate and Display An Employee's Pay		
15 Delete Employee		
17 Update/Display Leave YTD/Balance Data 188 Detailed Pay Stub - Employee Message		
Program PAYMSG completed		
		13.02.00
Master Userlist		13.02.00
FIG CHE WORDER MONITOR MONITOR		
ep Action		
Pre     Press     Press     Press       ep     Action       6     To print the report via the Uqueue Print Manager		
Pre     Press     PAY     MEND       ep     Action       6     To print the report via the Uqueue Print Manager		
Pre       Press       P	Wort (MS WC	ORD).
Image       Mathematical System         Image       Action         6       To print the report via the Uqueue Print Manager         To print the report via Microsoft® Word:       Select         Follow the instructions provided in the <u>Technical System</u>	الله (MS WC	<b>)RD</b> ). <u>Guide</u> , User Interfa
Image       Image       Image         ep       Action         6       To print the report via the Uqueue Print Manager         To print the report via Microsoft® Word:       Select         Follow the instructions provided in the <u>Technical Sys</u> Procedures, Creating the Microsoft®-PCGenesis QW	Mor (MS WC) (MS WC) (tem Operations (VORD Macro fo	<b>)RD</b> ). <u>Guide</u> , User Interfa
Image       Image       Image         op       Action         of       To print the report via the Uqueue Print Manager         To print the report via Microsoft® Word:       Select         Follow the instructions provided in the <u>Technical Sys</u>	Mor (MS WC) (MS WC) (tem Operations (VORD Macro fo	<b>)RD</b> ). <u>Guide</u> , User Interfa

#### E1. Detailed Pay Stub Employee Messages Listing – Example

P	ROGRAM: PAYMS	G								
₽ #	SSN	NAME		STA		CLAS WORK		JOB C	CODE	CS1 JOB
			SMITH NCREASED TO .0600				CERTIFIED 11 MONTH Location 002050	101	GRADE 1	000
121			, ADELE NCREASED TO .0600		CERT TRS	07 0103	CERTIFIED 10 MONTH Location 000103	103	GRADE 3	000
222			BARBARA D. NCREASED TO .0600				CERTIFIED 10 MONTH Location 002050	106	GRADE 6	101
			LL, PAMELA NCREASED TO .0600				CERTIFIED 10 MONTH Location 002050	106	GRADE 6	000
			ACTOR, CHARLIE D. NCREASED TO .0600		CERT TRS	07 2050	CERTIFIED 10 MONTH Location 002050	106	GRADE 6	000
370			Y, AN7ERSON NCREASED TO .0600				CERTIFIED 10 MONTH Location 000199	105	GRADE 5	105
372			S, MYSES NCREASED TO .0600				CERTIFIED 10 MONTH Location 000189	171	SP ED INTERRELATED	171

#### Appendix A: Employee Message on the Detailed Pay Stub - Example

Employee ID	88505				AL MIDDLE			SMITH	CITY BOA	RD OF E	DUCATIO	0N 899	1
SSN Telephone	999-08-		2495 MAIN STREET> STREET ADDRESS LINE 2>						AIN STREE				
Loc/Class	999-555-				SS LINE 2				, GA 3333 444-1234		1		
General Infor			Tax Data			CH CH	Net Pay			A 12231			
	0400	10	202-820614		Fed	GA	Account	Туре	Account	Number		Amo	unt
Check No		S1050	Marital		20410 C. (14) C. (14)	oint Both		0.70					
Check Date	05/29/20	<b>V</b> 3	Allowan Add Pct		14 M	[1] D[10] .35							
			Add Am		25.25								
				_			-					System	messa
THIS IS A 'I		Contract F			90,984.1	.4	Ch	eck No	040010	Total	Net Pa	System	1110358
THE TRS RATE				I CI	LOCK OTUB								
Paycheck Su		P.Martin	and the state			State of the		ndivio	lual me	ssage	and and a	The second second	
	eg Hrs	Reg Am		Hrs	OT Amt	Cont A		01035	10(12)		al Deds	Tot Net I	
Current YTD	30.00	6052.3		0.00	50.00	6052. 90984.		052.2		7/10/2007	3606.67		
Current Hour			1 21		20.001	50504.	10		- 0003	-0.1 1		1595	123
Description			Pay	Rate	Regular Hrs		r Amount	Over	rtime Hrs	Overtin	ne Amt	Contract A	
State Salary Unclassified						5	108.91					5,445	.25
Local Cert S		t			-		435.62		1				.62
Extended Day							62.50	1					.50
								1					
		То	tal			-	5,052.28	1				6,052	28
Paid Time Off		10		-			., 002.20	E	mployer Pa	aid Benef	ïts	0,052	140
Туре	Curre	nt Yea	r to Date		Balance	Future 1	Futur	e2 D	escription		Curre		TD
SICK PERSONAL			5.75		55.25			ST	ATE HEALT	Н	1009.		
VACATION								FI			413.		
W/O PAY								VA	LIC (PSER		121.	05 371	.15
OTHER									G PPO FAM		86.	27.57 State 10.07.17.07	.50
								TO	TAL OTHER	Total	38.		-60
Taxes/Pensio	n	STATISTICS.		Befo	re-Tax Deduct	ions	100 - C	A	fter-Tax De				
Description		rrent	YTD		ription	Current			escription		Curre		TD
SOC. SEC. MEDICARE		.31 1	241.06		DR 005608 MER INVST	416.67	1.1.1	20.00	NDOR 0031 NDOR 0025		23.	2021	.90
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