

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

1/2/2017	Section C: Payroll Check and Direct
4/3/2017	Deposit Statement Processing

[Topic 3: Void/Add Payroll Checks and Direct Deposit Statements for the Current Payroll Run, V2.5]

Revision History

Date	Version	Description	Author
4/3/2017	2.5	17.01.00 – Remove Void/Add Check to Direct Deposit Bank option from Check/Direct Deposit Void/Add Procedure Menu.	D. Ochala
10/31/2016	2.4	16.03.00 – Update report screenshots.	D. Ochala
05/10/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
08/27/2014	2.2	14.02.00 – Update instructions for Void/Add process.	D. Ochala
01/07/2014	2.1	13.04.00 – Update DOE logo.	D. Ochala
06/18/2009	2.0	09.02.00 – Added multiple ACH processing information and instructions.	C. W. Jones

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Overview

<mark>* * * Attention * * *</mark>

Void and add payroll checks and direct deposit statements for the current Payroll cycle only.

Contact the Technology Management Customer Support Center <u>immediately</u> when encountering problems processing voided or reissued payroll checks or direct deposits. <u>Do not continue processing</u>!

The *Void/Add* procedure may be used to add a missing employee to the current payroll run, to void payroll checks and direct deposits, to process replacement check and direct deposits, and to issue a corrected check or direct to deposit to an employee who received incorrect pay, or if an employee's deductions for the current payroll run were incorrect.

This *Void/Add Request Procedure* can also be used when a NACHA file has been rejected by the bank because of a bad direct deposit account or routing number on an employee record. In this case, the employee's direct deposit can be voided, the direct deposit information can be corrected on the employee's record, the *Void/Add Request Procedure* can be completed with the direct deposit reissued, and then the NACHA file can be regenerated with the corrected information and sent to the bank.

Void/Add Request Procedure: Initiating the *Void/Add Request* procedure configures PCGenesis to void and to add payroll checks and direct deposits to the current payroll run.

Void/Add Payroll Sequence Monitor: The *Void/Add Payroll Sequence Monitor* lists the sequential steps of the *Void/Add* procedure.

Trial Register for Additional Payroll Checks and Direct Deposit Statements: The *Trial Register* lists employees' <u>replacement</u> checks and direct deposits paid during the current payroll and corresponding dollar amounts. The register displays these results without updating PCGenesis employee information.

Calculate Payroll and Update Year-to-Date Totals: The *Calculate Payroll and Update YTD* procedure processes the year-to-date (YTD) total dollar amounts, and calculates the payroll for employees' <u>replacement</u> checks and direct deposits. 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.

Printing Additional Payroll Checks and Direct Deposit Statements: The *Print Additional Checks/Direct Deposits* procedure prints the <u>replacement</u> checks and direct deposits. Verify the payroll statements to ensure the check and direct deposit information is correct.

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The following Void/Add procedural guidelines apply:

- An employee may have only one *Voided* or *reissued* payroll check or direct deposit per *Void/Add* cycle.
- Make modifications to the employee's payroll record before issuing *replacement* payroll checks and direct deposits. Refer to the <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information for instructions.
- Before generating the *Final Payroll Register*, **Y** (Yes) must be entered in the void/add payroll sequence monitor's *Request additional checks*, *Run exceptions register with no exceptions*, *Calc payroll and update YTD figures* and *Print paychecks and Direct Deposits* fields.
- When a payroll check or direct deposit is voided or reissued, the *Final Payroll Register* (F7), *Deduction Register/Create Direct Deposit Export File* (F8), and the *Final Payroll Distribution Report* (F12) <u>must be regenerated</u> from the *Payroll System Check and Direct Deposit Menu*. Refer to the <u>Payroll System Operations Guide</u>, Section C: Payroll Check and Direct Deposit Statement *Processing*, Topic 4: Print the Payroll Pre-Posting Reports for instructions.
- Process <u>all</u> voided and reissued payroll checks and direct deposits <u>before</u> selecting *F13 Update Earnings History with Current Pay.*

Payroll Check/Direct Deposit Statement Void/Add Checklist

\checkmark	STEP	ACTION
	1	Initiate the Void/Add procedure.
		Refer to <i>Procedure B</i> in this document for instructions.
	2	Update employees' payroll information where applicable.
		Refer to the <u>Payroll System Operations Guide</u> , Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information for instructions.
	3	Print the TRIAL Register for additional payroll checks and direct deposits.
		Refer to <i>Procedure C</i> in this document for instructions.
	4	Calculate Payroll and Update Year-to-Date (YTD) totals.
		Refer to <i>Procedure D</i> in this document for instructions.
	5	Print the Additional Payroll Checks and Direct Deposits.
		Refer to <i>Procedure E</i> in this document for instructions.
		Print and verify all payroll reports.
Re	efer to the Statemen	Payroll System Operations Guide, Section C: Payroll Check and Direct Deposit t Processing, Topic 4: Print the Payroll Pre-Posting Reports for instructions.
	6	Print the Final Payroll Register.
	7	Print the Deduction Register and create the Direct Deposit Export File.
	8	Print the Final Payroll Distribution Report.
		Complete the payroll cycle.
	9	Make sure all users log out of PCGenesis.
	10	Update employees' earnings history with the current pay.
		Refer to the <u>Payroll System Operations Guide</u> , Section C: Payroll Check and Direct Deposit Statement Processing, Topic 6: Post Final Payroll for instructions.
	11	Update the <i>Budget</i> files with the current payroll.
		Refer to the <u>Payroll System Operations Guide</u> , Section C: Payroll Check and Direct Deposit Statement Processing, Topic 6: Post Final Payroll for instructions.

Procedure A: Update/Display the Void/Add Payroll Sequence Monitor

Step	Action
1	From the Business Applications Master Menu, select 2 (F2 - Payroll System).
	PCG Dist=8991 Rel=16.03.00 09/26/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
	Payroll System PAYM0000
	FKey Master Menu
	1 Payroll Setup Menu 2 Payroll Update Menu 3 Payroll Check & Direct Deposit Menu
	4 Annual Reports Menu 5 Monthly/Quarterly/Fiscal/Biennial Reports Menu
	 8 Employee Reports/Labels Menu 9 Update/Display Description/Deduction/Annuity Menu 10 Earnings History Menu 11 Check Reconciliation Menu 12 Update/Display Payroll Monitor 13 Special Functions Menu
	20 File Reorganization
	Master User Fise User Works PATER VENDR 15.03.00
Step	Action
2	Select 3 (F3 - Payroll Check and Direct Deposit Menu).

	PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 5¥ C:\DE¥5¥5 C:\SECOND WHITE	<u>_ 8 ×</u>						
	Payroll System	PAYM0003						
	FKey Check and Direct Deposit Menu							
	1 Print Balance Sheets (After Updates)							
	(Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave)						
	3 Calculate Payroll & Print Exceptions							
	4 Calculate Payroll & Update YTD (Final)							
	24 Import Leave Data for Paystubs From Leave Management System							
	5 Print Paychecks and Direct Deposits							
	6 Check/Direct Deposit Void/Add Menu							
	Print Final Payroll Register							
	8 Print Deduction Registers & Create Direct Deposit 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							
	Master Userlist	13.02.00						
	FIG							
ep	Action							
3	Select 6 (F6 - Check/Direct Deposit Void/Add Menu).							

	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV CADEVSYS CASECOND WHITE	
	Payroll System	PAYVOIDP
	FKey Check/Direct Deposit Void/Add Procedure	
	 Step 1. Void/Add Request Procedure Step 2. (Return to Update Menu for Adjustments as Necessary) - Step 3. Trial Register for Additional Checks/Direct Deposits - Step 4. Calculate Pay and Update YTD - Step 5. Print Additional Checks/Direct Deposits 	
	12 Void/Add Procedure Monitor	
	Note: Steps 1 - 3 can be repeated as often as necessary. Records will be accumulated until step 4 is processed.	
M F1	азтачи Изетица. Ф ШЗЭ ИондЭ РАСК ЖЕЛЛЯ ОС	17.01.00
	Action	
	Select 12 (F12 - Void/Add Procedure Monitor).	

Step

E PCG Dist=8991 Rel=14.02.01 08/27/2014 PCW 001 SV C:\DEVSYS C:\SECOM	ID WHITE	<u>_ 8 ×</u>
		PAYSTUPM
VOID/ADD PAYROLL SEQUENCE MONITOR		
Request additional checks Run exceptions register with no exceptions Calc payroll and update YTD figures Print paychecks and Direct Deposits	Y N N	
Press F16 to exit.		
		12.03.00
Action		

5	After reviewing the screen's entries, select F16 (to Exit) to return to the Payroll System -
	Check/Direct Deposit Void/Add Procedure Menu.

	×
Payroll System PAYVOID	Р
FKey Check/Direct Deposit Void/Add Procedure	
1 Step 1. Void/Add Request Procedure	
Step 2. (Return to Update Menu for Adjustments as Necessary)	
 3 Step 3. Trial Register for Additional Checks/Direct Deposits 4 Step 4. Calculate Pay and Undate YTD 	
5 Step 5. Print Additional Checks/Direct Deposits	
12 Void/Add Procedure Monitor	
Note: Steps 1 - 3 can be repeated as often as peressary	
Records will be accumulated until step 4 is processed.	
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Master Userlist PAT VEND 17.01.01 Frie Weil Wordigs Monthlow, Mon	
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Master Userlist 17.01.01 Frie Userlist Monton Hobiton Action Select Frie (F16 - Exit) to return to the Payroll System - Check and Direction	rect De

Procedure B: Void or Add a Payroll Check or Direct Deposit Statement

	PCG Dist=8991	Rel=16.03.00	09/26/2016 PCV	W 001 SV C:\D	EVSYS C:\SECC	DND	WHITE	
	FKey 			Payro Mast	ll System er Menu			PAYMOOOO
	1 2 3	Payroll Payroll Payroll	Setup Menu Update Menu Check & Direct	t Deposit Men	u			
	4 5	Annual Monthly	Reports Menu /Quarterly/Fis	cal/Biennial F	leports Menu			
	 8 Employee Reports/Labels Menu 9 Update/Display Description/Deduction/Annuity Menu 10 Earnings History Menu 11 Check Reconciliation Menu 12 Update/Display Payroll Monitor 13 Special Eurocians Manu 							
	20	File Red	organization					
M: F16	aster ^{User} list • 🕶 🖭 Worl	PAY VEND MONITOR MONITOR						15.03.00
	Action							
	Select 3	(F3 - 1	Pavroll Ch	eck and l	Direct De	eposit Me	enu)	

	PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 SY C:\DEVSYS C:\SECOND WHITE	_ & ×						
	Payroll System	PAYM0003						
	FKey Check and Direct Deposit Menu							
	1 Print Balance Sheets (After Updates)							
	(Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave)							
	2 Calculate Payroll & Print Exceptions							
	Calculate Payroll & Print Trial Register							
	24 Import Leave Data for Paystubs From Leave Management System							
	5 Print Paychecks and Direct Deposits							
	6 Check/Direct Deposit Void/Add Menu							
	8 Print Deduction Registers & Create Direct Deposit 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							
	Master Userlist	13.02.00						
p	Action							
2	Select 6 (F6 - Check/Direct Deposit Void/Add Menu)							

	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Payroll System	PAYVOIDP
	FKey Check/Direct Deposit Void/Add Procedure	
	 Step 1. Void/Add Request Procedure Step 2. (Return to Update Menu for Adjustments as Necessary) - Step 3. Trial Register for Additional Checks/Direct Deposits - Step 4. Calculate Pay and Update YTD - Step 5. Print Additional Checks/Direct Deposits 	
	12 Void/Add Procedure Monitor	
	Note: Steps 1 - 3 can be repeated as often as necessary. Records will be accumulated until step 4 is processed.	
M F1	aster User Image: Construct to the construction of the construction o	17.01.00
	Action	
	Select (FI – Step 1. Void/Add Request Procedure).	

	PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	<u>_8×</u>
		PAYVOID
	Payroll Check / Direct Deposit Voiding / Adding	
	Enter Employee Number:▼	
	Employee:	
	Check/DD #:	
	Amount:	
ENT	Enter - Continue, F16 - ReEnter/Exit	14.03.00
	Action	
	Enter the employee number, or select the dron-down selection icon	within the fie
	choose the employee's information	
	ENTER 2	
	Salast (Enton) to continue	

If PCGenesis has already generated a check or direct deposit for the employee, the following screen displays:



If the employee was <u>not</u> included in the current payroll and does <u>not</u> have a check or direct deposit, the employee can be added to the payroll. In that case, the following screen displays:

E PCG Dist=8991 Rel=14.02.01 08/27/2014 PCW 001 5V C:\DEV5Y5 C:\SECOND WHITE	_ & ×
	PAYVOID
Payroll Check / Direct Deposit Voiding / Adding	
Enter Employee Number: 33333	
Employee: SMITH, DAVID	
Check/DD #:	
Amount:	
Employee does not have a check or direct deposit.	
Enter to ADD employee to navroll cucle. E16 to reenter	
Enter - Continue, F16 - ReEnter/Exit	14.03.00

Step	Action
6	If the employee already has a check or direct deposit: Enter the appropriate response in
	the Will a replacement check/direct deposit be issued? field, and select [Enter]
	to continue. To issue a corrected check to the employee, enter Yes. To void the payroll
	check displayed for the employee but <u>not</u> issue a new check, enter No.
	If the employee does NOT already have a check or direct deposit: Select
	(Enter) to add the employee to the payroll cycle.
	If the information is incorrect, select $\mathbf{F16}$ (F16) to enter the correct information.

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1110 101	IUwillg	SUICCII	uispi	ays.
	()			~

i i	PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	<u>_8×</u>	
		PAYVUID	
	Payroll Check / Direct Deposit Volding / Adding		
	Enter Employee Number: 88479		
	Employee: KI2CHEN, TE2PIE		
	Check/DD #:		
	Amount:		
	Employee Void/Add Successful.		
	Enter - Continue, F16 - ReEnter/Exit		
E		14.03.00	
F			
ep	Action		
7			
/	Verify "Employee Void/Add Successful" displays, and select	(F16 - ReEnter	/Exit)
	to enter another employee number.		
0		•	41
ð	If y es was entered in the Will a replacement check/direct deposit be	issued ? field, f	the
	employee's payroll information may be updated by using the instructio	ins provided in T	ine
	Payroll System Operations Guide, Section B: Payroll Update Process	ing, Iopic 4:	
	Upaate/Display Payroll Information.		

E	PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 5¥ C:\DE¥5Y5 C:\SECOND WHITE	_ <u>8</u> ×
		PAYVOID
	Payroll Check / Direct Deposit Voiding / Adding	
	Enter Employee Number:▼	
	Employee:	
	Check/DD #:	
	Amount:	
	Entor - Continuo - E14 - DoEntor/Evit	
EN		14.03.00
F1		
	Action	
<u>ф</u>	ACUUI	
)	Select F16 - ReEnter/Exit) to return to the Payroll System - Cl	neck/Direct D
	Void/Add Procedure Menu	

	PCG Dist=8991	Rel=17.01.00	03/13/2017	PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE	
					Payroll S	iystem		PAYVOIDP
	FKey)	Chec	k/Direct	: Deposit V	loid/Add Proce	edure	
	1	Step 1.	Void/Add F	Request P	rocedure			
	3	Step 2.	(Return to Trial Regi	Update M	enu for Adjus	stments as Nece	essary) eite	
	4	Step 4.	Calculate	Pay and U	Jpdate YTD	skajoneci Depus	5115	
	5	Step 5.	Print Addit	tional Che	cks/Direct De	eposits		
	12	Void/Ad	d Procedu	re Monitor	r			
		Note: Ste	ps 1 - 3 ca	n be repe:	ated as often	as necessary.		
		Reco	rds will be	accumula	ted until ster	o 4 is processed	I.	
Ma	ster ^{User} list							17.01.00
F16	← (#3) ו·3	MONITOR MONITOR						
	A -4°							
	Action							
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	Sciect re	(r 1	J - EXI			the <i>rayrol</i>	u system – Ch	ieck and Direct L
	Manu or	alaat M	aster (🔨 /	[actom)	40	to the Due	inaga Applicati	one Master Monu

Procedure C: Print the Trial Register for Additional **Payroll Checks and Direct Deposit Statements**

	PCG Dist=8991	Rel=16.03.00	09/26/2016 PC	W 001 SV C:\E	EVSYS C:\SEC	OND	WHITE	
	FKey	I		Payro Mast	oll System er Menu			PAYM0000
	1 2 3	Payroll Payroll Payroll	Setup Menu Update Menu Check & Direc	t Deposit Me	าน			
	4 5	Annual Monthly	Reports Menu Quarterly/Fis	cal/Biennial I	Reports Men	J		
	8 9 10 11 12 13	Employ Update/ Earning Check F Update/ Special	ee Reports/La Display Desc s History Mer leconciliation Display Payro Functions Me	ibels Menu ription/Deduc iu Menu oll Monitor nu	tion/Annuity I	Menu		
	20	File Ree	rganization					
Ma: F16	ster User _{list}	PAY VEND MONITOR MONITOR						 15.03.00
	Action							
	Select 3	(F3 - 1	Payroll Cl	neck and	Direct D	eposit N	(Ienu).	

	PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 SY C:\DEVSYS C:\SECOND WHITE	_ & ×
	Payroll System	PAYM0003
	FKey Check and Direct Deposit Menu	
	1 Print Balance Sheets (After Updates)	
	(Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave)	
	2 Calculate Payroll & Print Exceptions	
	Calculate Payroll & Print Trial Register	
	24 Import Leave Data for Paystubs From Leave Management System	
	5 Print Paychecks and Direct Deposits	
	6 Check/Direct Deposit Void/Add Menu	
	8 Print Deduction Registers & Create Direct Deposit Export File	
	<u>9</u> 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	
	Master Userlist	13.02.00
p	Action	
2	Select 6 (F6 - Check/Direct Deposit Void/Add Menu)	

	PCG Dist=8991	Rel=17.01.00	03/13/2017	PCW 001	SV C:\DEVSYS	C:\SECOND		WHITE		
					Payroll S	jstem				PAYVOIDP
	FKe	<u>,</u>	Chec	k/Direct	Deposit V	oid/Add Pu	ocedure			
	1	Step 1.	Void/Add F	lequest Pr	ocedure					
	3	Step 2.	(Return to Trial Degi	Update Me	enu for Adjus	tments as N	lecessary])		
	4	Step 3.	Calculate I	Pay and U	ndonal Chec pdate YTD	карлессы	pusits			
	5	Step 5.	Print Addit	ional Chec	ks/Direct De	posits				
	12	Void/Ad	d Procedui	e Monitor						
		Note: Ste	ps1-3 can	n be repea	ted as often	as necessa	ry.			
		Reco	as will be	accumulat	ea until step	4 is proces	sea.			
Ma	ster ^{User} list									17.01.00
F16	(P3 Vor(3	PAY VEND								
	A / •									
	Action									
	Calast 3	(F2	24	т · 1 р	• • • •	A 1 1.	· 1 C	ль	Vine of D	

Step

4

PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
Payroll System PAYVOIDP
FKey Check/Direct Deposit Void/Add Procedure
1 Step 1. Void/Add Request Procedure
Step 2. (Return to Update Menu for Adjustments as Necessary)
4 Step 4. Calculate Pay and Update YTD
5 Step 5. Print Additional Checks/Direct Deposits
12 Void/Add Procedure Monitor
Note: Steps 1 - 3 can be repeated as often as necessary. Records will be accumulated until step 4 is processed.
Master Vser Ist Vor A V
Action
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.

When there are errors (exceptions), refer to <u>Payroll System Operations Guide</u>, Topic 3: Update/Display Personnel Information, or Topic 4: Update/Display Payroll Information to make the necessary corrections. Repeat this procedure beginning at Step 1 until there are no exceptions.

5 Select **F16** (**F16** - Exit) to return to the Payroll System – Check and Direct Deposit Menu, or select **Master** (**Master**) to return to the Business Applications Master Menu.

C1. Exceptions Register for Additional Payroll Checks and Direct Deposit Statements - Example

REPORT ID: PAYR-PAYEXCEP PERIOD END: 05/31/2016	CALC EXCEPTIONS REGISTER FOR PAY 05/31/16	PAGE: 1 REPORT DATE: 09/23/2016
EXCEPTIONS REGISTER COMPL	ETED	
RECORDS INPUT	1	
FATAL ERRORS	0	
CAUTION ERRORS	0	

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C2. Trial Employee Register for Additional Payroll Checks and Direct Deposit Statements - Example

REPORT ID: PERIOD END: LOCATION 0001	PAYN 05/3	R-PAYTRIAL-EE 81/2016 Decation 000001		PAYROLL TRIA	L REGISTE	R FOR PAY (05/31/16		REPORT DATE	PA 1: 09/26/20	GE: 1 16 15:02
LOC EMP # CL	NAME	RE	GHRS OT 1	IRS GROSS	ANNUITY	FEDERAL	OASDI	HI	STATE	RETIRE	AEIC
0001 89404 08	KI 5PA	ATRICK. LASHAUNDA		5546.01	500.00	462.79	319.01	74.61	232.93	332.77	
NET PAY: 115 277.96 /09	2.43 51.6	DD 50 /12 70,94 /14 12	28 /15	40.54 /16 190	0.00 /18	118,15 /2	2				
			,		,	,					
REPORT ID: PERIOD END:	PAYI 05/3	R-PAYTRIAL-EE 81/2016		PAYROLL TRIA	L REGISTE	R FOR PAY (05/31/16		REPORT DATE	PA 1: 09/26/20	GE: 3 16 15:02
		PAYROLL GROSS		5,546.01							
		FICA - OASDI		319.01		5,145	.51				
		FICA - HEALTH INSURAN	Œ	74.61		5,145	.51				
	01	EMPLOYEE ANNUITY		500.00	А						
	03	FED W/H TAX		462.79							
	04	GA INCOME TAX		232.93							
	09	CERTIFIED MERIT		277.96	I						
	12	I-VNDR 000005		51.60	I						
	14	I-VNDR 004603		70.94	I						
	15	VENDOR 004373		12.28							
	16	VENDOR 000012		40.54							
	18	COURT W/H		1,900.00	G						
	22	VENDOR 000005		118.15							
		TRS		332.77		5,546	.01				
		* PAYROLL CHECKS NE	r								
		** DIRECT DEPOSIT NE	r	1,152.43							
		TOTAL DEDUCTIONS		4,393.58							
		# OF CHECKS TO BE WRI	TTEN	1 M	ALES :	1 FEM	ALES :				
REPORT ID: PERIOD END:	PAYI 05/3	R-PAYTRIAL-EE 31/2016		PAYROLL TRIA	L REGISTE	R FOR PAY (05/31/16		REPORT DATE	рд : 09/26/20	GE: 4 16 15:02
ANN	t CO	ANNUITY COMPANY NAME	TOTAL A	IN EMPLOYEE A	мт	ANNUITY 1	TY PE				
	01	VALIC (403B PLAN)		500.00		403(b)					

C3. Trial Employer Benefit Register for Additional Payroll Checks and Direct Deposit Statements - Example

REPORT ID: PAYR-PAYTRIAL- PERIOD END: 05/31/2016	ER TRIAL EMPLO	YER BENEFIT DI	STRIBUTION	BY EMPLOYE	E FOR 05/31/10	5	F REPORT DATE:	PAGE: 1 09/26/2016
EMPLOYEE NAME EMP. #	SALARY GROSS	22000 **** OASDI GROSS OASDI AMT	HI GROSS HI AMT	PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	с GHI AMT	******* 21000 N GHI AMT	(OBJECT) PEN EMPR SHR/EMPL
KISPATRICK, LASHAUNDA 89404 Deductions: 30.30/14 50.3	5,546.01 25 /22	5,145.51 319.02	5,145.51 74.61	TRS	5,546.01 791.42	945.00		
EMPLOYER SHARE GRAND TOTAL	5,546.01	5,145.51 319.02	5,145.51 74.61	(23000) TRS	5,546.01 791.42	945.00		
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Procedure D: Calculate Payroll and Update Year-to-Date (YTD) Totals

🗖 PC	G Dist=8991	Rel=16.03.00	09/26/2016 PCW 00	01 SV C:\DEVSYS	C:\SECOND	WHITE	
	FKei	1		Payroll S Master M	ystem enu		PAYM0000
			o. u	ndster n			
	2	Payroll	Setup Menu Update Menu				
	3	Payroll	Check & Direct De	posit Menu			
	4	Annual	Reports Menu				
	5	Monthly	/Quarterly/Fiscal/	Biennial Repor	ts Menu		
	8	Employ	ee Reports/Labels	s Menu			
	<u>9</u> 10	Update/ Earning	Display Descriptions History Menu	on/Deduction/A	nnuity Menu		
	11	Check P	leconciliation Mer	iu			
	12	Update/ Special	Display Payroll M Functions Menu	lonitor			
	20	- File Dev					
			nyanization				
Master	Userlist						15.03.00
F16	03 Vor S	PAY VEND					
A	ction						
Se	elect 3	(F3 - J	Payroll Chec	k and Dire	ect Deposit	t Menu).	

	PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 SY C:\DEVSYS C:\SECOND WHITE	_ & ×
	Payroll System	PAYM0003
	FKey Check and Direct Deposit Menu	
	1 Print Balance Sheets (After Updates)	
	(Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave)	
	2 Calculate Payroll & Print Exceptions	
	Calculate Payroll & Print Trial Register	
	24 Import Leave Data for Paystubs From Leave Management System	
	5 Print Paychecks and Direct Deposits	
	6 Check/Direct Deposit Void/Add Menu	
	8 Print Deduction Registers & Create Direct Deposit Export File	
	<u>9</u> 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	
	Master Userlist	13.02.00
p	Action	
2	Select 6 (F6 - Check/Direct Deposit Void/Add Menu)	

	PCG Dist=8991	Rel=17.01.00	03/13/2017 PC	CW 001 SV C:\	DEVSYS C	:\SECOND	WHITE	- 0	×
				Payr	oll Syst	tem		PAYVO	JIDP
	FKe	y _	Check/C)irect Depo	sit Void	1/Add Proce	edure		
	1 3 4 5	Step 1. Step 2. Step 3. Step 4. Step 5.	Void/Add Req (Return to Up Trial Register Calculate Pay Print Addition	uest Procedu date Menu fo for Additiona and Update al Checks/Diu	re r Adjustm al Checksj YTD rect Depo	ents as Nece Direct Depos sits	essary) sits		
	_12	Void/Ad	d Procedure N	Aonitor					
		Note: Ste Reco	ps 1 - 3 can b rds will be acc	e repeated as cumulated un	s often as til step 4⊺	necessary. is processed	L		
Ma F16	aster ^{User} list S (Lues) Words							17.0	1.00
	Action								
	ACHOIL								
	Select 4	F4 -	Step 4. Ca	alculate F	Pay and	l Update	YTD).		



Ľ	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Periodial Periodial Control of Strend Period Strend Control Control Control of Strend Payroll System FKey Check/Direct Deposit Void/Add Procedure Step 2. (Return to Update Menu for Adjustments as Necessary) 3 Step 3. Trial Register for Additional Checks/Direct Deposits 4 Step 4. Calculate Pay and Update YTD 5 Step 5. Print Additional Checks/Direct Deposits 12 Void/Add Procedure Monitor	PAYUOIDP
	Note: Steps 1 - 3 can be repeated as often as necessary. Records will be accumulated until step 4 is processed.	
F	Master Userlist Is Wor Monitor Monitor	17.01.00
	Action	
	Select F16 (F16 - Exit) to return to the <i>Check and Direct Deposit I</i> (Master) to return to the <i>Business Applications Master Menu</i> .	Menu, or select

Procedure E: Print the Additional Payroll Checks and Direct Deposit Statements

	PCG Dist=8991	Rel=16.03.00	09/26/2016 F	CW 001 SV C	:\DEVSYS	C:\SECOND	WHITE	-	
				Pay	roll Sys	stem			PAYMOOOO
	FKey 			Ma	ister Mer	nu			
	1	Payroll	Setup Menu						
	2	Payroll	Update Men Check & Dire	u ect Denosit N	lenu				
				or p op oon n					
	4	Annual Monthly	Reports Men /Quarterlv/Fi	u scal/Biennia	al Reports	Menu			
	9	Employ Update/	ee Reports/L Display Des	abels Menu cription/Ded	uction/Ann	uity Menu			
	10	Earning	s History Me	nu					
	12	Update/	Display Pay	roll Monitor					
	13	Special	Functions M	enu					
	20	File Red	organization						
Mas	ster ^{User} list								15.03.00
F16	← @B ∛ord를	MONITOR MONITOR]
	Action								
	ACUOIF	_							
	Select <u>3</u>	□ (F3 - 1	Payroll C	beck and	d Direc	t Deposi	t Menu).		

	PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 SY C:\DEVSYS C:\SECOND WHITE	_ & ×
	Payroll System	PAYM0003
	FKey Check and Direct Deposit Menu	
	1 Print Balance Sheets (After Updates)	
	(Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave)	
	2 Calculate Payroll & Print Exceptions	
	Calculate Payroll & Print Trial Register	
	24 Import Leave Data for Paystubs From Leave Management System	
	5 Print Paychecks and Direct Deposits	
	6 Check/Direct Deposit Void/Add Menu	
	8 Print Deduction Registers & Create Direct Deposit Export File	
	<u>9</u> 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	
	Master Userlist	13.02.00
p	Action	
2	Select 6 (F6 - Check/Direct Deposit Void/Add Menu)	

	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Payroll System	PAYVOIDP
	FKey Check/Direct Deposit Void/Add Procedure	
	 Step 1. Void/Add Request Procedure Step 2. (Return to Update Menu for Adjustments as Necessary) - Step 3. Trial Register for Additional Checks/Direct Deposits - Step 4. Calculate Pay and Update YTD - Step 5. Print Additional Checks/Direct Deposits 	
	12 Void/Add Procedure Monitor	
	Note: Steps 1 - 3 can be repeated as often as necessary. Records will be accumulated until step 4 is processed.	
M F1	stater ™™East Norma No	17.01.00
p	Action	
	Select 5 (F5 - Step 5. Print Additional Checks/Direct Deposits).	

Step 4

E	PCG Dist=8991 Rel=14.02.01 08/27/2014 PCW 001 SV C:\DEVSYS C:\SECO	IND WHITE		_ 5	Ľ
	PAYROLL CHECK PRINTING PROCES	22		PAYCHK	
	The check date below will appear on the checks an and will represent the date the payroll tran posted to the respective General Ledge If this date is correct, press ENTER to If this date is incorrect, please enter the new press ENTER to validate the new date and co check printing process. CHECK DATE: <u>10312014</u> (MMDDCCVY)	nd/or direct depo nsactions will be er Accounts. o continue. check date below ontinue with the	and	14.03.00	
				14.00.00	'
	Action				
	Verify or enter the correct check date in the Che	eck Date field.			
	For the necessary steps to finish printing t	he additional	checks	and dire	ct

For the necessary steps to finish printing the additional checks and direct deposit statements, refer to the *Payroll System Operations Guide*, Section C: Payroll Check and Direct Deposit Statement Processing, Topic 2: Print the Payroll Checks and Direct Deposit Statements for instructions.

Master

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	<u>Ekou</u>	Chaoluí	Diwaat Danas	<u>y</u>	Ducceduuc		
		спеск/	Direct Debos	IC VUIU/HUU	rrocedure		
	_1 Ste	p 1. Void/Add Red	quest Procedure	; • • •	N		
	3 Ste	p 2. (Return to Op p 3. Trial Registe	r for Additional	Aujustments as Checks/Direct	Deposits		
	4 Ste	p 4. Calculate Pa	y and Update Y	TD			
	<u>5</u> Ste	p 5. Print Addition	nal Checks/Dire	ct Deposits			
	12 Voi	d/Add Procedure	Monitor				
	Note:	: Steps 1 - 3 can b lecords will be ac	e repeated as cumulated until	often as neces: step 4 is pros	sary.		
				510p 4 15 proc			
Master U	ser _{lict}						17.01.00
F16	UST WORDS PAY N						
Ac	tion						
						_	
						-	

When the checks and direct deposits have finished printing, the following screen displays: