

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

3/20/2020	Section C: Payroll Check and Direct
5/ 50/ 2020	Deposit Statement Processing

[Topic 1: Processing Preliminary Payroll, V2.7]

Revision History

Date	Version	Description	Author
03/30/2020	2.7	20.01.00 – Update the <i>Payroll Trial Register</i> with instructions for creating a .csv output file.	D. Ochala
03/28/2018	2.6	18.01.00 – Update the Payroll Trial Register example.	D. Ochala
10/31/2016	2.5	16.03.00 – Update report screenshots.	D. Ochala
02/05/2015	2.4	14.04.00 – Update Procedure B: Calculate Payroll and Print the Payroll Exceptions Report with csv export information.	D. Ochala
07/20/2012	2.3	12.02.00 – Update reports to show <i>New PSERS</i> and <i>GHI % Distribution</i> . Update screenshots.	D. Ochala
01/31/2011	2.2	10.04.01 – Updated the <i>Trial Employer Benefit Distribution by Employee Report</i> example.	D. Ochala
10/01/2010	2.1	10.03.00 – Added Annuity Company Breakdown example for the Trial Register.	D. Ochala
06/17/2009	2.0	09.02.00 – Updated screenshot examples, reformatted document.	C. W. Jones

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Overview

PCGenesis preliminary payroll procedures and processing guidelines include the following:

Balance Sheets: To verify employees' gross salary amounts when making updates to employees' payroll records, PCGenesis users should print the *Balance Sheets*. Generate these reports as often as needed. In order to address requirements for the Affordable Care Act, an export option has been added to the *Print Balance Sheets (After Updates)* process. The export spread sheet will contain the gross pay data including the payroll account number, the process type code, the pay rate, the regular and overtime hours/days, and the regular and overtime gross amounts.

Calculating Payroll: Employees' payroll may be calculated for the current payroll run <u>without</u> <u>affecting payroll records</u>. Payroll is calculated to verify the payroll information entered is correct.

<u>Payroll Exceptions</u>: The "Multiple State Health Benefit Plan (SHBP) Deductions for Employee" error message displays for employees with deduction amounts or whose Employer contribution flag has been set to Y(Yes) for multiple SHBP-GHI deductions.

Employees flagged on the Personnel screen as *Participation in GHI? – Y (Yes)* will be included in the *Exceptions Report* if the employee's *Deduction* screen does not include a GHI deduction amount.

Correct discrepancies by using the instructions provided in <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 4: Updating/Displaying Payroll Information. The appropriate report(s) must also be regenerated to verify the corrections to the employees' records.

<u>Trial Register</u>: The *Payroll Trial Register* lists each employee that will be paid during the current *Payroll Run*, and the total dollar amounts and deductions for each employee. The *Trial Register* also lists total dollar amount for gross salaries, income taxes, and net pay. The *Trial Register* displays these results without updating.

The *Trial Employer Benefit Distribution by Employee Report* lists the employer contribution amounts that will be paid during the current *Payroll Run*. The *Trial Employer Benefit Distribution by Employee Report* lists the employer contributions for OASDI, Medicare, GHI, pension, annuities, and deductions.

<u>Calculate Payroll</u>: The *Calculate Payroll and Update YTD FINAL Totals* procedure processes the yearto-date (YTD) total dollar amounts, and calculates the payroll. PCGenesis users perform this procedure <u>only once</u> as the YTD total dollar amount accumulations for each employee are <u>automatically updated</u> once the procedure is begun.

Procedure A: Printing the Balance Sheets (After Updates)

A1. IRS Affordable Care Act (ACA) Requirements

Beginning in calendar year 2015, reporting requirements related to the Affordable Care Act under Internal Revenue Code Sections 6055 and 6056 went into effect. Employers with 50 or more full-time employees (including full-time equivalent employees) are required to use Forms 1094-C and 1095-C to report the information regarding offers of health coverage and enrollment in health coverage for their employees.

One aspect to consider regarding the reporting requirements for Form 1094-C is how school systems will document the hours worked of employees that currently are not offered health insurance. For example, if substitutes are paid based on days worked instead of hours worked, your district will need to consider how those days worked will be converted to hours worked to determine eligibility for health insurance coverage.

Due to the reporting requirements, it is recommended that school districts use an hourly rate when feasible to capture the activity of various employees. However, if an hourly rate is not practical, please understand that **the local school district will be responsible for converting this activity to meet IRS eligibility reporting requirements**.

Therefore, the *Print Balance Sheets (After Updates) Export Option* has been made available to address some of the IRS requirements. The *Print Balance Sheets (After Updates) Export Option* provides a work around for calculating the <u>hours</u> worked per pay period based on the <u>daily</u> time submitted for various groups of employees. The export spread sheet will contain the gross pay data including the payroll account number, the process type code, the pay rate, the regular and overtime hours/days, and the regular and overtime gross amounts. For your convenience these instructions have been included in *Section A2*, and <u>it is very important that you refer to these instructions</u>.

School districts that provide health insurance outside of the State Health Benefit Plan, should consult with the third-party provider to determine how ACA information will be captured and reported.

School districts with questions related to the federal requirements for the Affordable Care Act under Internal Revenue Code Sections 6055 and 6056 should contact the school district attorney.

A2. Print Balance Sheets (After Updates) Export Option

In order to address requirements for the Affordable Care Act, an export option has been added to the *Print Balance Sheets (After Updates)* process. The export spread sheet will contain the gross pay data including the payroll account number, the process type code, the pay rate, the regular and overtime hours/days, and the regular and overtime gross amounts. The export will also include the hours per day worked by the employee (in case the gross data line represents a <u>daily</u> rate), the employees' social security number, hire/rehire date, the payroll class code, location code, and also a dummy column. The dummy column is available to calculate the <u>hours</u> worked per day. With this information, the user will be able to manipulate the spreadsheet in order to provide a third party vendor with the hours worked per week for all employees including substitutes, custodians, etc. This process is necessary because substitutes and custodians and other groups of employees work a variable number of hours per week every week.

Important: The information on the *Print Balance Sheets (After Updates)* is available <u>only</u> at the beginning of the payroll cycle. **Once Calculate Payroll and Update YTD (Final) (F2, F3, F4) is complete, <u>the Print Balance Sheets Export File option is no longer available.</u>**

Earnings History does capture fields labeled **Reg Hr** (Regular Hours) and **Ovt Hr** (Overtime Hours). However, these fields on the Earnings History record, by themselves, may not be enough information to reconstruct the actual days or hours an employee was paid. For this reason, the Financial Review Department of the Ga DOE recommends creating the *Print Balance Sheets Export File* during the payroll cycle.

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Example of Earnings History Record with Time (Reg/Ovt Hrs field) Reported in Days

Georgia Department of Education March 30, 2020 • 2:14 PM • Page 3 of 22 All Rights Reserved.

A3. Printing the Balance Sheets (After Updates)

	PCG Dist=8991	Rel=16.03.00	09/23/2016 PCW 00	01 SV C:\DEVSYS C:\SEC	OND	WHITE		
				Payroll System			PAYMOOOO	
	FKey)		Master Menu				
	1 2 3	Payroll Payroll Payroll	Setup Menu Update Menu Check & Direct De	posit Menu				
	4	Annual Monthly	Reports Menu y/Quarterly/Fiscal/I	Biennial Reports Men	I			
	 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 Re	organization					
Mast F16	ter ^{User} list P PS Worð	PAY VEND					15.03.00	
	Action							
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	FKey 1 2 3 4 24	Pay Check and D Print Balance Sheets (After Upda (Enhanced Sub Pay & Leave Syst Calculate Payroll & Print Excepti Calculate Payroll & Print Trial Re Calculate Payroll & Update YTD	roll System irect Deposit Menu tes) tem: Go to Pers Menu ons gister (Final)	& Post Leave)	PAYM0003
	FKey 1 2 3 4 24	Check and D Print Balance Sheets (After Upda (Enhanced Sub Pay & Leave Syst Calculate Payroll & Print Excepti Calculate Payroll & Print Trial Re Calculate Payroll & Update YTD Import Leave Data for Paystube 1	irect Deposit Menu tes) tem: Go to Pers Menu ons gister (Final)	& Post Leave)	
	1 2 3 4 24	 Print Balance Sheets (After Upda (Enhanced Sub Pay & Leave Syst Calculate Payroll & Print Excepti Calculate Payroll & Print Trial Re Calculate Payroll & Update YTD Import Leave Data for Paystube 	tes) tem: Go to Pers Menu ons gister (Final)	& Post Leave)	
	2 3 4 24	Calculate Payroll & Print Excepti Calculate Payroll & Print Trial Re Calculate Payroll & Update YTD Import Leave Data for Paystubs	ons gister (Final)		
	24	Import Leave Data for Paystubs			
	5	 Print Paychecks and Direct Depo Check/Direct Deposit Void/Add M 	From Leave Managem Isits Ienu	ent System	
	_78	 Print Final Payroll Register Print Deduction Registers & Crea 	nte Direct Deposit Expo	ort File	
	9	Manual Checks & Voids From Pre	evious Pay Menu		
	12 13 14	 Print Final Payroll Distribution Update Earnings History With Cu Update Budget Files With Currer 	ırrent Pay ıt Pay		
Master	Userlist				13.02.00

Step	Action
2	Select 1 (F1 - Print Balance Sheets (After Updates).

	PCG Dist=8991 Rel=14.04.00 02/05/2015 PCW 001 C:\DEVSYS C:\SECOND WHITE	- 0 X	1
	Print Balance Sheets (After Update)	PAYBAL2	
	Create Balance Sheet List to Load in Excel?		
E	nter the export file path and name (e.g. C:\EXPORT\PayBalCYMD.CSV) or F10 to Browse for File		
N	<u>:\EXPORT\PayBal20150205.csu</u> OTE: DIRECTORY Must Already Exist		
ENT F16	Enter=continue, F10=Browse, F16=Exit	14.03.00	
	Action		
	Select the radio button to left of the appropriate response in the to Load in Excel? field. In order to produce a comma separated data report, select ' Yes '. Otherwise, select ' No '.	Create Balan a file with the	ce Sheet Lis t data from the
	If creating an export file: Verify the C:\EXPORT folder exists, appropriate.	, or create the	folder where
	If creating an export file: Enter C:\EXPORT\PayBalccyymmdd. and Path for Export File field, or select F10 (F10 - to Browse manually.	csv in the Ent e for file) to 1	er File Name
	Select (Enter - Continue).		
	If creating an export file: If the filename from Step 17 is invalid, PAYBAL CSV FILE 35 = File Not Found" error message displays. Step 3 to enter the correct information.	, the "UNABI In this instar	LE TO OPEN nce, return to
	"Processing Request" briefly displays where appropriate.		

Step	Action
7	To print the report via the Uqueue Print Manager: Select (Uqueue).
	To print the report via Microsoft® Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
8	Select FIG (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

A3.1. Payroll Balance Sheets (After Updates) – Example

REPORT ID: PAYR-PAYBAL2/PAYBAL PERIOD END: 05/31/2016	PAYROLL BALANCE *** AFTER UPDATES - LOCATION WITHIN CLASS PAGE: 4 REPORT DATE: 09/21/201	5 6
LOC EMP# CL NAME RATE REG	-HRS OVT-HRS REG-AMT OVT-AMT GHI-DIST ACCOUNT NUMBER	
0108 88219 30 HUGMEL, ALGEN HUGMEL, ALGEN HUGMEL, ALGEN HUGMEL, ALGEN HUGMEL, ALGEN ** EMPLOYEE TOTAL ** LOCATION - TOTAL	696.18 S 16-100-0-3540-2210-19000-0108-1-00000 1578.01 S 16-100-0-5071-1000-17200-6001-0-00000 28.84 S 16-100-0-3540-2210-19000-0108-1-00000 65.37 S 16-100-0-5071-1000-17200-6001-0-00000 2368.40 2368.40	0 0 0 0
0195 88516 30 LI5, CASSY LI5, CASSY LI5, CASSY ** EMPLOYEE TOTAL	2274.20 S 16-100-0-1071-1000-11000-0195-1-00000 94.20 S 16-100-0-1073-1000-11000-0195-1-00000 2368.40 S 16-100-0-1073-1000-11000-0195-1-00000	0
0195 89709 30 MA4LORY, MI4LARD MA4LORY, MI4LARD MA4LORY, MI4LARD MA4LORY, MI4LARD MA4LORY, MI4LARD ** EMPLOYEE TOTAL	858.98 S 16-100-0-1021-1000-11800-0195-1-00000 858.98 S 16-100-0-1051-1000-11800-0100-1-00000 30.58 S 16-100-0-1023-1000-11800-0100-1-00000 30.58 S 16-100-0-1053-1000-11800-0100-1-00000 1779.12 16-100-0-1053-1000-11800-0100-1-00000	0 0 0 0
0195 89818 30 SATDANA, ES7EBAN SA7DANA, ES7EBAN SA7DANA, ES7EBAN ** EMPLOYEE TOTAL	2274.20 S 16-100-0-1071-1000-11000-0195-1-00000 94.20 S 16-100-0-1073-1000-11000-0195-1-00000 2368.40	0 0
** LOCATION - TOTAL	6515.92	
REPORT ID: PAYR-PAYBAL2/PAYBAL PERIOD END: 05/31/2016	PAYROLL BALANCE *** AFTER UPDATES - LOCATION WITHIN CLASS PAGE: 4 REPORT DATE: 09/21/201	8
LOC EMP# CL NAME RATE REG	-HRS OVT-HRS REG-AMT OVT-AMT GHI-DIST ACCOUNT NUMBER	
**** GRAND - TOTAL	1055305.25	_

A3.2. Payroll Balance Sheets Export File – Example

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EmpNo	SSN	EmpName	Class	LOC	Hire/Rehire	PROC TYPE	ACCT	RATE	REG HRS	OVT HRS	HRS PER DAY	DUMMY	REG AMT	OVT AMT
22222	121212121	LAST FIRST M	1	10	20160701	S	171000101110001000000000000000	0	0	0	0	0	2000	0
56565	111112345	THIRD SALLY	1	1	20160701	S	161000101110001000000000000000	0	0	0	0	0	4333.34	0
87332	899187332	FA5ST LU5IANO	15	201	20151201	S	166050999031001000000000000000	0	0	0	6.5	0	581.47	0
87343	899187343	AV2LOS AZ2LEE	15	195	20150801	S	166040999031001000000000000000	0	0	0	7	0	740.87	0
87345	899187345	LO8D BE8TRIS	11	108	20140701	S	161000999026001000000000000000	0	0	0	8	0	1581.81	0
87354	899187354	BU7KHART JA7EL	1	100	20070801	S	161000105110001000000000000000	0	0	0	8	0	3008.31	0
87354	899187354	BU7KHART JA7EL	1	100	20070801	S	1610002111100010000000000000000	0	0	0	8	0	371.81	0
87354	899187354	BU7KHART JA7EL	1	100	20070801	S	161000105310001000000000000000	0	0	0	8	0	119.19	0
87354	899187354	BU7KHART JA7EL	1	100	20070801	S	161000211310001000000000000000	0	0	0	8	0	14.73	0
87354	899187354	BU7KHART JA7EL	1	100	20070801	S	161000999024001000000000000000	0	0	0	8	0	29.17	0
87362	899187362	HU7TLEY CO7RINNE	1	195	20150801	S	1610001011100010000000000000000	0	0	0	8	0	3886.98	0
87362	899187362	HU7TLEY CO7RINNE	1	195	20150801	S	161000101310001000000000000000	0	0	0	8	0	147.5	0
87365	899187365	CA4RASCO DE4NDREA	9	201	20070701	S	161000999024001000000000000000	0	0	0	8	0	1912.74	0
87365	899187365	CA4RASCO DE4NDREA	9	201	20070701	S	161000999021001000000000000000	0	0	0	8	0	50	0
87374	899187374	AP3NTE RE3D	1	108	20151201	S	164040282410001000000000000000	0	0	0	8	0	2161.15	0
87374	899187374	AP3NTE RE3D	1	108	20151201	S	164040282410001000000000000000	0	0	0	8	0	114.16	0
87377	899187377	RYSER WISBURN	2	195	20130801	S	161000101110001000000000000000	0	0	0	7.5	0	1081.99	0
87382	899187382	LE3ON ER3CH	1	108	20150801	S	161000104110001000000000000000	0	0	0	8	0	5244.64	0
87382	899187382	LE3ON ER3CH	1	108	20150801	S	161000104310001000000000000000	0	0	0	8	0	206.58	0
87382	899187382	LE3ON ER3CH	1	108	20150801	S	161000104110001000000000000000	0	0	0	8	0	619.76	0
87402	899187402	WI7SLOW RO7NY	29	6790	20130101	S	161000102110001000000000000000	0	0	0	8	0	585.75	0
87402	899187402	WI7SLOW RO7NY	29	6790	20130101	S	161000105110001000000000000000	0	0	0	8	0	585.75	0
87402	899187402	WI7SLOW RO7NY	29	6790	20130101	S	161000108110001000000000000000	0	0	0	8	0	585.75	0
87402	899187402	WI7SLOW RO7NY	29	6790	20130101	S	161000104110001000000000000000	0	0	0	8	0	585.75	0
87403	899187403	FL6OD CY6IL	1	100	20150901	S	164020177010001000000000000000	0	0	0	8	0	3930.16	0
87403	899187403	FL6OD CY6IL	1	100	20150901	S	161000135110001000000000000000	0	0	0	8	0	697	0
87403	899187403	FL6OD CY6IL	1	100	20150901	S	164020177010001000000000000000	0	0	0	8	0	154.81	0

Procedure B: Calculate Payroll and Print the Payroll Exceptions Report

PCG Dist=8991 Rel=16.03.0	0 09/23/2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
	Payroll System		PAYMOOOO
FKey	Master Menu		
Payro	II Setup Menu		
2 Payro	II Update Menu II Check & Direct Deposit Menu		
rujio			
4 Annua 5 Month	ıl Reports Menu ılv/Quarterlv/Fiscal/Biennial Reports Menu		
9 Updat	yee Reports/Labels Menu e/Display Description/Deduction/Annuity Menu		
10 Earnin	ngs History Menu		
12 Updat	Preconcination Menu Payroll Monitor		
<u>13</u> Speci	al Functions Menu		
20 File R	eorganization		
Master ^{User} list			15.03.00
Action			
Salaat 3 (E2	Bayroll Chaok and Direct Denos	it Monu)	
	- I ayron Check and Direct Deposi	n menu).	

Step 2

	PCG Dist=8991	Rel=14.04.00	02/05/2015 F	PCW 001	C:\DEVSYS	C:\SECOND		WHITE	
					Payroll S	ystem			PAYM0003
	FKey	,	C	Check ar	nd Direct	Deposit Me	enu		
	1	Print Ba	alance Sheet	s (After U	pdates)				
	0	(Enhand	ed Sub Pay a	& Leave	System: Go	to Pers Me	nu & Po	ist Leave)	
	2] Calcula Calcula	te Payroll & I te Payroll & I	Print Exc Print Tria	eptions I Benister				
	4	Calcula	te Payroll &	Update Y	TD (Final)				
	24	l Import I	eave Data f	or Paveti	ube From Le	ave Manan	ement S	Svetem	
	5	Print Pa	ychecks and	1 Direct D	eposits	ave manag	cincinci	ystem	
	6	Check/I) irect Deposi	it Void/A	dd Menu				
	_7	Print Fi	nal Payroll R	legister					
	8	Print De	duction Reg	isters &	Create Dire	t Deposit E:	xport Fi	le	
	0								
	9] Manual	Checks & Vo	olds From	1 Previous I	'ay Menu			
	12	Print Fi	nal Payroll D	istributio	n				
	13	Update	Earnings His	story Wit	h Current P	ау			
	14] Opdate	Duaget riles	s with Cu	rrent Pay				
Mast	er ^{User} list								13.02.00
F16	- (43) **3	PAY VEND							
ct	ion								
- 1	2		-11-4	D	- 11 0 T				
316		(F2 - C	alculate	e Payr	oll & F	rint Ex	cept	10ns).	

"** Processing Request **, and a Processing Status dialog box briefly displays.

If errors exist in the Payroll System Control Files, the following screen displays:

PCG Dist=8991 Rel=16.03.00	09/21/2016 PCW 001 SV C:\DEVSYS	C:\SECOND W	/HITE	- 0 ×
	Verification Of Payroll Sys	tem Control Files		PAY22
	5 5			
One or more errors have	been found in the Tax/With	holding/Control Fil	es and/or Annuity	File.
View the VERIFICATION O	F PAYROLL SYSTEM CONTROL FI	LES error report and	d make correction	is.
-				
PRESS ENTER KEY TO CONTI	NUE PROGRAM			

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If payroll errors exist, the following screen displays:

Step	Action
3	When errors exist in the Payroll System Control Files:
	When there are exceptions, the <i>Verification of Payroll System Control Files</i> screen displays. Select Enter , and proceed to <i>Step 5</i> .
	The <i>Calculate Payroll & Print Exceptions</i> process gives a fatal error when a vendor exists in the payroll that has less than 500 sequence numbers remaining or when an inactive vendor exists. Identifying the system errors before the payroll is calculated prevents the <i>Update Budget Files with Current Pay</i> process from aborting when a vendor number runs out of sequence numbers.
	When a vendor number runs out of sequence numbers, the old vendor number must be replaced with a new vendor number. To accomplish this task, the user should inactivate the old vendor number, add a new vendor number with the old vendor's information, update all occurrences of the old vendor number in deductions, garnishments, gross payroll, etc, and then rerun the <i>Payroll Exceptions</i> process.
	For exceptions, access the PCGenesis Uqueue Print Manager to print the report, and proceed to the appropriate Payroll Update instructions to correct the payroll errors. Repeat these instructions beginning at Step 1.

Step	Action
4	When payroll errors exist:
	When there are exceptions, the <i>Correct Exceptions</i> screen displays. Select Enter , and proceed to <i>Step 5</i> .
	For exceptions, access the PCGenesis Uqueue Print Manager to print the report, and proceed to the appropriate Payroll Update instructions to correct the payroll errors. Repeat these instructions beginning at Step 1.
5	To print the report via the Uqueue Print Manager: Select [1] (Uqueue).
	To print the report via Microsoft [®] Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
6	Select F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

B1. Verification of Payroll System Control Files – Example

DATE RUN: 9/21/20	16	VERIFICATION OF PAYROLL SYSTEM CONTROL FILES	PAGE	1
		SYSTEM CONTROL TABLE ERRORS		- 8
RECORD T	PE ERROR MESSA	2		
GROSS PA	ROLL VENDOR 0000	HAS LESS THAN 500 SEQUENCE NUMBERS, NOT VALID FOR PAYROLL		- 1

B2. Payroll Exceptions Register – Example

REPORT ID: PAYR-PAYEXCEP PERIOD END: 05/31/2016	CALC EXCEPTIONS REGISTER FOR PAY 05/31/16	PAGE: 1 REPORT DATE: 09/21/2016
LOC EMP # CL NAME		
0010 22222 01 LAST, FIRST M	F 10 INV. DIST. ACCT(S)-PAY OUT OF DATE RANGE	
0201 87810 01 OC7MPO, NO7BERT	44 WARNING - TRS/ERS PENSION GROSS ADJ EXISTS	
0201 87914 02 VU7, OL7NDA	44 WARNING - TRS/ERS PENSION GROSS ADJ EXISTS	
0195 88542 02 WA3TE, ED3IS	44 WARNING - TRS/ERS PENSION GROSS ADJ EXISTS	
0195 88623 02 AR2GON, WA2D	44 WARNING - TRS/ERS PENSION GROSS ADJ EXISTS	
0100 89502 02 MO3LTON, BL3IR	44 WARNING - TRS/ERS PENSION GROSS ADJ EXISTS	
6790 89655 29 BL2M, NI2KOLAS	44 WARNING - TRS/ERS PENSION GROSS ADJ EXISTS	
REPORT ID: PAYR-PAYEXCEP PERIOD END: 05/31/2016	CALC EXCEPTIONS REGISTER FOR PAY 05/31/16	PAGE: 2 REPORT DATE: 09/21/2016
*** EXCEPTIONS FOUND IN PAY	ALC ***	
RECORDS INPUT	346	
FATAL ERRORS	1 *****	
CAUTION ERRORS	6 ****	

Procedure C: Calculate Payroll and Print the TRIAL Register

	PCG Dist=8991	Rel=16.03.00	09/23/2016 PCV	V 001 SV C	DEVSYS C	:\SECOND	١	WHITE	- 0 ×
	FKey	I		Pay Ma	roll Syst ster Menu	:em I			PAYMOOOO
	1 2 3	- Payroll Payroll Payroll	Setup Menu Update Menu Check & Direct	: Deposit M	lenu				
	4	Annual I Monthly	Reports Menu /Quarterly/Fis	al/Biennia	l Reports l	denu			
	8 9 10 11 12 13	Employd Update/ Earning Check F Update/ Special	ee Reports/Lal Display Descr s History Men econciliation I Display Payro Functions Mer	oels Menu iption/Dedu u Menu II Monitor 1u	uction/Annu	iity Menu			
	_20	File Rec	rganization						
Mas F16	ter ^{Vser} list P (193) Word	PAY VEND MONITOR MONITOR							15.03.00
Act	ion								

Select **3** (**F3** - Payroll Check and Direct Deposit Menu).

The following screen displays:

Step

1

PCG Dist=8991 Rel=14.04.00 02/05/2015 PCW 001 C:\DEVSYS C:\SEC	
Payroll System	PAYM0003
FKey Check and Direct Depos	it Menu
 Print Balance Sheets (After Updates) (Enhanced Sub Pay & Leave System: Go to Pa 2 Calculate Payroll & Print Exceptions 3 Calculate Payroll & Print Trial Register 4 Calculate Payroll & Update YTD (Final) 	rs Menu & Post Leave]
 24 Import Leave Data for Paystubs From Leave M 5 Print Paychecks and Direct Deposits 6 Check/Direct Deposit Void/Add Menu 7 Print Final Payroll Register 	anagement System
	osit Export File
9 Manual Checks & Voids From Previous Pay M	nu
12 Print Final Payroll Distribution	
13 Update Earnings History With Current Pay	
Opdate Budget riles with Current Pay	
Master Visitiggi V	13.02.00

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Step	Action
2	Select 3 (F3 - Calculate Payroll & Print Trial Register).

	Image: Marcology CG Dist=8991 Rel=20.01.00 03/12/2020 DOD 004 SV K:\SYSTEM K:\SECOND WHITE − × PAYTRIAL PAYTRIAL PAYTRIAL PAYTRIAL PAYTRIAL PAYTRIAL	
	Print Trial Register	1
	Create Trial Register to Load in Excel? No Yes	
	Enter the export file path and name (e.g. C:\EXPORT\PayTriCYMD.CSV) or F10 to Browse for File	
	<u>C:\EXPORT\PayTri20200312.CSU</u> NOTE: DIRECTORY Must Already Exist	
		1
	Enter=continue, F10=Browse, F16=Exit 20.01.00	
	P16	
Step	Action	
3	Select the radio button to left of the appropriate response in the Create Trial Load in Excel? field. In order to produce a comma separated data file with the creport, select ' Yes '. Otherwise, select ' No '.	l Register to lata from the
4	If creating an export file: Verify the C:\EXPORT folder exists or create the appropriate.	folder where
5	If creating an export file: Enter C:\EXPORT\PayTriccyymmdd.csv in the Enter	er File Name
	and Path for Export File field, or select F10 (F10 - to Browse for file) to lo manually.	ocate the file
6	Select (Enter - Continue).	
	If creating an export file: If the filename from Step 17 is invalid, the "UNABL	E TO OPEN

PAYTRI CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 3 to enter the correct information.

"Processing Request" briefly displays where appropriate.

Step	Action
7	To print the report via the Uqueue Print Manager: Select (Uqueue).
	To print the report via Microsoft [®] Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
	Review the Trial Registers carefully! If errors are identified, proceed to the appropriate Payroll Update instructions to correct the payroll errors. Repeat these instructions beginning at Step 1.
8	Select FIG (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

C1. Payroll Trial Register - Example

REPORT ID: PAYR-PAYTRIAL-EE PERIOD END: 11/30/2017		PAYROLL TRIAL REGISTE	R FOR PAY 11/30/17		P. REPORT DATE: 03/28/2	AGE: 5 018 11:39
LOCATION 0100 - Location 000100						
LOC EMP # CL NAME	REG HRS C	T HRS GROSS ANNUITY	FEDERAL OASDI	HI	STATE RETIRE	AEIC
0100 89624 01 AG9ILERA, D090VAN NET PAY: 2007.54 DD		2932.02	265.84 175.57	41.06	132.02 175.92	
68.96 /09 14.58 /17 2.67 /46	22.71 /47	5.90 / 48 11.75 / 50	7.50 /51			
0100 88198 01 AL6EY, SA6E NET PAY: 2042.30 DD		3084.67	277.73 182.28	42.63	137.96 185.07	
108.49 /09 7.29 /17 36.19 /47	11.75 /50	23.06/52 29.92/53				
0100 87575 01 AL9ARD, BR9CE NET PAY: 1561.34 DD 130.96 /09		2134.54	89.20 124.22	29.05	71.70 128.07	
0100 89666 01 BE4ERRA, GA4INA NET PAY: 3476.47 DD 241.94 /09 14.58 /17 16.00 /52	52.00 /57	5060.26	353.01 298.73	69.86	234.05 303.62	
0100 89813 01 CO9CORAN, DA9WIN NET PAY: 2501.02 DD 368.51 /09 14.58 /17 68.77 /47	11.79 /48	3688.37	136.33 200.84	46.98	118.25 221.30	
0100 87522 01 DE2UCA, KA2ALA NET PAY: 3196.68 DD 468 59 /09 101 20 /47 21 81 /48	17 00 /52	4544.06	241.70	56.52 /61	83.88 272.64	
	2,100 ,02	20101 / 00 00100 / 01		,		
0100 88548 01 EL2IOT, AL2ARO NET PAY: 2848.05 DD 14.58 /17 22.00 /52		4098.21	441.38 254.08	59.42	212.81 245.89	
0100 87390 01 FE6NANDES, RE6INIA NET PAY: 2165.42 DD		2902.85	132.82 174.29	40.76	95.39 174.17	
68.96 /09 14.58 /17 22.71 /47	13.75 /50					
0100 88966 01 GI5LETTE, PA5TY NET PAY: 2808.98 DD		4336.16	421.82 249.45	58.34	198.47 260.17	
205.50 /09 14.58 /17 101.20 /47	5.90 /48	11.75 /50				
0100 89659 01 HA3DY, EU3EBIA NET PAY: 2783.19 DD		4381.96	230.19 232.76	54.42	146.64 262.93	
526.67 /09 14.58 /17 101.20 /47	13.75 /50	15.63 /51				
0100 89968 01 HA8MER, EL8AMAE NET PAY: 2470.73 DD		4352.78 100.00	344.84 227.88	53.29	171.52 261.17	
415.69 /09 14.58 /17 31.96 /45	12.77 /46	101.20 / 47 11.79 / 48	13.75 / 50 6.25	/51 11	.36 /53 100.00 /54	4.00 /56

REPORT ID: PERIOD END:	PAYI 11/:	R-PAYTRIAL-EE 30/2017	PAYROLL TRIAL	REGIST	ER FOR	PAY 11/30/1	17	REPORT DATE:	PAGE: 03/28/2018	: 11:
		PAYROLL GROSS	1,118,675.31							
		FICA - OASDI	65,219.58		1,051	1,927.76				
		FICA - HEALTH INSURANCE	15,252.98		1,051	1,927.76				
	01	EMPLOYEE ANNUITY	12,516.00	A						
	02	EMPLOYEE 2ND ANNUITY	2,725.00	A						
	03	FED W/H TAX	77,488.00							
	04	GA INCOME TAX	42,410.43							
	08	NONCERTIFIED MERIT	21,855.17	I						
	09	CERTIFIED MERIT	31,431.59	I						
	12	I-VNDR 000005	5.00	I						
	13	I-VNDR 000006	41.52	I						
	14	I-VNDR 004603	8.00	I						
	16	VENDOR 000012	436.37							
	17	VENDOR 000016	1,665.77							
	18	COURT W/H	4,015.00	G						
	44	I-VNDR 005945	341.58	I						
	45	I-VNDR 005945	684.60	I						
	46	I-VNDR 005945	134.84	I						
	47	I-VNDR 005946	9,000.66	I						
	58	VENDOR 005856	675.00							
	59	COURT W/H	166.41	G						
	60	VENDOR 005995	187.00							
	61	VENDOR 004726	113.00							
		NEW PSERS	320.00		35	5,770.98				
		OLD PSERS	168.00		64	4,747.80				
		TRS	59,058.65		989	9,075.49				
		* PAYROLL CHECKS NET	13,885.81							
		** DIRECT DEPOSIT NET	747,083.71							
		TOTAL DEDUCTIONS	357,705.79							
		# OF CHECKS TO BE WRITTEN	351 MAL	ES:	74	FEMALES:	277			

The end of the report lists PSERS, TRS, payroll check and direct deposit net, and deduction dollar amount totals.

The final pages of the report print a summary of the number of checks / direct deposits by payroll **Class Code**, and then lists the employee contributions by annuity company.

REPORT ID: P	AYR-PAYTRIAL-	-EE		PAYROLL TRIAL REGISTER	FOR PAY 11/30/17	PAGE: 46
PERIOD END: 1	1/30/2017					REPORT DATE: 03/28/2018 11:39
				NUMBER OF CHECKS BY	CLASS CODE	
CLA	SS MALE	FEMALE	TOTAL			
0	1 29	107	136	CLASSROOM TEACHERS		
0	2 7	47	54	TEACHER AIDES		
0	3 0	2	2	SUBSTITUTE TEACHERS	TOD	
0	4 U	1	1	FRE-K FAMILI SVC COORDINA.	IOR	
0	5 I 7 1	2	2	T TED DT ANG		
0	, <u>1</u>	10	15	ADMINI STDATIVE		
0	9 1	22	23	CLEDICAL		
1	n 4	1	5	MAINTENANCE		
1	1 6	8	14	CUSTODIANS		
1	2 8	23	31	BUS DRIVERS		
1	4 2	0	2	MECHANICS		
1	5 1	30	31	LUNCHROOM WORKERS		
1	7 3	2	5	BOARD MEMBERS		
1	8 1	2	3	CUSTODIAN PARTTIME		
2	2 0	1	1	SPEECH THERAPIST		
2	4 0	2	2	NURSES		
2	8 2	0	2	OTHER CERTIFIED 12 MONTH 1	EMPL	
2	9 3	1	4	OTHER CLASSIFIED 12 MONTH	EMPL	
3	0 0	7	7	OTHER CERTIFIED PARTTIME I	EMPL	
3	1 0	2	2	OTHER CLASSIFIED PARTTIME	EMPL	
	1 74	277	251	TOTAL CHECKS (DIDECT DED	DETTE	
3	1 /1	211	331	TOTAL CHECKS / DIRECT DEP	/5115	
REPORT ID: P	AYR-PAYTRIAL-	-EE		PAYROLL TRIAL REGISTER	FOR PAY 11/30/17	PAGE: 47
PERIOD END: 1	1/30/2017					REPORT DATE: 03/28/2018 11:39
ANN C	O ANNUITY C	COMPANY NAME	TOT	L ANN EMPLOYEE AMT	ANNUITY TYPE	
0	1 VALIC (40	3B PLAN)		6,011.00	403(b)	
0	3 VALIC (45	CDOUD		6,930.00	457	
3	/ VANGUARD	GROUP		2,300.00	403(D)	

C2. Trial Employer Benefit Distribution by Employee Report - Example

The end of the report lists the gross, FICA, pension, and GHI grand totals, the employer contributions by annuity company, and employer contributions by deduction code.

REPORT ID: PAYR-PAYT PERIOD END: 05/31/201	TRIAL-ER TRIAL EM	IPLOYER BENEFIT I	DISTRIBUTION	BY EMPLOYE	EE FOR 05/31/	16	P. REPORT DATE:	AGE: 1 09/23/2016
		22000 ***	***** 22000			****** 21000	******* 21000	
EMPLOYEE NAME EMP. #	SALARY GROSS	OASDI GROSS OASDI AMT	HI GROSS HI AMT	(OBJECT) TYPE	GROSS AMOUNT	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPR SHR/EMPL
THIRD, SALLY 56565	4,333.34	4,072.94 252.52	4,072.94 59.06	TRS	4,333.34 618.37	945.00		
KISPATRICK, LASHAUNDA 89404	5,546.01	5,145.51 319.02	5,145.51 74.61	TRS	5,546.01 791.42	945.00		
Deductions: 30.30 /14	50.25 /22							
BR5THERS, AL5YNA 88004 Deductions: 30.30 /14	2,342.99 50.25 /22	2,169.02 134.48	2,169.02 31.45	TRS	2,342.99 334.34		746.20	
BE3NSTEIN, BL3IR 88502	1,452.36	1,426.52 88.44	1,426.52 20.68	NEW PSERS				
Deductions: 30.30 / 14								
BR5AUX, TYSON 87860	923.38	923.38 57.25	923.38 13.39	OLD PSERS			746.20	
BU8N, EM8LE 89273 Deductions: 30.30 /14	853.66	782.72 48.53	782.72 11.35	NEW PSERS				
CH2VIS, AN2A 88335	887.78	887.78 55.04	887.78 12.87	OLD PSERS			746.20	
CO2LE, LI2WOOD 88575	757.87	497.47 30.84	497.47 7.21	NEW PSERS			746.20	
COSURN, KASHA 88244 Deductions: 30.30/14	1,039.08	946.96 58.71	946.96 13.73	OLD PSERS			746.20	
C070NADO, BR7IN 89794 Deductions: 50.25/22	887.78	741.50 45.97	741.50 10.75	OLD PSERS			746.20	
EMPLOYER SHARE GRAND	TOTAL 1,055,305.25	991,964.11 61,501.74	991,964.11 14,383.34	(23000) TRS (23000) TRS DOF	925,943.65 132,132.34 12,563.82	134,190.00	82,082.00	
NOTE: TRS DOE PAID ERCO PAY THE EMPLOYER- AMOUNT INCLUDES ' EMPLOYEES' EARNIN	N = 'Y' ON THE EMPLOY -PAID CONTRIBUTION FOR TRS DOE PAID ERCON' C NGS HISTORY RECORDS.	THE RECORD INDICA THE EMPLOYEE. CONTRIBUTIONS, AN	ATES THAT TH ON THIS REP ND THESE CON	IRE GEORGIA I PORT, THE TO PTRIBUTIONS	DEPARTMENT OF DTAL TRS EMPLO WILL BE INCL	EDUCATION WI OYER SHARE UDED ON THE	ILL	
REPORT ID: PAYR-PAYT PERIOD END: 05/31/201	TRIAL-ER TRIAL EM	IPLOYER BENEFIT I	DISTRIBUTION	I BY EMPLOYE	EE FOR 05/31/	16	P. REPORT DATE:	AGE: 26 09/23/2016
ANN CO ANNU	JITY COMPANY NAME	TOTAL ANN EMPLR	AMT ANNU	UITY EMPLR 1	INDICATOR			
01 VALI 02 VALI	IC (403B PLAN) IC (SUPERINTENDENT /	84	4.10 Fixe 2.00 % of	d amount emp contri	ibution			
REPORT ID: PAYR-PAYT PERIOD END: 05/31/201	TRIAL-ER TRIAL EM	IPLOYER BENEFIT I	DISTRIBUTION	BY EMPLOY	EE FOR 05/31/	16	P. REPORT DATE:	AGE: 27 09/23/2016
DED NO DEDU	JCTION DESCRIPTION	TOTAL DED EMPLR	AMT DEDU	ICT EMPLR IN	NDICATOR			
14 I-VN 17 VENE 22 VENE	IDR 004603 XOR 000016 XOR 000005	5,090 18,123 1,507	0.40 Fixe 3.64 % of 7.50 Fixe	d amount Proc Type d amount	gross			

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Procedure D: Calculate Payroll and Update the Yearto-Date (YTD) FINAL Totals

PCG Dist=8991 Rel=16.03.00 09/2	Pauroll Sustem	WHITE	PAYMAAAA
FKey	Master Menu		1 1110000
1 Payroll Setu 2 Payroll Upd 3 Payroll Che	ip Menu ate Menu ck & Direct Deposit Menu		
_4 Annual Rep _5 Monthly/Qu	orts Menu arterly/Fiscal/Biennial Reports Menu		
8 Employee F 9 Update/Dis 10 Earnings H 11 Check Reco 12 Update/Dis 13 Special Fun	teports/Labels Menu olay Description/Deduction/Annuity Menu story Menu nciliation Menu olay Payroll Monitor ctions Menu		
20 File Reorga	nization		
Master Userlist			15.03.00
Action			
Select 3 (F3 - Pave	oll Check and Direct Depo	osit Menu)	

The following screen displays:

Ster

1

	PCG Dist=8991 Rel=14.04.00 02/05/2015 PCW 001 C:\DEVSYS C:\SECOND	WHITE -					
	Payroll System	PAYM0003					
	FKey Check and Direct Deposit M	lenu					
	 Print Balance Sheets (After Updates) (Enhanced Sub Pay & Leave System: Go to Pers Mo Calculate Payroll & Print Exceptions Calculate Payroll & Print Trial Register Calculate Payroll & Update YTD (Final) 	enu & Post Leave)					
	24Import Leave Data for Paystubs From Leave Manage5Print Paychecks and Direct Deposits6Check/Direct Deposit Void/Add Menu7Print Final Payroll Register	jement System					
	8 Print Deduction Registers & Create Direct Deposit E	Export File					
	9 Manual Checks & Voids From Previous Pay Menu						
	12 Print Final Payroll Distribution 13 Update Earnings History With Current Pay 14 Update Budget Files With Current Pay						
Mas	aster User _{list}	13.02.00					
F16							

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Step	Action				
2	Select 4 (F4 - Calculate Payroll & Update YTD (FINAL)).				
	<i>"** Processing Request **", and the C:\WINDOWS\system32\cmd.exe window briefly display.</i>				
	PCGenesis automatically performs a "Disk-to-Disk" backup and copies the payroll information from K:\SECOND\ PAYDATA to K:\SECOND\ PAYDATAQ.				



Step	Action
3	Review the warning message displayed on the screen, and then select ENTER to continue.
	"** Processing Request **" briefly displays.
	The Payroll System – Check and Direct Deposit Menu redisplays.
4	Select FIG - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .