

# PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

1/18/2019	Section C: Payroll Check and Direct Deposit Statement Processing

[Topic 2: Print the Payroll Checks and Direct Deposit Statements, V2.6]

# **Revision History**

Date	Version	Description	Author
1/18/2019	2.6	18.04.00 – Update screens to add button bar.	D. Ochala
5/10/2016	2.5	16.01.00 – Update Logo and Footers.	S. Scrivens
3/27/2013	2.4	13.01.00 – Updated examples of the detailed payroll check and direct deposit	D. Ochala
		statements.	
07/20/2012	2.3	12.02.00 – Update printer selection information.	D. Ochala
12/09/2009	2.2	09.04.00 – Updated samples of new 8.5 x 14 inch pay statement, self-seal and	D. Ochala
		non-self-seal.	
09/29/2009	2.1	09.03.00 – Added sample of new 8.5 x 14 inch pay statement.	D. Ochala
06/17/2009	2.0	09.02.00 – Added federal and state withholding inclusion, and multiple	C. W. Jones
		Automated Clearinghouse (ACH) information and instructions, and updated	
		screenshots.	

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### **Overview**

PCGenesis allows payroll check and direct deposit statement printing by payroll location (Regular Sequence), by payroll location and by employee name, or alphabetically by employee name. More specifically, the **Regular** sort sequence is in order by pay cycle, payroll location, payroll class, employee name, and then employee number.

Before beginning payroll check and direct deposit printing, PCGenesis users should configure the signature card, enable *MICR*, and complete the payroll processing procedures from *Payroll Setup* through the *Calculate Payroll and Update YTD Final* (**F4**). The *Payroll Monitor* screen should look like the example below before payroll checks and direct deposits can be printed. All prior steps should be displayed with a '**Y**' indicating the step is complete, and *Print Paychecks and Direct Deposits* should be '**N**'.



Payroll Sequence Monitor Prior to Printing Payroll Checks and Direct Deposits

<u>Multiple Automated Clearinghouse (ACH)/Direct Deposit Statement Processing</u>: PCGenesis now provides up to five (5) direct deposit accounts per employee. Employees may now distribute their net pay to multiple direct deposit accounts based upon either a percentage method, or a flat dollar amount method. Employees may split their net pay to one or more accounts, up to a maximum of five accounts.

Using multiple direct deposit accounts is <u>optional</u> for PCGenesis school districts and systems. If desired, these school districts and systems may continue to limit their employees to one direct deposit account. In addition, since direct deposit participation is defined on an individual employee basis, it is possible, and highly recommended that PCGenesis school districts and systems implement multiple direct deposit processing using a phased approach. That is, initially convert a small group of employees, such as central office personnel to multiple direct deposit accounts at one time. Upon successful implementation of this first group of employees, include other groups of employees in multiple ACH processing.

<u>Payroll Check Signature Card Setup</u>: The payroll check's signature card saves time by eliminating the need for manual signatures. Refer to the *Section J: System Utilities, Topic 2: Payroll Check Signature Card Setup Processing* for instructions.

<u>Magnetic Ink Character Recognition (MICR) Coding/Printing</u>: The MICR feature allows MICR coding for payroll checks on blank check stock or on preprinted check stock. Refer to *Section J: System Utilities, Topic 1: Magnetic Ink Character Recognition (MICR) Setup* for instructions.

<u>Payroll Check and Direct Deposit Statement Recovery:</u> When printing is interrupted, PCGenesis allows users to enter the employee number of the last employee whose check printed correctly, and to resume printing where appropriate. As with the vendor check recovery feature, PCGenesis automatically renumbers subsequent checks.

PCGenesis performs an automatic *Disk-to-Disk* backup between printing payroll checks and direct deposit statements. The backup allows the recovery and restart of direct deposit printing without requiring the reprint of payroll checks also.

Contact the Technology Management Customer Support Center for assistance with this procedure.

Refer to the "PCGenesis Direct Deposit Setup Checklist" as an aid in processing direct deposits.

# **Procedure A: Printing the Payroll Checks and the Direct Deposit Statements**

## A1. Printing Payroll Checks

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

PC	CG Dist=8991	Rel=18.04.00 01/14/201	9 PCG 002 SV	C:\DEVSYS C:\SECON	D WH	HITE	_		$\times$
			Pa	ayroll System				PAYMOO	00
	FKey		I	laster Menu					
	1 2 3	Payroll Setup Me Payroll Update N Payroll Check &	:nu lenu Direct Deposit	Menu					
	<b>4</b> 5	Annual Reports I Monthly/Quarterl	/enu y/Fiscal/Bienn	ial Reports Menu					
	8 9 10 11 12 13	Employee Repor Update/Display I Earnings History Check Reconcilia Update/Display I Special Function	ts/Labels Men Description/De Menu ttion Menu Payroll Monitor s Menu	u duction/Annuity Me r	nu				
	_20	File Reorganizat	ion						
Master F16	<sup>User</sup> list <b>US</b> Vord <b>S</b>	PAY VEND						15.03.	00
A	Action								
S	Select _	<b>B</b> ( <b>F3</b> - Payr	oll Check	& Direct Dep	posit Men	u).			

A	PCG Dist=8991 Rel=18	04.00 01/14/2019 P	CG 002 SV C:\DEVS	YS C:\SECOND	WHITE	—	$\Box$ ×
			Payrol1	System			PAYM0003
	FKey	C	heck and Direc	t Deposit Menu	ı		
	1 Pri (En 2 Ca 3 Ca 4 Ca 24 Im 5 Pri 6 Ch 7 Pri 8 Pri 8 Pri 9 Ma 12 Pri	nt Balance Sheets hanced Sub Pay & Iculate Payroll & F Iculate Payroll & F Iculate Payroll & U port Leave Data fo nt Paychecks and eck/Direct Deposit nt Final Payroll Re nual Checks & Voi nt Final Payroll Di date Earnings His date Earnings His	a (After Updates) Leave System: Print Exceptions Print Trial Registe Update YTD (Final or Paystubs From Direct Deposits t Void/Add Menu egister sters & Create Di ids From Previou stribution tory With Current Pay	Go to Pers Menu r ) Leave Managem rect Deposit Exp s Pay Menu Pay	& Post Leave) nent System ort File		
	<u>14</u> Up	date Budget Files	With Current Pay	,			
Mast F16	er Userlist PAC	VEND.				-	13.02.00
	Action						
	Select 5	<b>F5</b> - Print Pa	aychecks and	d Direct De	posits).		

### A1.1. Printing Payroll Checks - Setup

A	PCG Dist=8991 Rel=18.04.00 01/14/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE - X SEQOPT	
	Pay Check/Direct Deposit Sequence Option	
	Run checks/direct deposits in REGULAR sequence Enter	
	Run checks/direct deposits in NAME sequence F1	
	Run checks/direct deposits in LOCATION / NAME sequence F2	
	Exit F16	
	NOTE: The REGULAR sort sequence is in order by pay cycle, pay location, class, name, employee number.	
ENTER	F1 F2 F3 F5	
F16		
	To print by pay cycle, pay location, payroll class code, and employee name s order: Select (Enter - Run Checks/Direct Deposits in REGULAR seque	sequen
	<b>To print by Name:</b> Select <b>F1</b> ( <b>F1</b> - Run Checks/Direct Deposits in NAME s	sequen
	<b>To print by Payroll Location and Name:</b> Select <b>F2</b> ( <b>F2</b> - Run checks/direction LOCATION / NAME sequence).	ct depo

A	PCG Dist=8991	Rel=18.04.00 01/14/2019 PCG 003 SV C:\DEVSYS C:\SECOND WHITE	_	() Рачснк	×
		PAYROLL CHECK PRINTING PROCESS			
	The	check date below will appear on the checks and/or direct deposits and will represent the date the payroll transactions will be posted to the respective General Ledger Accounts.			
		If this date is correct, press ENTER to continue.			
	If	this date is incorrect, please enter the new check date below and press ENTER to validate the new date and continue with the check printing process.			
		CHECK DATE: <u>8312018</u> (MMDDCCYY)			
ENTER F16	<ul> <li>F1 ► % F2 &lt; %</li> <li>F12 &lt; %</li> <li>F12 &lt; %</li> <li>F12 &lt; %</li> </ul>	r3         r4         r5         r6         r7         r3         r3         r10         r11         r12         r13         r13 <thr>         r         r         r<th></th><th>19.01.0</th><th>30</th></thr>		19.01.0	30

Step	Action
5	Review the <i>Payroll Check Printing Process – Check Date Verification</i> screen, and verify the date in the <b>Check Date</b> field is correct.
	<i>PCGenesis defaults to the next payroll cycle date although users may modify this information as needed. Be aware that the date entered must be within the prior and the next payroll run date.</i>
	Refer to the <u>PCGenesis Payroll System Operations Guide</u> , Section I: Special Functions, Topic 1: Pay Schedule Processing for the instructions to display the payroll schedule dates.
6	Insert the payroll checks, or when using the MICR feature, insert the blank check stock. <u>DO NOT</u> use standard paper for this purpose. Use an <u>actual payroll check</u> .
7	Select (Enter) twice.

A	PCG Dist=8991 Rel=18.04.00 01/14/2019 PCG 003 SV C:\DEVSYS C:\SECOND WHITE	_	() Рачснк	×
	PRODUCE PAYROLL CHECKS			
	Are correct checks inserted? (YES,NO)			
PHTE			40 64 6	9
F16			ט.רט.ער	19
ep 8	Enter <b>Yes</b> in the field and select <b>ENTER</b> (Enter) to continue.			

The following window displays:

Select Printer			_		×
Select Printer: <u>Called By:</u> CHKCALL <u>Orientation:</u> © Portrait © Landscape	\\printserver\8802-HPLJM608Send To OneNote 2016Microsoft XPS Document WriterMicrosoft Print to PDFGeneric / Text Only SoftdocsFax\\printserver\2276-HPLJ4300DTN\\printserver\8800-HPLJM608\\printserver\2278-HPLJ4300DTN\\printserver\2278-HPLJ4300DTN				
Default Printer	\\printserver\8802-HPLJM608				
Selected Printer	\\printserver\8802-HPLJM608				
		ОК	E	kit Proces	\$

Step	Action
9	Within the <i>Select Printer</i> window, verify <u>or</u> highlight the appropriate printer's name. Verify that the correct printer displays in the <b>Selected Printer</b> text box.
	The printer selected must have already been set up with the appropriate signature card.
10	Select OK

For **non-MICR-enabled banks**, the following screen displays:

3	PCG Dist=8991	Rel=05.04.00 (	1/09/2008	CJD 001	C:\DEVSYS	C:\SECOND		_ ð X
		Select Print Test 0	ptions		Р	ayroll Check	CHKCALL	
	CURRENT SE	ELECTED	N N	\printserver\	ND3774-HPLJ	2300DN		
	Please Make Sel PF1 - PF2 - PF3 - PF4 - PF5 -	lection Select Printer Print Sample Prints OK, Continue Disable MICR Disable Signature	B S C P	ANK IGNATURE Sheck Type	BKO1 Disabl PrePrii Disabl	ed nted PreNumb	ered	
	<b>PF16</b> -	Cancel and Exit						

For MICR-enabled banks,	the following screen	display	ys:
-------------------------	----------------------	---------	-----

A	PCG Dist=8991	Rel=18.04.00	01/14/2019	PCG 004	SV C:\DEVSY	'S C:\SECOND	WHITE	_	Ο	×
	SELECT C	HECK TYPE				Рауг	oll Check		CHKCAL	L
	Select	to Change Ch	eck Type							
	<b>F1</b>	PAYROLL								
						Current Select	ed Check Type			
					[	PAYR	OLL	]		
	F6	Disable Ac	ct Type Print							
	Conti	nue								
									17.01.0	0

Step	Action
11	For MICR-enabled banks: Verify the selection, or select the appropriate account type, and select Continue (Continue).
	When using the same bank for check processing, up to five different account types may display on the Account Type screen. The account types displayed are system-specific, and the configuration for the same was during MICR setup.
	For Non MICR-enabled banks: Proceed to Step 14.

PCG Dist=8991 Rel=18.04.00 01/14/2019 PCG	004 SV C:\DEVSYS	C:\SECOND	WHITE	-		×
Select Print Test Options		Payroll	Check		CHKCAL	LL
CURRENT SELECTED	\\printserver\	8802-HPLJM608				
Please Make Selection	BANK	BK02				
F1 - Select Printer	SIGNATURE	Disabled				
F2 - Print Sample	MICR	Enabled				
	Account Type	PAYROLL				
F4 - Disable MICK	Pay Chk Type	Detailed Stut	b Blank			
- Disable Signature	Pay Self Seal	OFF				
	Vnd Chk Type	Blank Check	Stock			
	Vnd Self Seal	OFF				
F8 - Save and Continue						
F16 - Cancel and Exit						
					17.01.0	0

#### For **MICR-enabled banks**, the following screen displays:

Step	Action
12	Verify the entries in the BANK, SIGNATURE (status), Check Type, MICR (status), Account Type and Self Seal (status) fields are correct.
	These entries default based on the payroll check signature card and/or the MICR configuration selections. If incorrect, select F16 - Exit and refer to the appropriate procedures to correct any errors, and repeat this process.
13	$\frac{\text{To select a different printer}}{\text{printing device.}}: \text{ Select } \texttt{F1} (F1 - \text{Select Printer}) \text{ to select a different}}$
	To disable MICR printing for this check run only: Select <b>F4</b> (F4 – Disable MICR) to temporarily disable MICR printing for this check run only.
	To disable signature printing for this check run only: Select <b>F5</b> (F5 – Disable
	Signature) to temporarily disable signature printing for this check run only.
	When Select Printer, Print Sample, Disable MICR or Disable Signature are selected, a sample payroll check will be printed.
14	Insert an <u>actual</u> payroll check or the blank check stock in the printer's feeder, and select
	<b>F2</b> ( <b>F2</b> – Print Sample). <u>Do not insert standard paper for this purpose</u> .
	When using Preprinted and Prenumbered checks, spoil the sample payroll check when the procedure completes. Print the sample copy of the payroll check to ensure all information is correct before continuing.

Step	Action
15	Verify the information on the <i>sample</i> payroll check is as intended by comparing the results received to the examples provided in A1. Payroll Check with an Incorrect MICR Line – Example and A2. Payroll Check with a Correct MICR Line – Example.
	Even if no errors received when saving the MICR configuration, verify the MICR line. If the Transit and ONUS symbols are identified with the letters "B" and "C" as in B1., the <u>information is incorrect.</u>
16	If the MICR line is correct: On the <i>Payroll Check Printing – Option Selection</i> screen, select <b>F8</b> (F8 – Save and Continue).
	If the MICR line is incorrect: Remove and reinsert the Signature Card. On the Payroll
	<i>Check Printing – Option Selection</i> screen, select <b>F2</b> ( <b>F2 – Print Sample</b> ), and proceed to <i>Step 15</i> .

### A1.1.1. Payroll Check – Incorrect MICR Line – Example

SHEET CALL SUCHE SUCHT	PAY DEDUCTIONS NET PAY 123450 CONTRACT TO D	DATE
CUR OVERTIME H	DURS REGULAR AMOUNT OVERTIME AMOUNT CONTRACT AMOUNT TOTAL AMOUNT	
тот		
DEDUCTION CURRENT YTD	DEDUCTION CURRENT YTD DEDUCTION CURRENT	YTD
	SICK LEAVE PERS LEAVE VACATION OTHER SICK LEAVE PERS LEAVE VACATION OTHE	ER .
MICR Setup 2001/11/20 15:46		<u>·</u>
LEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS		
	No. 123456	
102 MAIN ST.		8975
SMITHVILLE, GA. 61255	Date	
BANK OF SMITHVILLE		
SMITHVILLE, GA 61255	AMOUN	IT
		DAVE
Pay To The SAME		DAYS
Pay To The Order Of		DAYS
Pay To The Order Of		DAYS
Pay To The Order Of	PLE CHECK	DAYS
Pay To The Order Of Seel ON Transit Sym	PLE CHECK Void AFTER 94 bol ONUS Symbol	D DAYS
Pay To The Order Of Seel ON Transit Symbol	DONUS Symbol	DAYS
Pay To The Sorder Of Seel ON Transit Sym Seel OFF C123456C B89	DONUS Symbol ONUS Symbol DONUS	o days
Pay To The order Of Seal ON Transit Symi Seal OFF C123456C B89	PLE CHECK Void AFTER 94 bol ONUS Symbol 7582361B100 2641C Incorrect MICH	o days R line
Pay To The Scel Or Seel ON Transit Sym Cl23456C B897 ** THE FOLLOWING DA	DONUS Symbol ONUS Symbol 7582361B100 2641C Incorrect MICH ATA WAS INPUT DURING THE MICR SETUP **	D DAYS
Pay To The Sreet Of Seel ON Seel OFF C123456C B897 ** THE FOLLOWING DA	VOID AFTER 94 bol ONUS Symbol 7582361B100 2641C Incorrect MICH ATA WAS INPUT DURING THE MICR SETUP ** BK	o days
Pay To The SAME Seal ON Seal ON Transit Symi C123456C B897 ** THE FOLLOWING DA	VOID AFTER 94 bol ONUS Symbol 7582361B100 2641C Incorrect MICH ATA WAS INPUT DURING THE MICR SETUP ** BK BANK OF SMITHVILLE Signature Card Vendor	D DAYS
Pay To The Order Of Seel ON Seel OFF C123456C B897 ** THE FOLLOWING DA BANK-ID Institution Name Institution Name Seel OFF	VOID AFTER 94 VOID A	D DAYS R line gies
Pay To The Order Of Seal ON Seal OFF C123456C B897 ** THE FOLLOWING DA BANK-ID Institution Name Institution Address Federal Reserve ID Institution Transit Number	VOID AFTER 94 VOID AFTER 94 TAXA WAS INPUT OURING SYMBOL MICHAELER AND	a DAYS
Pay To The Order Of Seal ON Seal OFF C123456C B897 ** THE FOLLOWING DA BANK-ID Institution Name Institution Name Institution Transit Number Character To Call TRANSIT Symbol	DONUS Symbol ONUS Symbol ONUS Symbol T582361B100 2641C Incorrect MICH ATA WAS INPUT DURING THE MICR SETUP ** BK BANK OF SMITHVILLE SMITHVILLE, GA 61255 64 B97582361 PRINT ON BLANK B	D DAYS R line gies
Pay To The Order Of Seel ON Transit Syma C123456C B897 ** THE FOLLOWING DA BANK-ID Institution Name Institution Name Institution Address Federal Reserve ID Institution Transit Number Character To Call TRANSIT Symbol Account Number (Including ONUS Symbol)	PLE CHECK       Void AFTER 94         bol       ONUS Symbol         7582361B100       2641C       Incorrect MICH         ATA WAS INPUT DURING THE MICR SETUP **       BK         BANK OF SMITHVILLE       Signature Card Vendo         SMITHVILLE, GA 61255       Ource Technolo         64       987582361       PRINT ON BLANK         B       100 2641C       SELF-SEAL - OF	D DAYS R line gies C CHECK
Pay To The Order Of SAMP Seel ON Transit Syma Seel OFF C123456C B893 ** THE FOLLOWING DA BANK-ID Institution Name Institution Name Institution Address Federal Reserve ID Institution Transit Number Character To Call TRANSIT Symbol Account Number (Including ONUS Symbol) Character To Call ONUS Symbol	PLE CHECK       Void After 94         bol       ONUS Symbol         7582361B100       2641C       Incorrect MICH         ATA WAS INPUT DURING THE MICR SETUP **       BK         BK       Signature Card Vendor         SMITHVILLE, GA 61255       Source Technolo         64       897582361       PRINT ON BLANK         B       100 2641C       SELF-SEAL - OF         C       C       SELF-SEAL - OF	D DAYS R line gies C CHECK
Pay To The Order Of SAMP Seal ON Transit Symbol Seal OFF C123456C B897 ** THE FOLLOWING DA BANK-ID Institution Name Institution Address Federal Reserve ID Institution Transit Number Character To Call TRANSIT Symbol Account Number (Including ONUS Symbol) Character To Call ONUS Symbol District Name	DOID AFTER 90         bol       ONUS Symbol         7582361B100 2641C       Incorrect MICH         ATA WAS INPUT DURING THE MICR SETUP **         BK       Signature Card Vendor         SMITHVILLE, GA 61255       Source Technolo         64       997582361       PRINT ON BLANK         B       100 2641C       SELF-SEAL - OF         C       SMITHVILLE BOARD OF EDUCATION	D DAYS R line gies C CHECK
Pay To The Order Of SAMME Seel ON Transit Syma Seel OFF C123456C B897 ** THE FOLLOWING DA BANK-ID Institution Name Institution Name Institution Address Federal Reserve ID Institution Transit Number Character To Call TRANSIT Symbol Account Number (Including ONUS Symbol) Character To Call ONUS Symbol Character To Call ONUS Symbol	DOID AFTER 90         bol       ONUS Symbol         7582361B100       2641C       Incorrect MICH         ATA WAS INPUT DURING THE MICR SETUP       **         BK       BANK OF SMITHVILLE       Signature Card Vendo         SMITHVILLE, GA 61255       Source Technolo         64       997582361       PRINT ON BLANK         B       100 2641C       SELF-SEAL - OF         C       SMITHVILLE BOARD OF EDUCATION         102 MAIN ST.       SELF-SEAL - OF	D DAYS R line gies C CHECK
Pay To The Order Of SAMP Seel ON Transit Sym Seel OFF C123456C B897 ** THE FOLLOWING DA BANK-ID Institution Name Institution Name Institution Address Federal Reserve ID Institution Transit Number Character To Call TRANSIT Symbol Account Number (Including ONUS Symbol) Character To Call ONUS Symbol Character To Call ONUS Symbol District Name District Address 1 District Address 2	DOID AFTER 90         bol       ONUS Symbol         0582361B100       2641C       Incorrect MICH         0582361B100       2641C       Incorrect MICH         ATA WAS INPUT DURING THE MICR SETUP       **         BK       BANK OF SMITHVILLE       Signature Card Vendo         SMITHVILLE, GA 61255       Source Technolo         64       997582361       PRINT ON BLANK         B       100 2641C       SELF-SEAL - OF         C       SMITHVILLE BOARD OF EDUCATION       SELF-SEAL - OF         SMITHVILLE, GA. 61255       SMITHVILLE, GA. 61255	D DAYS R line gies C CHECK
Pay To The Order Of SAMP Seal ON Transit Sym Seal OFF Cl23456C B897 ** THE FOLLOWING DA BANK-ID Institution Name Institution Address Federal Reserve ID Institution Transit Number Character To Call TRANSIT Symbol Account Number (Including ONUS Symbol) Character To Call ONUS Symbol Account Number (Including ONUS Symbol) Character To Call ONUS Symbol District Name District Address 1 District Address 2 District Phone (Optional)	DOI ONUS Symbol ONUS Symbol T582361B100 2641C Incorrect MICH ATA WAS INPUT DURING THE MICR SETUP ** BK BANK OF SMITHVILLE SMITHVILLE, GA 61255 64 B97582361 PRINT ON BLANK B 100 2641C Self-SEAL - OF C SMITHVILLE BOARD OF EDUCATION 102 MAIN ST. SMITHVILLE, GA. 61255	T DAYS R line gies C CHECK
Pay To The Order Of Seel ON Seel ON Transit Symin Cl23456C B897 ** THE FOLLOWING DA BANK-ID Institution Name Institution Address Federal Reserve ID Institution Transit Number Character To Call TRANSIT Symbol Account Number (Including ONUS Symbol) Character To Call ONUS Symbol District Name District Address 1 District Address 2 District Phone (Optional) Account Type 1	DOI ONUS Symbol         000000000000000000000000000000000000	or gies < CHECK
Pay To The Order Of Seel ON Seel ON Transit Sym Cl23456C B897 Cl23456C B897 ** THE FOLLOWING DA BANK-ID Institution Name Institution Address Federal Reserve ID Institution Transit Number Character To Call TRANSIT Symbol Account Number (Including ONUS Symbol) Character To Call ONUS Symbol Character To Call ONUS Symbol District Name District Address 1 District Address 2 District Phone (Optional) Account Type 1 Account Type 2 Account Type 2	DOI ONUS Symbol         000000000000000000000000000000000000	The provide state of the second state of the s
Pay To The Order Of Seel ON Seel ON Transit Sym Cl23456C B897 Cl23456C B897 ** THE FOLLOWING DA BANK-ID Institution Name Institution Address Federal Reserve ID Institution Transit Number Character To Call TRANSIT Symbol Account Number (Including ONUS Symbol) Character To Call ONUS Symbol Character To Call ONUS Symbol District Name District Address 1 District Address 2 District Phone (Optional) Account Type 1 Account Type 3 Account Type 3 Account Type 3	DOID AFTER 94 DOI ONUS Symbol T582361B100 2641C Incorrect MICH T582361B100 2641C Incorrect MICH TATA WAS INPUT DURING THE MICR SETUP ** BK BANK OF SMITHVILLE SMITHVILLE, GA 61255 64 897582361 PRINT ON BLANK B 100 2641C Self-SEAL - OF C SMITHVILLE BOARD OF EDUCATION 102 MAIN ST. SMITHVILLE, GA 61255 GENERAL PAYROLL	o DAYS R line gies K CHECK
Pay To The Order Of Seel ON Seel ON Transit Sym Cl23456C B897 Cl23456C B897 ** THE FOLLOWING DA ** THE FOLLOWING DA BANK-ID Institution Name Institution Address Federal Reserve ID Institution Transit Number Character To Call TRANSIT Symbol Account Number (Including ONUS Symbol) Character To Call ONUS Symbol Character To Call ONUS Symbol District Address 1 District Address 2 District Address 2 District Address 2 District Address 2 District Address 2 District Phone (Optional) Account Type 1 Account Type 3 Account Type 4 Account Type 4	DOLAFTER SU DOLAFTER SU DOLAFT	o DAYS R line gies K CHECK

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### A1.1.2. Payroll Check – Correct MICR Line – Example

CHECK DATE SOCIAL SECURITY EMPLOYEE NUMBER GRO	OSS PAY DEDUCTIONS NET PAY	123456 CONTRACT TO DATE
CUR CUR TOT	E HOURS REGULAR AMOUNT OVERTIME AMOUNT	CONTRACT AMOUNT TOTAL AMOUNT
DEDUCTION CURRENT YTD	DEBUCTION CURRENT YTD	DEDUCTION CUBRENT YTD
SICK LEAVE         PERS LEAVE         VACATION         OTHER           CUR	YTD PERSIEAVE VACATION OTHER	SIGK LEAVE PERSLEAVE VACATION OTHER BAL
SMITHVILLE BOARD OF EDUC/ 102 MAIN ST. SMITHVILLE, GA. 61255	ATION N Date	lo. <b>123456</b> GENERAL <u>64-8236</u> 8975
BANK OF SMITHVILLE SMITHVILLE, GA 61255		AMOUNT
Pay To The Order Of	PLE CHECK	VOID AFTER 90 DAYS
-seal ON Transit Sy	vmbol ONUS Sym	ıbol
Seal ON Transit Sy Seal OFF II 1234 56 II 185		tbol ← Correct MICR line
rseal ON rseal OFF II™ 1234,56III II:85 ** THE FOLLOWING D	Vmbol ONUS Sym	tbol ← Correct MICR line HE MICR SETUP **
Seal ON Seal OFF Seal OFF Transit Sy Transit Sy T	Vmbol ONUS Sym ONUS Sym	Abol Correct MICR line HE MICR SETUP ** Signature Card Vendor Source Technologies
-Seal ON -Seal OFF -Seal OFF -	Vmbol ONUS Sym A7582361:1002641" DATA WAS INPUT DURING TH BK BANK OF SMITHVILLE SMITHVILLE, GA 61255 64 897582361 B 1002641C	Abol Correct MICR line HE MICR SETUP ** Signature Card Vendor Source Technologies PRINT ON BLANK CHECK SELF-SEAL - OFF
Seal OFF Seal OFF Transit Sy Transit Sy	Vmbol ONUS Sym ONUS Sym OATA WAS INPUT DURING TH BK BANK OF SMITHVILLE SMITHVILLE, GA 61255 64 897582361 B 100 2641C C	Dibol Correct MICR line Correct MICR line HE MICR SETUP ** Signature Card Vendor Source Technologies PRINT ON BLANK CHECK SELF-SEAL - OFF
-Seal ON -Seal OFF -Seal OFF -	Vmbol ONUS Sym A75B23E1:100 2E41" DATA WAS INPUT DURING TH BK BANK OF SMITHVILLE SMITHVILLE, GA 61255 64 897582361 B 100 2641C C SMITHVILLE BOARD OF EDUCATH 102 MAIN ST. SMITHVILLE, GA. 61255	Abol Correct MICR line HE MICR SETUP ** Signature Card Vendor Source Technologies PRINT ON BLANK CHECK SELF-SEAL - OFF
Seal ON Transit Sy Seal OFF IN L 2 3 4 5 G IN THE FOLLOWING C MARK-ID Institution Name Institution Name Institution Name Institution Name Institution Transit Number Character To Call TRANSIT Symbol Account Number (Including ONUS Symbol) Character To Call TRANSIT Symbol Account Number (Including ONUS Symbol) Character To Call ONUS Symbol District Address 1 District Address 1 District Address 2 District Address 2 District Phone (Optional) Account Type 1 Account Type 3 Account Type 3 Account Type 3	A 7 5 B 2 3 G 1 : 100 2 G 4 1 * DATA WAS INPUT DURING T BK BANK OF SMITHVILLE SMITHVILLE, GA 61255 64 897582361 B 100 2641C C SMITHVILLE BOARD OF EDUCATH 102 MAIN ST. SMITHVILLE, GA. 61255 GENERAL PAYROLL	Abol Correct MICR line HE MICR SETUP ** Signature Card Vendor Source Technologies PRINT ON BLANK CHECK SELF-SEAL - OFF ON

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### A1.1.3. Sample New 8.5 x 14 Payroll Check – Self-Seal Example

Telephone	ID 8946 999- 999-1	54 -08-8464 555-1536	AG9ILER 2559 MA SMITH,	A, JO9UE AIN STREET GA 33333			SMITH 102 MA SMITH,	CITY BOARD O IN STREET GA 33333	F EDUCATION	8991
General Inf	formation	/ 17	Tax Data	3		Net Pau	(404) 4 Distribu	44-4444 tion		
	040	164	Participation of	Fed	GA	Accoun	t Type	Account Num	ber	Amount
Check No Check Date	09/28	3/2012	Marital Allowan Add Pct Add Am	ces 00	Joint Both M(1) D(00)					
		Contract	Fiscal-To-	Date 16,47	76.92	Cł	neck No	010161 T	otal Net Pay	2,162.72
REMINDER -	- THERE	IS A MAND	ATORY DIS	STRICT WIDE ME	SETING AT 41	30 PM ON	FRIDAY			
Paycheck S	Summary	an they a	dine to a		0.00 1 10000					
Desc	Reg Hrs	2781	mt OT I	Hrs OT Ar	mt Cont /	Amt Tol	2781 AF	Tot Taxes	Total Deds	Tot Net Pay
YTD		16576	.92	200.	.00 16476	.92 1	6776.92	2754.88	3094.46	13682.46
Current Ho	ours and E	Earnings								
State Sala Extended 1 Purlough Extracurri	ary Year Sug icular S	oplement Supplement		regula	tine negu	2,668.17 70.22 -56.51 100.00	- Crait			2,668.17 70.22 -56.51
Paid Time (	Off		Total			2,781.88	E	mployer Paid Be	anafita	2,681.88
Lv Type 1	Cur	1 YTD 1	Bai 1	Lv Type 2	Cur 2 YT	D2 B	al 2 D	escription	Current	I YTD
PERSONAL	E	2.00	26.50	PD SICK II	1	.00 13	.00 FIC	A	212.83	2 1283.40
VACATION		2.00	5.00	VACATION II	3	.00 15	.00			
LWOP OTHER	-	.50		UNOP II OTHER II	,	. 50				
PROF.	4	3.00		STAFF DEVII	-	. 50	-		The Marcal	
Taxes/Pens	sion			Before Tax Dec	ductions		A	ter-Tax Deduct	212.8; ions	2 1283.40
Description	n	Current	YTD	Description	Curre	nt	YTD D	escription	Curren	t YTD
SOC. SEC.		40.34	760.32			1000	PAC	ED FOUND	25.0	0 225.00 8 114.58
GA. STATE	TAX	127.58	652.62							
EASE DETACH	Total THIS STUB	579.58 AND RETAIN FO	2754.88 R YOUR REA	T NOVE DOCUME	otal ENT ALONG	THIS PER	IFORAT		otal 39.5	8 339.58
EASE DETACH SM ATL Pay To The	Total THIS STUR ITH CIT 102 SM (40. ANTA B/ ATL AG91LE	579.58 IS DOCUMENT Y BOARL MAIN STRE THIF GA 333 4)444 4444 ANK ANTA. GA 300 ERA, JOSUE	2754.88 IR YOUR REA IT IS PRINT( O OF EDU ET 33 000	THO THOUSANT	otal ENT ALONG 45. DO NOT AC	THIS PER Date 9/25/201	PEORAT No. 2	ION	otal 39.51 EPRESENT: S VOID AFTEL Jahn J	8 339.58 8 339.58 8 4-111 6100 2.162.72 R 90 Days Dae
EASE DETACH SM ATL Pay To The Inder Of	Total ITHISETUR IITH CIT 102 SM (40 ANTA B/ ATL AG91LE	579.58 AND RETAIN FO ID DOCUME WAIN STRE INAIN STRE INAIN STRE INAIN STRE INAIN STRE INAIN STRE STR. JO9UE	2754 88 PR YOLP REA THE DAILAGE OF EDU 33 33 33 40 1:05 1	THOUSANT	otal ENT ALONG 15: DO NOT AC 0 0 ONE HUNDRE	THIS PER Date Date 9/28/201	IFORAT NO. 2	ION AND GREEN AND O10161 PAYROLL 9 72/100	Ann Shesent Stores Void After Jahn J	8 339.58 84-111 6100 Cunt 2,162.72 R 90 DAYS Dae
Pay To The Dorder Of	Total ITHISSTUR ITHISSTUR INTH CIT SM (40 ANTA BA ATA AG9ILE	579.58 AND RETAIN FC TB DOGUME Y BOARC NAMN STREAT HMAN STREAT ANTA GA 333 4444 4444 ANTA GA 333 4444 4444 ANTA GA 333 58A. JO9UE	2754.88 PR YOUR REA 115 PRINT 0 OF EDU 333 1000 1:06 1	THO THOUSANE	otal ENT ALONG 15. DO NOT AC 0 0 ONE HUNDRE	THIS PER Date 9/28/201 20 SIXTY	IFORAT SEDULE No. 2	ION ANDIGREEN AND O10161 PAYROLL 3 72/100	Detal 39.50	8 339.58 84-111 6100 2.162.72 R 90 DAYS Dae
Pay To The Order Of SMITH CI SMITH C	Total ITHISSTUR INTH CIT SM (40 ANTA BA AG91LL INTH CIT AG91LL INTH CIT AG91LL INTH CIT AG91LL INTH CIT AG91LL INTH CIT AG91LL INTH CIT AG91LL INTH CIT AG91LL	579.58 AND RETAIL FO TO BOORD THE GA 333 4444 4444 ANK ANTA GA 333 4444 4444 ANK ANTA GA 330 DO 1000 CO 1000 C	2754 88 PR YOLP REA 11 STATIST O OF EDU 33 33 30 1:06 1 DUCATIK		otal ENT ALONG ISE DO NOT AC O COME HUNDRE	THIS PER Date 9/28/201	IFORAT No. 2	ION	Ann Server Void After Jahn	8 339.58 84-111 6100 Cunt 2,152,72 R 90 DAYS Dae
Pay To The The Order Of SMITH C 102 MAIN SMITH, G c 0101	Total ITHISSTUR INTHI CIT SM (40 ANTA BA AG91LL INTHICLE AG91LL INTHICLE AG91LL INTHICLE AG91LL INTHICLE AG91LL INTHICLE AG91LL INTHICLE AG91LL INTHICLE AG91LL INTHICLE AG91LL INTHICLE INTHICL	579.58 AND RETAIL FO MAIN STRE TH, GA 333 4444 4444 ANK ANTA. GA 30 BRA. JO9UE	2754 88 Privoue Ren O OF EDU 33 33 33 4 10 DE 1	THOUSANE	otal ENT ALONG IS: DO NOT AC O CONE HUNDRE	THIS PER Date Date 9/28/201	IFORAT No. 2	ION	Ann Server Server Server Server Sacher A	8 339.58 84-111 6100 Cunt 2,162.72 R 90 DAYS Dae

### A1.1.4. Sample New 8.5 x 11 Payroll Check – Non-Self-Seal Example

Employee ID SSN Telephone Loc/Class	88464 999-08 999-555 0101 /	-8464 -1536 17	AG9ILER 2559 MA SMITH,	A, JO9UE IN STREET GA 33333	ANTE LAST	Martin	SMI 102 SMI (40	TH CI MAIN TH, G	TY BOARD O STREET A 33333	F EDUCATIO	N 8991
General Infor	mation		Tax Data	Fed	GÅ	Net Pa	y Dist	ributio	0 ccount Num	ber	Amount
Check No Check Date	0101	<b>60</b>	Marital Allowand Add Pct Add Amt	Married ces 00	Joint Both M[1] D[00]						
REMINDER	THERE IS	Contract	Fiscal-To-C	Date 16,47	76.92	10 PM 0	heck I	No 0	10160 <b>T</b>	otal Net Pay	2,162.7
Paycheck Su	mmary								-		
Desc R	eg Hrs	Reg Am	t OTH	irs OT A	mt Cont /	unt To	ot Gro	55	Tot Taxes	Total Deds	Tot Net Pay
Current		2781.	88		2681	.88	2781	86	579.58	619.16	2162.7
Current Hour	s and Ear	16576.	92	200.	.00 Teale	.92	16776	1.92	2754.88	3094.46	13682.4
Description		uniga.	Pay	Rate Regular	r Hrs Regul	ar Amoun	1 0	vertim	Hrs Ove	ertime Amt	Contract Amt
State Salar	Y Current	amant				2,668.1	7				2.668.1
Furlough	ar suppi	enent				-56.5	1				-56 5
Extracurric	ular Sup	plement				100.0	0				
	1.0% (1200)	an na saite.			-						
		T	otal			2.781 0	8				7 697 0
Paid Time Of	f			the state of the second	the second second second	27.10X+8		Emp	over Paid Be	enefits	4,001.8
Lv Type 1	Cur 1	YTD 1	Bal 1	Lv Type 2	Cur 2 YT	D2	Bal 2	Desc	ription	Curre	nt YTD
SICK LEAVE	-	2.00	26.50	PD SICK II	1	-00 1	3.00	FICA		212 .	82 1283.4
VACATION		2.00	5.00	VACATTON IT	2	.00 1	5.00				
LWOP		2.00	0.00	LMOP II							
OTHER		.50		OTHER II	3	.50					
PROF.	-	3.00		STAFF DEVII	2	.50				1 2200	
Taxes/Pensil	in		Constants in	Before-Tax De	ductions	-		After	Tax Deduct	212.	82 1283.4
Description	Ci	irrent	YTD	Description	Curre	nt	YTD	Desc	ription	Curre	int YTD
SOC. SEC.	17	2.48	760.32			-		CC BD	FOUND	25.	00 225.0
MEDICARE	4	0.34	243.24					PAGE	DUES	14.	58 114.5
FEDERAL TAX	23	9,18	1098.70							-	
											1 2 2 4
T	otal 57	9.58	2754.88	т	otal			1	Т	otal 39	58 339.5
LEASE DETACH TH	4S STUB AND	D RETAIN FOR	YOUR RECO	RDS				-			
SMITH CITY 102 N	<b>BOARI</b> MAIN STRI H, GA 333 444-4444	D OF ED EET 133	THE FAC	e of this pacumen N	Y HAS A COLONES	Date	N 12	NO. 0 P/	10160 AYROLL 2/100	\$ ···· Void AFT	64-111 6100 mount **2,162.72 TER 90 DAYS
SMIT .404)	NK			TWO THOUSAN	D ONE HONDRE	a sixii					
SMIT 404) ATLANTA BAN ATLAI	VK NTA, GA 30	000		TWO THOUSAN	D ONE HONDRE	D SIAH			~		-
SMIT 404) ATLANTA BAN ATLAY	NK NTA, GA 30	000	4	TWO THOUSAN	D ONE HONDRE				0	ab	100
SMIT 404) ATLANTA BAN ATLAN	NK NTA, GA 30	000 JO9UE	4 4	TWO THOUSAN	D ONE HONDRE			1	Ģ	ohn	Doe
SMIT 404) ATLANTA BAN ATLAN To A he 2 OI 4	NTA, GA 30 G9ILERA, 559 MAIN	JO9UE		TWO THOUSAN	UNE HOUDS	D SIATI		-	g	ohn	Doe
SMIT 404) ATLANTA BAN ATLAN To A he 2 Of S	NTA, GA 30 G9ILERA, 559 MAIN MITH, GJ	JOSUE STREET 33333		TWO THOUSAN	- CHE HORDE	U SIATI			J	ohn	Doe
SMIT 404) ATLANTA BAN ATLAN To A he 2 Of S	NTA, GA 30 G9ILERA, 559 MAIN MITH, GJ	JO9UE N STREET N 33333		TWO THOUSAN	<u> </u>	U SIAII			J	ohn	Doe
SMIT 404) ATLANTA BAN ATLAN To A he 2 Of S	NK NTA, GA 30 G9ILERA, 559 MAIN MITH, GA	JOSUE N STREET N 33333		TWO THOUSAN					J	ohn	Doe
SMIT 404) ATLANTA BAN ATLAN To A he 2 Of S	NK NTA.GA 30 G9ILERA, 1559 MAIN MITH, GJ	JOSUE STREET 33333	•	TWO THOUSAN	TUPES INCLUDED	DETAILS OF	N BACK	. 61	J	ohn	Dæ

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PCG Dist=8991 Rel=18.04.00 01/14/2019 PCG 004 SV C\DEVSYS C\SECOND WHITE — □ × PAYCHK Please enter any message you wish to print on the check stub PLEASE NOTE THE NEW FEDERAL WITHHOLDING TABLES ARE TAKING EFFECT THIS PERIOD UTTE THE NEW FEDERAL WITHHOLDING TABLES ARE TAKING EFFECT THIS PERIOD 19.01.00	lowi	ng screen displays:		
Please enter any message you wish to print on the check stub PLEASE NOTE THE NEW FEDERAL WITHHOLDING TABLES ARE TAKING EFFECT THIS PERIOD. 19.01.00	Δ	PCG Dist=8991 Rel=18.04.00 01/14/2019 PCG 004 SV C:\DEVSYS C:\SECOND WHITE -	- 🗇 🗍	×
	PLE	Please enter any message you wish to print on the check stub ASE NOTE THE NEW FEDERAL WITHHOLDING TABLES ARE TAKING EFFECT THIS PERIOD		
	ENTER		19.01.0	1
		<b>To enter a message:</b> Enter up to seventy-nine (79) characters and spece $(Enter)$ (Enter) twice.	paces in th	ne f
<b>To enter a message:</b> Enter up to seventy-nine (79) characters and spaces in the f select $(Enter)$ <u>twice</u> .		<b><u>To delete an existing message</u></b> : Using either the <i>Spacebar</i> or the <i>De</i> field's entries.	elete key, :	ren
To enter a message:       Enter up to seventy-nine (79) characters and spaces in the formation in the select (Enter) twice.         To delete an existing message:       Using either the Spacebar or the Delete key, rem field's entries.		To bypass entering a message: Select (Enter) twice.		

There are no checks to print: Remove the payroll check forms from the printer and

proceed to Step 30.

The foll	ЭW	ing screer	n displays	:									
	A	PCG Dist=8991	Rel=18.04.00 (	01/14/2019 PC	G 004 SV	C:\DEVSYS	C:\SECC	DND	WHITE		_	🗇 Рачснк	×
				PRODUCE	PAYROL	L CHECKS	5						
			Are co	rrect chec	ks inse	rted? YE	ES (YES	,NO)					
			En	ter starti	ng chec	k number	·:	_					
		Last	Check Numbe	r Used:	3	8/31	1/2018						
	ENTER	<ul> <li>F1 ▶ £ F2 ◀ £</li> <li>F12 ➡ £12 ➡ 713 ➡</li> </ul>	F3 <b>F</b> 4 <b>F</b> 4	F5 6V F6 1A	F7	F9 /	F10 F	Help		F15		19.01.0	90
Sterr.	_	Action											

Step	Action
18	Enter the beginning check's number in the <b>Enter starting check number</b> field, and select <b>Enter</b> ( <b>Enter</b> ) to continue.
	<i>PCGenesis displays the last check number used during the previous payroll run within the "Last Check Number Used" field. Note that the screen's entries are system-specific, and that when restoring files, or when entering manual payroll checks, the number displayed may not be correct.</i>
	When using pre-numbered checks, enter the first available check number in the "Enter starting check number" field.

If a check number has already been used, the following error screen will display:

A F	PCG Dist=8991 Rel=18	.04.00 01/18/2019 F	PCG 001 SV C:\DEVS	YS C:\SECOND	WHITE	_		×
	THE FOLLOWIN	NG CHECK NUMBER	S HAVE ALREADY	BEEN ISSUED			PAYCHK	
	01 0001 01 0007 01 0013 01 0019 01 0025 01 0025 01 0037 01 0037 01 0043	010002         010003           010008         010003           010014         010015           010020         010021           010020         010021           010020         010021           010020         010027           010020         010032           010038         010039           010038         010039           010044         010045	010004         010005           010010         010011           010010         010017           010022         010023           010028         010029           010034         010035           010040         010041           010040         010041	01 0006 01 0012 01 0018 01 0024 01 003 0 01 0036 01 0042				
	F1 \$ F2 \$ F3 \$ 1	FUEA FEET FEIA	F7	F10 F11 F12 4 Help	FIE Q		19.01.0	90

Stop	Action
Step	Action
19	If PCGenesis has previously used any check numbers within the range of numbers that will be needed for this check/direct deposit run, an error message screen will be displayed.
	Select <b>(F16)</b> , return to <i>Step 18</i> , and enter a starting check number that will include enough contiguous check numbers to handle all the checks to be printed in this run.
	If this error occurs, the possibility exists that some check numbers were used many, many years ago, but still exist on the <i>Check Master File</i> . In this case, the old checks/direct deposits can be removed from the <i>Check Master File</i> so that this check run can continue using the same check numbers over again. Refer to the <i>Payroll System Operations Guide</i> , <i>Section G: Payroll Check Reconciliation Processing</i> for information on removing old check/direct deposit numbers.

If no check number errors exist, the following screen displays:

		.00 01/14/2019 PCG 005 SV C:\DEV	SYS C:\SECOND	WHITE	
					PHYGHK
		PRODUCE PAYROLL CHEC	KS		
	Are	correct checks inserted?	YES (YES,NO)		
		Enter starting check number	er: 4		
	Last Chash No	UNECK DATE: 8,	731/2018		
	Is 8/31/2018	and check number	4 correct?	_ (YES,NO)	
ENTER					10 61 66
ENTER	F1 ▶ ₹ F2 ◀ ₹ F3 ♣ F1		<b>7</b> F10 <b>T</b> F11 <b>b</b> F12 <b>d</b>	FIS Q	19.01.00
	F1 F1 F1 F1 F1 F1 F1 F1 F1 F1 F1 F1 F1 F		FID FIT PIZ HEID	P15 Q	19.01.00

20	Verify that the screen's information is correct, especially the check date and check number, enter the appropriate response in the field, and select <b>Enter</b> ) to continue.
	If the information is incorrect, enter " <b>No</b> " in the field, and select Enter. Return to Step 18 to enter the correct check number. Select F16 to exit check printing where appropriate.

### A1.2. Printing Payroll Checks - Completion

The following screen displays briefly:

St

A	PCG Dist=8991	Rel=18.04.00	01/14/2019	PCG 006	SV C:\DEVSYS	C:\SECOND	WHITE	- D Paych	ĸ
	PI	ROCESSING I	REQUEST						
	Current C	heck Numbe	r	000003					
								19.01	- 99
	Action								
	Make su and that	re <u>each</u> there are	payroll e no bla	check nk ch	c printed o ecks.	correctly,	, that the chec	ks are sequenti	ally numb

### \* \* \* \* ATTENTION \* \* \* \*

Do not continue payroll processing until payroll check printing is complete. Verify <u>each payroll check before continuing</u>.

The foll	owing screen displays:
	Image: PCG Dist=8991         Rel=18.04.00         01/14/2019         PCG 006         SV         C:\DEVSYS         C:\SECOND         WHITE         —         X           PAYCHK
	ALL CHECKS PRINTED
	Have all checks finished printing? (YES,NO)
Step	Action
22	Enter Y (Yes) or N (No) in the Have all checks finished printing? field, and select $(Enter)$ to continue.
	Enter <b>Y</b> (Yes) in the field even when payroll checks jam, and after the resolution of printer malfunctions during check printing etc., regardless of the assigned check numbers at this point. Later in the check printing procedure, PCGenesis displays the <i>Payroll Check Printing</i> – <i>Skipped Check Entry</i> screen for the entry of skipped check numbers where appropriate.
	The <u>PCGenesis Payroll System Operations Guide</u> , Section C: Payroll Check and Direct Deposit Statement Processing, Topic 4: Print the Payroll Pre-Posting Reports, Procedure A: Printing the Final Payroll Register provides the instructions to enter spoiled check number information.
	When entering <u>N</u> (No) within the field, exercise extreme caution! PCGenesis automatically exits the check printing procedure, and populates the <i>Payroll Sequence Monitor's</i> <b>Print</b> <b>Paychecks and Direct Deposits</b> field with N (Check Printing Not Complete). When rerunning the payroll checks, PCGenesis will prompt the user for the <b>Employee Number</b> of the last correct check printed. The payroll administrator must be able to enter the correct <b>Employee Number</b> to continue the check printing process.
	If conditions contrary to those mentioned in Step 21 exist, contact the Technology Management Customer Support Center for assistance. Continuing without the necessary recovery may cause the remaining payroll checks to print incorrectly.

For *Step 22*- NO entries, after restarting the check printing process, the following screen displays:

Δ	PCG Dist=8991 Rel=18.04.00 01/16/2019 PCG 001 SV C:\DEVSYS C:\SECOND WHITE - □ PAYCHI	× ۲
	RESTART PAYROLL CHECKS	
	Enter the Employee Number of the last correct check printed.	
	Employee Number: <u>0</u>	
	P1 b %         P2 t %         P3 @         P4 @         P5 @         P3 @         P10 %         P11 @         P12 @         P15 @         19.01           P17 @         P18 @                   19.01                19.01                19.01	. 00
	Action	
	If 'N' was entered in <i>Step 22</i> (All checks did not finish printing): Start the check/direct deposit printing process over again and repeat all the steps start	e paying at
	Enter the <b>Employee Number</b> of last correctly printed check in the field and	selec

(Enter) to continue.

For *Step 22*- **NO** entries, after restarting the check printing process, the following screen displays:

A	PCG Dist=8991 Rel=18.04.00 01/16/2019 PCG 001 SV C:\DEVSYS C:\SECOND WHITE - C × PAYCHK
	RESTART PAYROLL CHECKS
	Enter the Employee Number of the last correct check printed.
	Employee Number: 88975
	Is Employee Number 88975 correct? (YES,NO)
	P₂ ▶ X         P₂ ♥ X         P₂ ● Y         P₂ ● Y
	Action
	If N (No) was entered in Step 22:
	Verify the screen's information is correct, enter the appropriate response in the fi

(Enter) to continue.

St

If the information is incorrect, enter "No" in the field, and select Enter. Return to Step 23 to enter the correct employee number.

Owing screen	displays: Rel=18.04.00 01/14/2019 PCG 006 SV C:\DEVSYS C:\SECOND	WHITE -	
	LAST CHECK VERIFICATION		РАЧСНК
Was	the last check number printed 3? (YES,NO)		
ENTEE   <sub>F1</sub> ▶ K   <sub>F2</sub> ◀ K		FIS Q	19.01.00

Step	Action
25	Verify the last check number printed corresponds to the number displayed in the field, enter <b>YES</b> or <b>NO</b> in the field, and select <b>ENTER</b> (Enter) to continue.
	<u><b>The last check number displayed on the screen is correct</b></u> : Enter <b>YES</b> in the field and proceed to <i>Step 30</i> .
	The last physical check number printed <i>is greater than</i> the check number displayed on
	the screen: Enter NO in the field. Entering NO assumes that all checks printed, but that a form feed error occurred so that the checks were not numbered correctly. This generally
	happens when two forms stick together causing check numbers to be skipped. If this is the case, enter <b>NO</b> in the field and proceed to <i>Step 26</i> .

PCG D	0ist=8991	Rel=18.04.00	01/16/2019 P	CG 001 SV C:\E	EVSYS C:\SE	COND	WHITE	– 🗆 Paychi	×,
			LAST CHE	CK VERIFICA	TION				
	Was	the last	check numb	er printed	7? NO	(YES,NO)			
		Enter t	he last ch	eck number	printed: _				
			· _ · _ · _ ·		- 1 - 1	_1_1			
	₹ <sub>F2</sub> ¶ € ⊋ <sub>F18</sub> ∰	F3 🖨 F4 🚰	FS FG	F7 F8 F	9 / F10 <b>Y</b>	F11 F12 Help	FIS Q	19.01	. 00
A	ction								
En	ter the	e numbe	er of last o	correctly	orinted c	heck in t	he field and sel		 (E
co	ntinue				-				Ì

The check number entered must be greater than the check number displayed on the screen.

The fol	lowing screen displays:		
	PCG Dist=8991         Rel=18.04.00         01/16/2019         PCG 001         SV         C:\SECOND         WHITE	— 🗆 ×	
	LAST CHECK VERIFICATION		
	Was the last check number printed 7? NO (YES,NO)		
	Enter the last check number printed: 9		
	Is the last check number printed 9 correct? (YES,NO)		
	NIME         F1 × K         F2 × K         F3         F4         F5         F5         F10         F11         F12         F15         F15           F16         F12         F10         F10         F10         F11         F12         F15         F15	19.01.00	
Step	Action		
27	Verify the screen's information is correct, enter the appropriate responses (Enter) to continue.	onse in the field	l, and select
	If the information is incorrect, enter "No" in the field, and select Electer the correct check number.	nter. Return to	o Step 26 to

#### For skipped checks, the following screen displays:

_											
A	PCG Dist=8991	Rel=18.04.00	01/16/20	19 PCG 00	01 SV C:\	DEVSYS (	C:\SECOND	W	HITE	- 0	. ×
		Please	enter	2	checks	to be	skipped			PHYCH	
		<mark>888888</mark>	<u>000000</u> 888888	<u>000000</u> 666666	<u>000000</u> 000000	<u>000000</u> 000000	<u>000000</u> 888888				
		000000	000000	000000	000000	000000	000000				
		000000	000000	000000	000000	000000	000000				
		<u>000000</u>	<u>0000000</u>	<u>0000000</u>	<u>000000</u>	<u>000000</u>	000000				
		<u>000000</u> 000000	<u>000000</u> 000000	<u>000000</u> 000000	<u>000000</u> 000000	<u>000000</u> 000000	<u>000000</u> 000000				
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ENTER					al mi			al		10 84	88
		F3 - F4 -	F5 6V F6	1A F7 1	F8	F9 F10	Fft 🕨	Help	F15	17.01	
F16	F17 H F18							in the last of the			
р	Action										
28											EN
40	Enter th	e numbe	r of th	e che	ck(s) c	omitte	d durin	g payro	ll check prin	ting, and	select _

(Enter) to continue <u>once</u>.

	A	PCG Dist=8991	Rel=18.04.00	01/16/20	19 PCG 00	01 SV C:\	DEVSYS	C:\SECOND	WHITE	-	□ Рачснк	×	
			Please	enter	2	checks	<mark>5 to be</mark>	skipped					
			5 00000 00000 00000 00000 00000 00000 0000	7 000000 000000 000000 000000 000000 0000				3       3					
		F1 ▶ ₹ F2 ◀ ₹ F17 ₩ F18 ₩	F3 F4	F5.67 F6		F8 .	F9 / F1	o Y FII D	F12 I F15 Q		19.01.0	19	
Step		Action											
29		Verify t	he field	entries	s are c	orrect	, and	select _	(Enter) to con	ntinu	ie.		
		If the in modific	formatic ations, a	on is ir nd sel		ct, sele ₩ (I	ect <u>F</u>	• <b>•</b> ••• ( <b>F</b> :	16 - Reenter), make	the	approp	riate	
		Upon co employe check nu printed.	ompletio ee, skipp umbers 1	n of th ing th record	nis scre e chec ed in t	een PO k nun he em	CGeno nbers nploye	esis will entered ees' reco	l update the check r on this screen there ords with the physic	umł eby s al cl	bers ass synchro heck nu	igned mizing umbers	to each g the s actually

*The c:\windows system32\cmd.exe window displays to indicate that PCGenesis is performing an automatic PAYDATA backup. Allow the backup to complete, and proceed to Step 30.* 

# A2. Printing Payroll Direct Deposits

### A2.1. Printing Payroll Direct Deposits - Setup

When there are direct deposits, the following screen displays:



For *Step 30* – **F16** (Exit) entries, check the payroll monitor, the following screen displays:

	PAYROLL SEQUENCE MONITOR       Screen 1 of 2       PAYSTUPD         Setup payroll for new pay period       Y         Run exceptions register with no exceptions       Y         Post substitute pay and employee leave       Y         Calculate payroll and update YID figures       Y         Print paychecks and Direct Deposits       C         (This cycle can be repeated more than once)       / Final Register         N       Deduction Registers         Update earnings history with current pay       N
	Manual/Void Checks Run Only: N Post leave for Manual/Void Run: N
	Regular Gross Types : Y Old PSERS: N Old ERS: N TRS: Y Special Gross Types : Y New PSERS: N New ERS: Y
	PAYROLLS SELECTED DURING SETUP
	PRY NU. PAYS SCH TAX CALC DESCRIPTION PERIOD CHECK DATE GHI 12 12 MONTHLY 8 08/31/18 Y
5	Selected classes: 2 7 8 9 11 12 17 20 21 22 23 24
	3=Print screen, F11=Go to screen 2, F16=exit.       r0       r0       r17.03.00         r3       r0       r0       r1       r17.03.00
	Action
	<b>If F16 (Exit) was selected in</b> <i>Step 30</i> : Check the <i>Payroll Monitor</i> screen. From any select <b>PAY</b> ( <b>Payroll Monitor</b> ).
	(

Verify that the **Print Paychecks and Direct Deposits** field contains a '**C**'. A value of '**C**' in the field indicates that payroll checks have printed successfully, but direct deposits have not yet printed.

For *Step 30* – **F16** (Exit) entries, after restarting the direct deposit printing process, the following screen displays:



Step	Action
32	<b>If F16 (Exit) was selected in</b> <i>Step 30</i> : Start the payroll direct deposit printing process over again and repeat all the steps starting at <i>Step 30</i> .
	If printing of all payroll <u>checks</u> has completed normally, and the printing of <u>direct deposits</u> is simply being restarted, select <b>F26</b> ( <b>F26</b> – Continue WITHOUT Recovery).
	If other conditions exist, contact the Technology Management Customer Support Center for assistance.

The following dialog box displays:

Select Printer			_		$\times$
Select Printer: Called By:	\\printserver\8802-HPLJM608 Send To OneNote 2016 Microsoft XPS Document Writer				
CHKCALL	Generic / Text Only Softdocs Fax \\printserver\2276-HPLJ4300DTN				
Orientation: Portrait Landscape	\\printserver\8800-HPLJM608 \\printserver\Xerox-1970 \\printserver\2278-HPLJ4300DTN				
Default Printer	\\printserver\8802-HPLJM608				
Selected Printer	\\printserver\8802-HPLJM608				
		OK		Exit Proce	\$\$
Step Action					

Step	ACTION
33	Within the <i>Select Printer</i> window, verify <u>or</u> highlight the appropriate printer's name. Verify that the correct printer displays in the <b>Selected Printer</b> text box. <i>The printer selected must have already been set up with the appropriate signature card.</i>
34	Select OK

A	PCG Dist=8991	Rel=18.04.00	01/14/2019	PCG 006	SV C:\DEVSYS	C:\SECOND	WHITE	_		.×
		Select Pri	nt Test Optio	ns		Direct	Check		CHKLAL	L
	CURRENT	SELECTED			\\printserver\{	3802-HPLJM608				
	Please Make S	Selection				DKOO				
	( <b>"F1</b> ")	. Select Prin	tor	В	ANK	BKUZ				
	 F2	- Print Samo	le	S	IGNATURE	Disabled				
				м	ICR	Enabled				
	FA	- Diesble MI	CB	A	ccount Type	PAYROLL				
	<b>F</b> 5	- Disable Mi		Р	ay Chk Type	Detailed Stu	b Blank			
	- 13		gnature	Р	ay Self Seal	OFF				
				v	nd Chk Type	Blank Check	Stock			
				v	nd Self Seal	OFF				
	F8	- Save and (	Continue							
	F16	- Cancel and	d Exit							
									17.01.00	)

Step	Action
35	Select <b>F2</b> ( <b>F2 - Print Sample</b> ). "Printing Sample" briefly displays within the lower left portion of the screen.
36	When the <i>Select Print Test Options</i> screen displays, verify the information on the sample direct deposit is correct, and select <b>F8</b> ( <b>Save and Continue</b> ).

### A2.1.1. Direct Deposit Statement – Example



### A2.1.2. Sample New 8.5 x 14 Direct Deposit – Self-Seal Example

SSN	999	-08-894	2 2	072 MA	IN ST	TREET			1	12 M	IN STREET	C# ED0	CATION	8991
Loc/Class	0101	/ 05	9 5	A3 MITH.	GA 33	333			S	ITH,	GA 33333			
General Info	rmation	1.000		ax Data					Net Pay D	stribu	ition			
Check No.	05	0288		Indiat	-	Fed	G	Both	Account T	ype	Account Nun	nber		Amount
Check Date	09/2	8/2012		llowan	ces	04	M(0) I	0[01]	Checkin	1	*******	*****	**	200.00
	1000		1	dd Pct		and a	100000	10000	Checkin	1	******	*****	**	150.00
			1	dd Am					Checkin	1	*******	*****	**	50.00
	1	Cont	ract Fis	cal-To-	Date	27,58	7.35		Chec	k No	050288 1	Total Ne	t Pay	2,373.86
REMINDER -	THERE	IS A M	ANDATO	RY DIS	TRICT	WIDE ME	ETING /	NT 4:30	PM ON F	RIDA	t			
Paycheck Su	umman 200 His		a Armt	011	ins.	OTA		Cont Am	Toto	0.65	Tol Towns	<b>Total</b>	Dada	
Current	Coll Luca	4	413.82	011	***	0174		3538.5	7 44	3.8	656.51	20	39.96	2373.86
YTD	5.0	0 28	601.15			_	1 2	27587.3	5 286	1.15	3227.90	134	93.81	15107.34
Description	rs and	Earnings		Pav	Rate	Regular	Hrs.	Regular	Amount	Over	time Hrs Ov	ertime.	Amt Co	nicact Amt
State Salar	Y							3,	614.67					3,614.67
Purlough Driver Trai	ining								-76.10					-76.10
Coaching Su	applem	ent							325.25					
			Tota	1			31	4.	413.82					3,538.51
Ly Type 1	Cur	1 1	D1	Bal 1	LVI	ype 2	Cur 2	YTD	Bal		escription	senetits	Current	YTD
SICK LEAVE		2	.00	26.25	PD S	SICK II	-	2.0	0 13.5	ST	TE HEALTH		937.34	5643.45
PERSONAL	1.	00 1	.00		UNCO	TTOP TT				TR	78		512.30	3493.57
WOP					LHOP	PII		1.0	5.0	ENI	UTED INC		57.25	57.25
THER		2	.50		OTHE	R II				DE	TAL INSC		16.69	150.23
PROF.	2.	00 2	.00		STAP	F DEVII		2.0	0	500	ARDIAN LIFE		5.75	51.75
Taxes/Pensid	on				Befo	re-Tax Ded	luctions			A	tter-Tax Deduc	tions	1890.14	11547.62
Description		Current		YTD	Desc	ription		Current	YT	D	escription		Current	YTD
SOC. SEC.		262.16	11	23.04	U HMC	ESP/TSP		434.90	3212.9	2 MA	S MUTUAL		450.41	3603.28
FEDERAL TAX	ĸ	163.79	3	16.05	VISIO	UN INSC		27,38	219.0		JM STD INS.		41.51	332.00
	20	CONTRACTOR OF				CONTRACTOR OF STREET	1			PM	JE DUES		14.58	102.00
JA. STATE T	TAX	173.93	10	34.97						1000	THE PARTY NAME			the second se
IA. STATE I IRS	TAX	173.93 269.40	10	52.70					-		ED FOUND		10.00	80.00
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IA. STATE T TRS EASE DETACH TH SMIT	TAX Fotal HIS STUP 102 SM (40	173.93 269.40 925.91 PAND RETA 2000 2000 2000 2000 2000 2000 2000 20	48 48 48 16 48 48 48 48 48 48 48 48 48 48 48 48 48	80.60 52.70 REN REN	ίδγε cati	DOCUME SECONDUCES	otal t	565.14 DNG TH COMPANY COMPANY COMPANY COMPANY COMPANY COMPANY	1254.0 IIS PERFO Nate 28/2012	PRAT	ID FORM	Fotal	10.00 4.42 2.96 548.91 PAYP DIRECT D	80.00 19.85 23.66 4358.37 V ROLL DEPOSIT
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AL STATE T IRS T EASE DETACH T SMIT	rax fotal HIS STUP TH CII 102 SM (40	173.93 269.40 925.91 AND RETA 2001 <b>Y BOA</b> 2 MAIN S <sup>2</sup> 17H, GA 3 4)444-444	48 48 N FOR YO RD OI TREET 33333 14	TWO T	CATI	TO DOCUME SECOND		SG5.14 DNG TH CHIPTER COS/S	4254.0 IIS PERFO Nate 28/2012	PRAT		rotal	10.00 4.42 2.96 548.91 PAYE DIRECT ( Amos \$2,	80.00 19.80 23,64 4358.3' V ROLL DEPOSIT
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AL STATE T TRS LASE DETACH T SMIT Deposit To The Account Of SMITH CIT 102 MAIN S SMITH, GA D 0101 0 ACS	TAX Total HIS STUE HIS STUE HIS STUE I CO STA AB3EU Y BO STRE A3333 S AB3E 072 1 223	173.93 269.40 925.91 1AND RETA MAIN ST 17H, GA 3 4)444-444 4)444-444 ATT A A A A A A A A A A A A A A A A A A	A SAN I	TWO T SEE R CATIC	HOUJAA THIS EVER	DOCUME SETURICAL ON	HUNDRE FOR EA	ES 114 DNG TH C Soy/ D SEVEL CCK - DO	1254.0 IIS PERFO Date 28/2012 NTY THRE O NOT C	No.			10.00 4.42 2.96 548.91 PAYF DIRECT ( Amou \$2,	80.0( 19.68) 23.6( 4358.3) W ROLL DEPOSIT M M 373.86
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### A2.1.3. Sample New 8.5 x 11 Direct Deposit – Non-Self-Seal Example

Employee ID         88942         AB3EU,           SSN         999-08-8942         2072           Telephone         999-555-1058         323           Loc/Class         0101         / 05         SNITH,           General Information         Table         Table         SNITH,				BJEU, ETJAN D . 072 MAIN STREET . 23 WITH GR 13333							CITY BOAR IN STREET GA 33333	ED OF	EDUCATIO	N	8991
General Infor	10101 /	05	Tax Da	GA 3	3333			Net Pa	ay Distribution						
	050	207			Fed		GA	Accou	int Typ	9	Account	Numb	97	-	Amount
Check No	0502	201	Marital		Married	Join	t Both	Chec	king		*******	****	******		1,973.86
Check Date	09/28/	2012	Allowa	nces	04	M[0]	D[01]	Chec	king		*******		******		200.00
2			Add Ad	nt				Chec	king						50.00
													VICTOR INVE		
PATHOPO	TUPPP V	Contract	Fiscal-To	-Date	27,58	17.35	NT 4.30	C	theck I	No	050287	To	tal Net Pay		2,373.86
EMINDER -	THERE I	S A MANUA	CIORS DI	STRIC	T WIDE ME	CATING.	AT 4:30	PHO	N FRI	DAT	1				
Paycheck Su	mmary														
Desc R	eg Hrs	4413	82 OI	Hrs	OT AS	nt	3538.1	IT TO	4413	65	Tot Taxo	51	2039 96	To	2373 86
YTD	5.00	28601.	15				27587.3	15	28601	.15	3227.	90	13493.81		15107.34
Current Hour	s and Ea	rnings													
Description	v		Pa	y Rate	Regular	Hrs	Regular	Amoun 614.6	t O	verti	me Hrs	Over	time Amt	Con	tract Amt
urlough	500 (US							-76.1	0						-76.10
river Trai	ning							550.0	0						CON STREET
Coaching Su	pplemen	t						325.2	5						
			68												
D.U.T. DI		Т	otal				4,	413.8	2						3,538.57
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THER		2.50		OTH	ER II					DENT	TAL ING	C	57.	25	57.25
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EDICARE		56.63	353.84	DENT	AL INSC	1	102.86	82	2.88	UNUN	STD INS	3.	41.	51	332.08
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e followi	ing screen displays:	
Δ	PCG Dist=8991 Rel=18.04.00 01/14/2019 PCG 006 SV C:\DEVSYS C:\SECOND WHITE	− □ × Paydir
	PRODUCE DIRECT DEPOSIT STATEMENTS	
	Are correct direct deposits inserted? YES (YES,NO)	
	Enter starting direct deposit number:	
	Last Direct Deposit Number Used: 505649 7/31/2018	
ENTER		19.01.00
F16	► F12 🛱 F12 📅 Help	

Step	Action
37	Enter the beginning direct deposit statement number in the <b>Enter starting direct deposit number</b> field, and select <b>(Enter)</b> to continue.
	PCGenesis displays the last direct deposit number used during the previous payroll run within the "Last Direct Deposit Number Used" field. Note that the screen's entries are system-specific, and that when restoring files number displayed may not be correct.

If a direct deposit number has already been used, the following error screen will display:

PCG Dist=8991         Rel=18.04.00         01/17/2019         PCG 002         SV         C:\DEVSYS         C:\SECOND         WHITE	_	□ × Paydir
THE FOLLOWING CHECK NUMBERS HAVE ALREADY BEEN ISSUED		
05 08 4 1		
		19.01.00

Step	Action
38	If PCGenesis has previously used any direct deposit numbers within the range of numbers that will be needed for this check/direct deposit run, an error message screen will be displayed.
	Select <b>(F16)</b> , return to <i>Step 37</i> , and enter a starting direct deposit number that will include enough contiguous direct deposit numbers to handle all the direct deposits to be printed in this run.
	If this error occurs, the possibility exists that some direct deposit numbers were used many, many years ago, but still exist on the <i>Check Master File</i> . In this case, the old checks/direct deposits can be removed from the <i>Check Master File</i> so that this check run can continue using the same direct deposit numbers over again. Refer to the <i>Payroll System Operations Guide</i> , <i>Section G: Payroll Check Reconciliation Processing</i> for information on removing old check/direct deposit numbers.

If no direct deposit number errors exist, the following screen displays:

	Dist=8991 Rel=18.04.00	01/14/2019 PCG 006 SV C:	\DEVSYS C:\SECOND	WHITE	- □ × Paydir
	PROI	DUCE DIRECT DEPOSIT	STATEMENTS		
	Are correct dire	ect deposits inserte	d? YES (YES,NO)		
	Enter start	ing direct deposit m Check date:	umber: 505650 8/31/2018		
Is	Last Direct Depo: 5 8/31/2018	sit Number Used: 505 and Dir. Dep. #	649 7/31/2018 505650 correct?	(YES,ND)	
					10 61 66
ENTER   P1   P16   P17   P17	<ul> <li></li></ul>	FEET PEIA FITT FO	F5 / F10 Y F11 F12 F12	Ip FigQ	19.01.00

39	Verify that the screen's information is correct, especially the check date and direct deposit number, enter the appropriate response in the field, and select <b>ENTER</b> (Enter) to continue.
	If the information is incorrect, enter " <b>No</b> " in the field, and select Enter. Return to Step 37 to enter the correct direct deposit number. Select F16 to exit direct deposit printing where appropriate.

### A2.2. Printing Payroll Direct Deposits - Completion

The following screens displays briefly:

	A	PCG Dist=8991	Rel=18.04.00	01/14/2019	PCG 006	SV C:\DEVSYS	C:\SECOND	WHITE	_		×	
										PAYDIR		
		Р	ROCESSING	REQUEST								
		Current [	)irect Deposit	Number		505660						
										19.01.0	30	
		1										
Step		Action										
40	<u>Physically verify</u> that <u>each</u> direct deposit statement printed correctly, are sequentially numbered, and that there are no blank forms within the printed direct deposit stateme							entially statements				
								<b>-</b> P <b>0</b>		- 1 - 2 - 10		

Step

41

ALL DIRECT DEPOSITS PRINTED	
Have all Direct Deposits finished printing? (YES,NO)	
Y     r↓ ×     r₂      Y     r₂       r     r     r     r     r     r     r     r     r₂     r₂ <thr></thr>	19.01.00
Action	

Enter Y (Yes) or N (No) in the Have all Direct Deposits finished printing? field, and select (Enter) to continue.

Enter **Y** (Yes) in the field even when direct deposits jam and after the resolution of printer malfunctions during printing etc., regardless of the assigned direct deposit numbers at this point. Later in the check printing procedure, PCGenesis displays *the Payroll Check Printing* – *Skipped Check Entry* screen for the entry of skipped direct deposit numbers where appropriate.

The <u>PCGenesis Payroll System Operations Guide</u>, Section C: Payroll Check and Direct Deposit Statement Processing, Topic 4: Print the Payroll Pre-Posting Reports, Procedure A: Printing the Final Payroll Register provides the instructions to enter spoiled check number information.

<u>When entering N</u> (No) within the field, exercise extreme caution! PCGenesis automatically exits the direct deposit printing procedure, and populates the Payroll Sequence Monitor's "Print paychecks and Direct Deposits" field with C (Check Printing Only Complete). When rerunning the payroll direct deposits, PCGenesis will prompt the user for the **Employee Number** of the last correct direct deposit printed. The payroll administrator must be able to enter the correct **Employee Number** to continue the direct deposit printing process.

If conditions contrary to those mentioned in Step 40 exist, contact the Technology Management Customer Support Center for assistance.

For *Step 41*- NO entries, after restarting the direct deposit printing process, the following screen displays:

PCG Dist=899	01 Rel=18.04.00 01/16/2019 PC	CG 001 SV C:\DEVSYS	C:\SECOND	WHITE	_	□ PAYDIR	>
	RESTART DIRECT	DEPOSIT STATEM	ENTS				
Enter the	e Employee Number of th	ne last correct l	)irect Deposit p	orinted.			
	Employee P	lumber: <u>0</u>					
		F7 F8 F9 / F1	T FII FII Help	FIS Q		19.01.0	36
Action	1						
If 'N'	was entered in Sta	n 41 (All dire	et denosits d	lid not finish	nrin	ting).	5

If 'N' was entered in *Step 41* (All direct deposits did not finish printing): Start the payroll check/direct deposit printing process over again and repeat all the steps starting at *Step 30*.

Enter the **Employee Number** of last correctly printed direct deposit in the field and select **ENTER** (Enter) to continue.

For *Step 41*- NO entries, after restarting the direct deposit printing process, the following screen displays:

A	PCG Dist=8991 Rel=18.04.00 01/16/2019 PCG 001 SV C:\DEVSYS C:\SECOND WHITE	-	□ Paydir	×
	RESTART DIRECT DEPOSIT STATEMENTS			
	Enter the Employee Number of the last correct Direct Deposit printed.			
	Employee Number: 87877			
	Is Employee Number 87877 correct?(YES,NO)			
ENTER			19.01.0	90
F16	P1         P2         A         P3         P1         P5         P5         P7         P6         P7         P6         P1         P1 </td <td></td> <td></td> <td></td>			
	Action			
	If N (No) was entered in Step 41:			

Verify the screen's information is correct, enter the appropriate response in the field, and select **ENTER** (Enter) to continue.

If the information is incorrect, enter "No" in the field, and select Enter. Return to Step 42 to enter the correct employee number.

Description         Description         Description         Description         WHITE	- 🗆 ×
LAST DIRECT DEPOSIT VERIFICATION	FHTDIK
Was the last direct deposit printed 506180? (YES,NO)	
NTEV F1 ▶ F2 ◀ F3 ♣ F3 ♣ F3 ♣ F3 ♣ F3 ♣ F3 ♣ F3 ₱ F3 ₽	19.01.00
Action	
	1 1 1 1

	field, enter	r YES or NC	in the field	, and select <u> </u>	(Enter	) to continue.
--	--------------	-------------	--------------	-----------------------	--------	----------------

The last direct deposit number displayed on the screen is correct: Enter YES in the field and proceed to Step 49.

The last physical direct deposit number printed is greater than the direct deposit number displayed on the screen: Entering NO assumes that all direct deposits printed, but that a form feed error occurred so that the direct deposits were not numbered correctly. This generally happens when two forms stick together causing direct deposit numbers to be skipped. If this is the case, enter **NO** in the field and proceed to *Step 45*.

+4-	NO entries, the following screen displays:		
A	PCG Dist=8991 Rel=18.04.00 01/17/2019 PCG 003 SV C:\DEVSYS C:\SECOND	WHITE	– 🗆 × Paydir
	Was the last direct deposit printed 507176? NO (YES,NO)		
	Enter the last direct deposit printed:		
		FIS Q	19.01.00
F16			
-	A		
	Action		

The direct deposit number entered must be greater than the direct deposit number displayed

(Enter) to continue.

on the screen.

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ollowing screen displays:		
PCG Dist=8991 Rel=18.04.00 01/17/2019 PCG 003 SV C:\DEVSYS C:\SECOND       WHITE         LAST DIRECT DEPOSIT VERIFICATION	– 🗆 × Paydir	:
Was the last direct deposit printed 507176? NO (YES,NO)		
Enter the last direct deposit printed: 507178		
Is the last direct deposit printed 507178 correct? (YES,NO)		
Image: pri b     pri ≤     pri ≤     pri ≤     pri ≤     pri ≤     pri ≤       pri ≤     pri ≤     pri ≤     pri ≤     pri ≤     pri ≤     pri ≤	19.01.00	
o Action		
• Verify the geneen's information is correct enter the enprepriete rear	once in the f	iald and
verify the select simormation is correct, enter the appropriate resp	onse in ule i	iciu, allu

If the information is incorrect, enter "No" in the field, and select Enter. Return to Step 45 to enter the correct check number.

#### For skipped direct deposits, the following screen displays:

PCG Dist=8991 Rel=18.04.00 01/17/2019 PCG 003 SV C\DEVSYS C\SECOND         WHITE         -         I         ×           Please enter         2 direct deposits to be skipped         900000 00000 00000 00000 000000 000000 0000	▶ PCG Dist=8991 Rel=18.04.00 01/17/2019 PCG 003 SV CADEVSYS CASECOND       WHITE       -       -       ×         ▶ Please enter       2 direct deposits to be skipped         ▶ 000000 000000 000000 000000 000000 0000												
Please enter         2 direct deposits to be skipped           000000         000000         000000         000000         000000           000000         000000         000000         000000         000000         000000           000000         000000         000000         000000         000000         000000         000000           000000         000000         000000         000000         000000         000000         000000           000000         000000         000000         000000         000000         000000         000000           000000         000000         000000         000000         000000         000000         000000           000000         000000         000000         000000         000000         000000         000000           000000         000000         000000         000000         000000         000000         000000           000000         000000         000000         000000         000000         000000         000000           000000         000000         000000         000000         000000         000000         000000           000000         000000         000000         0000000         0000000         00000	Please enter         2 direct deposits to be skipped           0000000         0000000         00	A	PCG Dist=8991	1 Rel=18.04.00	01/17/20	19 PCG 00	)3 SV C:\	DEVSYS (	C:\SECOND	WHITE	_		×
000	000000       000000       000000       000000       000000       000000         000000       000000       000000       000000       000000       000000         000000       000000       000000       000000       000000       000000         000000       000000       000000       000000       000000       000000         000000       000000       000000       000000       000000       000000         000000       000000       000000       000000       000000       000000         000000       000000       000000       000000       000000       000000         000000       000000       000000       000000       000000       000000         000000       000000       000000       000000       000000       000000         000000       000000       000000       000000       000000       000000         000000       000000       000000       000000       000000       000000         000000       000000       000000       000000       000000       000000         000000       000000       000000       000000       000000       000000         000000       000000       000000<			Please ent	ter	<mark>2 di</mark> r	<mark>ect de</mark> l	<mark>posits (</mark>	to be skipped			PHYDIR	
								000000 000000 000000 000000 000000 00000	999999 999999 999999 999999 999999 99999				
Action		7	Enter the to conti	ne numbe inue once	er of th e.	e dire	ct dep	osits(s	s) omitted du	ring printin	g, and	select	ENTER

A	PCG Dist=8991 Rel=18.04.00 01/17/2019	PCG 003 SV C:\DEVSYS C:\SECOND	WHITE	- 🗆 X
	Please enter	2 direct deposits to be s	<ipped< th=""><th>PAYDIR</th></ipped<>	PAYDIR
		888868         8888868         8888686         88886		
ENTER F 16			F12 A F15 Q	19.01.00
	Action			
8	Verify the field entries	are correct, and select	(Enter) to cont	inue.
	If the information is inc modifications, and select	correct, select <b>FIG</b> ( <b>F</b> ct <b>ENTER</b> ( <b>Enter</b> ).	16 - Reenter), make t	he appropriat
	TT 1.1 C.1.1			• •

Upon completion of this screen PCGenesis will update the direct deposit numbers assigned to each employee, skipping the direct deposit numbers entered on this screen thereby synchronizing the direct deposit numbers recorded in the employees' records with the physical direct deposit numbers actually printed.

	C 11	•		1.	1
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THE	IOII	Owing.	SUICEII	uisi	JIAVS.
		- · · · · · · · · · · · · · · · · · · ·			· · · · · · · · ·



Step	Action
49	Remove the direct deposit statements from the printer, and select Enter (to Continue).

A	PCG Dist=8991	Rel=18.04.00	01/14/2019	PCG 002	SV C:\DEVSYS	C:\SECOND	W	VHITE	—		×
					Payroll S	ystem				PAYMOO	03
	FKey	1	I	Check a	and Direct	Deposit M	enu				
	1 2 3 4	Print Ba (Enhance) Calculat Calculat Calculat	lance Shee :d Sub Pay e Payroll & e Payroll & e Payroll &	ts (After & Leave Print E> Print Tri Update	Updates) e System: Ge cceptions ial Register YTD (Final)	o to Pers Me	enu & Post I	Leave)			
	24 5 6 7	Import L Print Pay Check/D Print Fin	eave Data f ychecks an irect Depos al Payroll F	ior Pays d Direct it Void/ Register	tubs From Lo Deposits Add Menu	ea∨e Manag	jement Syst	tem			
	8	Print De	duction Reç	jisters &	Create Dire	ct Deposit E	xport File				
	9	Manual	Checks & V	oids Fro	m Previous	Pay Menu					
	12 13 14	Print Fin Update I Update I	al Payroll [ Earnings Hi Budget File	)istribut story W s With (	ion 'ith Current P Current Pay	ay					
Master	, <sup>User</sup> list I (1)* <b>3</b> Word <b>3</b>								-	13.02.	00

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Step	Action
50	<b>Payroll Check Signature Card Removal Procedures:</b> Remove the payroll check Signature Card from the printer. <u>Power the printer off and on</u> to prevent the inadvertent printing of a signature on unnecessary documents and to verify the signature card's settings clear from the printer's memory.
51	Select <b>FIG</b> - Exit) to return to the <i>Payroll System Master Menu</i> or select <b>Master</b> ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .
52	Check the <i>Payroll Monitor</i> screen. From any menu select (Payroll Monitor). Verify that the <b>Print Paychecks and Direct Deposits</b> field contains a ' <b>Y</b> '. A value of ' <b>Y</b> ' in the field indicates that payroll checks and direct deposits have printed successfully.

PCG Dist	t=8991 Rel=1 Setup pa Run exce Post sub Calculat Print pa	18.04.00 01 yroll fo ptions r stitute e payrol	/14/2019 r new p egister pay and 1 and u and Dir	PCG 006 S PAYROLL ay perio with no employo pdate Yi ect Dep	SV C:\DEVSYS SEQUENCE od exceptione to figures	C:\SECONE MONITOR Y DINS Y Y S Y	)	WHITE Scre	en 1 of 2	- D	× Stupd
	(This cy Update e Update b	cle can arnings udget fi M	be repe history les wit anual/V	ated mon with cu h curren oid Cheo	re than or urrent pay nt pay cks Run Or	nce) y N N	/ Void/ _/ Final \ Deduc \ Final Post lea	Add R Regi tion Dist ve fo	un Complete ster Registers ribution r Manual/Vo	d Y N N N	N
	PAY SCH	R S NO. PAYS TAX CALC	egular pecial  DESC	Gross Ty Gross Ty Payroli Ription	Jpes Jpes LS SELECTI	: Y : Y ED DURING	Old PSER New PSER SETUP PE	S: N S: N  RIOD	Old ERS: N New ERS: Y 	TRS:	Ÿ
Select	12 ed classes	12 5:27	MONT 8 9	HLY 11 12 17	7 20 21 22	2 23 24		8	08/31/18	Y	