

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/21/2018	Section D: Monthly/Quarterly/Annual/
12/21/2010	Fiscal Report Processing

[Topic 5: Processing Fiscal Reports, V2.5]

Revision History

Date	Version	Description	Author
12/21/2018	2.5	18.04.00 – Replace menu screen shot. Add documentation for SHBP	D. Ochala
		Audit Report for the Fiscal Year.	
01/21/2016	2.4	15.04.00 – Replace menu screen shot since all Fkeys were renumbered.	D. Ochala
04/10/2014	2.3	14.01.00 – Replace menu screen shot since all Fkeys were renumbered.	D. Ochala
05/24/2011	2.2	11.02.00 – Updated menu screenshots.	D. Ochala
01/20/2011	2.1	10.04.01 – Updated menu screenshots.	D. Ochala
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Table of Contents

Overview	1
Procedure A: Printing the Fiscal Wages by Fund Report	3
Procedure B: Creating the Summer Salary Accrual Data Files and the Summer Salary Accrual Estimate by Employee Report	9 16
Procedure C: Updating Employees' Gross Data and Contract Months	
C1. Updating Gross Data	18
C2. Mass Updating Contract Months	20
Procedure D: Formatting the Summer Salary Accrual Information into Microsoft® Excel	21
Procedure E: Print the Accrued Summer Salary Paid Report	24
E1. Making Manual Corrections to the Summer Salary Accrual PAID.csv File	30
Procedure F: Print the Accrued Summer Salary by Function Report F1. Summer Salary Accrual Estimate by Function and Employee	31 37
Procedure G: SHBP Audit Report for the Fiscal Year G1. SHBP Audit Report for the Fiscal Year	40

Overview

Fiscal year-end report processing includes the following:

Printing the Fiscal Wages by Fund Report: After processing the required *quarterly* and/or *month-end* reports, PCGenesis users should also process the *Fiscal Wages by Fund Report*, verify the report's results for accuracy, and respond appropriately to correct any inconsistencies.

Creating Summer Salary Accrual Information: Although PCGenesis allows the use of the results from any of the last 60 payroll runs, it is recommended that the regular June payroll be used to calculate summer salary accruals. PCGenesis provides the *Create Summer Salary Accrual Data* feature to facilitate creating and entering accrual claims in support of GASB Statement 34 reporting requirements. This feature calculates accruals based upon a selected payroll. The Georgia Department of Education (GaDOE) recommends PCGenesis users update the accrued summer salary's **Payroll Reason Code** just after setting up payroll for the months of June, July, and August. Note that the **Payroll Reason Code** clears each time payroll is set up. The files to support this process are produced every payroll when F12 (Print Final Payroll Distribution) is completed.

• <u>Salary Accrual File Save Feature – Payroll Setup</u>: During payroll setup, PCGenesis will automatically create the *ACCTDEDS* and the *ACCTSORT* files. These files, located in the *ACRLDATA* directory, are required to calculate salary accrual information. Files for up to 60 payrolls will be created and stored with an extension from '01' (most recent) to '60' (oldest). The payroll date will be included in the file name.

Example: The salary and deduction information for the payroll processed on 05/30/2014 will be *ACCTSORT20140530.02* and *ACCTDEDS20140530.02*. The '.02' extension indicates that one payroll has been completed since the 05/30/2014 payroll. When additional payrolls are processed, the most recently completed salary and deduction files will be assigned the extension of '.01' and the remaining files will be renamed, with the extension on each file increasing by one. PCGenesis deletes the payroll files with the extension '.60', the oldest files when accrual files from a new payroll are created.

• <u>When running separate payrolls for different pay classes:</u> Complete this procedure for <u>each</u> payroll with employees who accrue salary. Be very careful to name the output files differently for each payroll group to make sure the previous payroll group's information remains.

PCGenesis creates the summer salary accrual data files according to the salary and the **Contract Month** field of each employee. While you cannot make changes to the payroll results of the last payroll, you may change the employees' contract months' indicator, and rerun the accrual data creation procedure when necessary. Repeat this procedure as often as needed until the **Contract Month** fields are set correctly.

PCGenesis procedures also allow the summer salary accrual information to be exported to Microsoft® Excel. This allows final manual adjustments to the amounts automatically calculated before the accrual claims are imported.

• <u>Summer Salary Accrual Estimate by Employee Report</u>: Created automatically by PCGenesis when the summer salary accrual data files are processed, the *Summer Salary Accrual Estimate by Employee Report* provides a listing of specified pay types for the last payroll run's employees, and the employer *Salary and Benefit* amounts for each deduction or contribution, by account number.

The report also identifies whether the employee is included in the July <u>and</u> August accrual files, is included in <u>only</u> the July accrual file, or if the employee's record <u>is missing from both</u> files. PCGenesis bases these findings on the employees' contract months' indicator.

Accrued Summer Salary Paid Report: The *Accrued Summer Paid Report* lists employees' salary by fund and function by employee name. The report provides July and August salaries for 10-month employees and August salaries for 11-month employees. Please note that 12-month employee salary information is not included in the report's results.

Accrued Summer Salary by Function Report: PCGenesis provides the Accrued Summer Salary by Function Report in support of the Department of Audits' reporting mandates.

This document contains additional procedure-specific information and instructions where appropriate.

Procedure A: Printing the Fiscal Wages by Fund Report

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

PCG Dist=8991 Rel=15.04.00 01/21/2016 PCW 0	01 SV C:\DEVSYS C:\SECOND	WHITE	
	Payroll System		PAYMOOOO
FKey	Master Menu		
Payroll Setup Menu Payroll Update Menu Payroll Check & Direct Do	eposit Menu		
4 Annual Reports Menu 5 Monthly/Quarterly/Fiscal	/Biennial Reports Menu		
8 Employee Reports/Label: 9 Update/Display Descripti 10 Earnings History Menu 11 Check Reconciliation Mer 12 Update/Display Payroll M 13 Special Functions Menu	s Menu ion/Deduction/Annuity Menu nu Aonitor		
20 File Reorganization			
Master User Section Master Month and the section of the section o			15.03.00

Step	Action
2	Select 5 (F5 - Monthly/Quarterly/Fiscal/Biennial Reports Menu).

	A	PCG Dist=8991	Rel=18.04.00	12/21/2018	PCG 002	SV C:\DEVSYS	C:\SECOND	WHITE	_		×
						Payroll S	ystem			PAYM0005	5
		FKey		Monthly/	Quarte	rly/Fiscal/	Biennial Re	ports Menu			
		1 2 3 4	Monthly: PSERS TRS Co GHI Exp Update Cove	Contribution ntribution Re port File for S GHI Change rage, Chang	Report eport & State He File for ing Stat	s & Files File calth Benefits Current Emp tus, or Termir	loyees Activat ating	ting Health			
		5	Quarterly: Departn	nent of Labo	r Quarte	erly Payroll R	eport & Wage	s Data File			
		10 11 12 13 14	Fiscal: Fiscal V Create S Create A Accrued SHBP A	Vages by Fu Summer Sala Accrued Sum Summer Sa udit Report f	ind ary Acci imer Sa ilary by for the F	rual Claim Da lary Paid Rej Function Rej Fiscal Year	ta port port				
		20	Biennial: EEO-5 F	Report and T	ransmi	ssion File (Du	ie Even Numb	ered Years)			
	Masti F16	er ^{User} list Ú ® Wor	PAY VEND							18.03.01	1
Step		Action									
3		Select 1	O (F10	- Fiscal	: Fis	cal Wage	s by Fund).			

The	foll	lowing	screen	displ	avs:
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PCG Dist=8991 Rel=14.01.00 04/01/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE - B
Fiscal Wages by Fund Report	ANNEXT 06
Enter Regioning Date	
Enter Enurity Vale	
ENTER = Continue, F16 = Exit Program	12.03.00
Action	
Enter 07/01/CCYY in the Enter Beginning Date fit	eld and 06/30/CCYY in the I
Ending Date field where CCVV is the appropriate x	ear
Entring Dute field, where eer r is the appropriate y	
Select Enter (Continue).	

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	Enter Ending Date 6/30/2014	
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	ENTER = Continue. F16 = Reenter Data	12.03.00
	at our	
) A(cuon	
5 V	erify the field entries are correct and select Enter	(Continue).
**	*Processing Fiscal Wages by Fund Extract** mes	ssage briefly display.
If	the information is incorrect, select F16 to reen	ter the correct information.
		,

A	PCG Dist=8991 Rel	=18.04.00	12/21/2018 PCG 0	02 SV C:\DEVSYS	C:\SECOND	WHITE	—	
				Payroll Sy	stem			PAYM0005
	FKey		Monthly/Quart	terly/Fiscal/B	iennial Rep	orts Menu		
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	Qua 5	arterly: Departmo	ent of Labor Qua	nterly Payroll Re	port & Wages	Data File		
	Fisi 10 11 12 13 14	cal: Fiscal W Create So Create Ao Accrued S SHBP Au	ages by Fund ummer Salary A ccrued Summer Summer Salary dit Report for th	ccrual Claim Dat Salary Paid Rep by Function Rep e Fiscal Year	a ort ort			
	Bie _20	nnial: EEO-5 Re	eport and Transi	nission File (Duo	e Even Numbe	red Years)		
Master F16	r ^{User} list PA D Drag Words PA MONT	TOR MONITOR						18.03.01
	Action							
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	Follow the <i>Procedures</i> create the r	instruc s, <i>Crea</i> nacro r	ctions provi <i>ting the Mi</i> necessary to	ded in the <u>7</u> crosoft®-Pe o use the fea	<i>Technical</i> CGenesis ature wher	<u>System Operat</u> QWORD Maci e appropriate.	<u>ions G</u> ro for .	<u>Guide</u> , User Report Prin
	Select FIE	F16 (F16	6 - Exit) to to the <i>Bus</i>	return to the siness Appli	e Payroll S cations M	System Master aster Menu	Menu	, or select

PORI ID: ANNERIO6	REPORT DATE: 04-01-2014	TIME: 14:54	PAGE 1	0
	TRAINING BOARD OF EDUCATION			
FISC	AL WAGES FOR 07/01/2013 - 06/	30/2014		
ND 402 - TITLE I				
EMP# EMPI	OYEE NAME	WAGES		
88590 SH3P	RILL, LISETH	749.97		
89749 SO4E	NSON, NE4	300.00		
88444 5055	A, PI5G	300.00		
89519 SP21	N, COZLIN	73.00		
8/9/4 SP3P	LOCK, FESNANDE	450.00		
00010 22/0	TES TASON	450.00		
99013 5001	TEOD REANADDINA	300.00		
87813 5W4F	FORD, DEWARDINA	300.00		
88194 TE7E	LETON, CH7EKO	136.00		
89394 TE7E	LETON, JO7A	450.00		
89718 TI35	LEY, DI3GO	150.00		
89845 TI4I	EY, CL4SSIE	150.00		
87572 TO52	R, WESDON	300.00		
88087 TR20	T, LE2NORA	319.00		
88578 TR79	LOR, AR7	385.59		
88392 TR9N	BLE, DU9CAN	29,730.98		
89085 TU4E	S, LA4G	450.00		
89631 UL2I	CH, SH2NTAY	27,213.38		
88265 UR8A	N, MASIMINA	450.00		
89465 UR8A	N, MOSROE	1,650.00		
89452 WA50	NER, SH5LTON	300.00		
88383 WE22	EL, GR2SEL	750.00		
87590 WH31	TEN, LISETH	300.00		
87/10 WI3E	EKS, JASEE	450.00		
00000 WI35	CS, QUSNION	450.00		
00000 W130	ION CATEV	450.00		
89057 WT91	NAM DIGHTE	300.00		
89945 YA82	IE, HASLEY	749.97		
		357,133.56 **		
PORT ID: ANNPRT06	REPORT DATE: 04-01-2014	TIME: 14:54	PAGE 2	4
	TRAINING BOARD OF FRUCT TION			
FISC	AL WAGES FOR 07/01/2013 - 06/:	30/2014		
	10,120			
		8.461.167.05 **		

A1. Fiscal Wages by Fund Report - Example

Procedure B: Creating the Summer Salary Accrual Data Files and the Summer Salary Accrual Estimate by Employee Report

The PCGenesis process to create summer salary accrual claim data is performed using intermediate posting files from a completed payroll run, and employee status data to estimate the accrual amounts and accounts required for each employee. The school district is responsible for selecting a payroll run representative of the normal pay for your employees. Typically this will be the May or June monthly payroll, but data from any of the last 60 payroll cycles processed in PCGenesis may be used.

Running the process examines the employees' contract months indicator and uses it to determine whether the employee should have a salary accrual for July and August, or neither. The summer salary accrual procedure produces a report listing all employees, and whether any amount was accrued for that employee. The process can be rerun after making adjustments to the employees' contract months indicators to adjust the months of salary that are accrued for specific employees. The process concludes by creating two or more .CSV files for the July and August accrual claims summarized by account.

After the process completes, make further adjustments using Microsoft® Excel to load the .CSV file, and to make final adjustments to the account totals for specific accounts before loading the accrual claims into PCGenesis.

	PCG Dist=8991	Rel=15.04.00 01/21/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	- • ×
		Payroll System	PAYM0000
	FKey 	Master Menu	
	1 2 3	Payroll Setup Menu Payroll Update Menu Payroll Check & Direct Deposit Menu	
	4	Annual Reports Menu Monthly/Quarterly/Fiscal/Biennial Reports Menu	
	8 9 10 11 12 13	Employee Reports/Labels Menu Update/Display Description/Deduction/Annuity Menu Earnings History Menu Check Reconciliation Menu Update/Display Payroll Monitor Special Functions Menu	
	20	File Reorganization	
Mas F16	ter ^{User} list Duss Worlss	PAY VEND MONTOR MONTOR	15.03.00
	Action		
	Select 5	(F5 - Monthly/Quarterly/Fiscal/Biennial Reports Menu).	

A	PCG Dist=8991	Rel=18.04.00	12/21/2018	PCG 002	SV C:\DEVSYS Payroll S	C:\SECOND ystem	WHITE	_	□ × Paym0005
	FKey		Monthly/	Quarte	rly/Fiscal/	Biennial Re	ports Menu		
	1 2 3 4	Monthly: PSERS TRS Con GHI Exp Update Cove	Contribution Atribution R Fort File for GHI Change rage, Chang	n Report eport & State Ho e File for ging Sta	ts & Files File ealth Benefits r Current Emp tus, or Termin	loyees Activat lating	ing Health		
	5	Quarterly: Departm	nent of Labo	or Quart	erlv Pavroll R	eport & Wage:	s Data File		
	10 11 12 13 14	Fiscal: Fiscal V Create S Create A Accrued SHBP A	Vages by F Summer Sa Accrued Sur Summer S udit Report	und lary Acc nmer Sa alary by for the l	rual Claim Da alary Paid Rep y Function Rep Fiscal Year	ta port port			
	20	Biennial: EEO-5 F	Report and 1	Fransmi	ssion File (Du	e Even Numb	ered Years)		
Master F16	User _{list}	PAY VEND MONITOR MONITOR							18.03.01
	Action								
	Select 🛄	LT (F11	- Creat	e Sun	nmer Sala	ry Accrua	l Claim Data)).	

E PCG Dist=8991 Rel=14.01.00 04/01/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×							
		SSALACRL							
Create Summary Salary Accrual Reports and Claim Load Files	5								
Use the file browse option to select the ACCTSORT file from the payroll period you choose as best for creating the accrual reports and load files.									
Clear any Gross data line types you do not want included:									
<u>S D H A B X Y Q P</u>									
For what fiscal year are you running the accrual? (CCYY): <u>2014</u> Use prior year or current contract months? (C or P): <u>P</u>									
Entow the Import file Bath and Name OB - E18 to Dwowce for Fi	1.0								
Enter the import file rath and name or file to browse for fi	116								
K:\SECOND\ACRLDATA\ACCTSORTccyymmdd.nn									
Enter=Continue or F16=Exit									
		12.03.01							
FIG									

Step	Action
3	Delete any gross data lines to be excluded from the evaluation from the Clear any Gross data line types you do not want included field.
4	Verify the defaulting entry is correct, or enter the appropriate fiscal year (CCYY) in the For what fiscal year are you running the accrual? field.
	This measure ensures the creation of the accrual claims with the correct fiscal year regardless of the payroll run date selected.
5	Enter C (Current contract months) or P (Prior year) in the Use prior year or current contract months? field.
	If the annual "Update Job Code for CPI/Payroll/CS-1" procedure has been run, and the current contract months indicator for July and August payrolls is being updated, the appropriate choice is to use the P (Prior contract months) indicator. Refer to the <u>Certified/Classified Personnel Information (CPI) System Operations Guide</u> , Section I: Special Functions for the "Update Job Code for CPI/Payroll/CS-1" procedure instructions.

Step	Action
6	Select F10 (Browse for File) and locate the appropriate <i>ACCTSORT file</i> within the <i>ACRLDATA</i> directory.
	<i>PCGenesis allows entries other K:\SECOND\ACRLDATA\ACCTSORT-ccyymmdd.pp as long as the directory structure entered exists.</i>

After the appropriate ACCTSORT file has been selected from the **F10** (Browse for File) window, the following dialog box displays:

PCG Dist	t=8991	Rel=14.01.0	0 04/03/2014	PCW 001	SV C:\D	EVSYS	C:\SE	×	
2	This file	was created or	03/25/2014						
\checkmark	Is this the file you want to use?								
		C	Yes	<u>N</u> o					

Step	Action
7	A "File was created on MM/DD/CCYY" dialog box displays. Verify the creation date of the file. If the correct file was selected, select \underline{Yes} button. If the date is incorrect select the button and return to <i>Step 6</i> to select a different path and filename.
8	 Select Enter (Continue). After all employees' payroll information has been evaluated, PCGenesis will prompt for the July, and August accrual claims' output filenames. By default, the files are saved to the PCGenesis C:\CLAIMS directory as <i>CLAIMccyyJULnn.csv</i> and <i>CLAIMccyyAUGnn.csv</i>, where <i>ccyy</i> identifies the year of the accrual claims and where <i>nn</i> identifies the payroll sequence number, starting with 01, in the event more than one claim is required. To modify the default names and locations, modify the name as presented in the save dialog box and/or navigate to the desired save directory.

Output name for	JULY Accrual CSV	file			<u>? ×</u>
Look jn:	CLAIMS		•	+ 🗈 💣 🎟	-
My Recent Documents Desktop My Documents My Computer	ACCRUAL DATA CLAIM2012AUG CLAIM2012JULO CLAIM2013AUG CLAIM2013JULO CLAIM2013JULO CLAIM2014AUG CLAIM2014AUG CLAIM2014JULO	x2012.CSV 01.CSV 01.CSV 01.CSV 01x.CSV 01x.CSV 01.CSV 01.CSV 02.CSV 01.CSV 02.CSV			
My Network Places	File <u>n</u> ame: Files of <u>t</u> ype:	CLAIM2014JUL01.CSV		• •	<u>O</u> pen Cancel
Action					///

For **July claims**, the following window displays:

Step	Action
9	Choose the appropriate file, and select (Open) for each file displayed. The number of files and filenames that display are school district- and system-specific, and may differ from those displayed in the preceding screenshot examples.

Output name for	AUGUST Accrual CSY file	? X
Look jn:	🔁 CLAIMS 💽 🗧 🖆 🏢 -	
My Recent Documents Desktop My Documents My Computer	ACCRUAL DATA2012.C5V CLAIM2012AUG01.C5V CLAIM2012JUL01.C5V CLAIM2013AUG01.C5V CLAIM2013AUG01x.C5V CLAIM2013JUL01.C5V CLAIM2013JUL01x.C5V CLAIM2014AUG01.C5V CLAIM2014AUG02.C5V CLAIM2014JUL01.C5V CLAIM2014JUL01.C5V CLAIM2014JUL02.C5V	
My Network Places	File name: CLAIM2014AUG01.CSV	pen
	Files of type:	ancel

For August claims, the following window displays:

Step	Action
10	Choose the appropriate file, and select (Open) for each file displayed. The number of files and filenames that display are school district- and system-specific, and may differ from those displayed in the preceding screenshot examples.
11	In the case of duplicated output filenames, PCGenesis replaces the previous file's output information with the most recently selected results.

	A	PCG Dist=8991	Rel=18.04.00	12/21/2018	PCG 002	SV C:\DEVSYS	C:\SECOND	WHITE	_		×
						Payroll S	ystem			PAYMOOO	5
		FKey		Monthly,	Quarte/	rly/Fiscal/	Biennial Repor	ts Menu			
		1 2 3 4	Monthly: PSERS TRS Cor GHI Exp Update Cover	Contributio htribution F ort File for GHI Chang rage, Chan	n Report Report & State He e File fo ging Sta	ts & Files File ealth Benefits r Current Emp tus, or Termin	loyees Activating ating	Health			
		5	Quarterly: Departm	ent of Lab	or Quart	erly Payroll R	eport & Wages Da	ata File			
	Fiscal: 10 Fiscal Wages by Fund 11 Create Summer Salary Accrual Claim Data 12 Create Accrued Summer Salary Paid Report 13 Accrued Summer Salary by Function Report 14 SHBP Audit Report for the Fiscal Year										
		20	Biennial: EEO-5 F	eport and	Transmi	ssion File (Du	e Even Numbered	d Years)			
	Maste F16	ulser _{list} USB Work	PAY VEND MONITOR MONITOR							18.03.0	1
Step		Action									
12		To print	the rep	ort via	the U	queue Pr	int Manage	er: Select	<u>ک</u> (U	queue).

12	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.
13	Select F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .
14	Verify the report's results are correct.
	If the results are incorrect, verify the file selected is correct, and that the desired Gross Data Line Types are correct. Contact the Technology Management Customer Support Center for additional assistance as needed.

B1. Summer Salary Accrual Estimate by Employee Report – Example

REPORT DATE: 04/01/2014 REPORT PROG: PAYPR106	FY 2014 SUMMER SAI	ARY ACCRUAL ESTIMATE	Y EMPLOYEE		PAG	E 1
EMP NO EMPLOYEE NAME	TYPE ACCOUNT		DESCRIPTION	OBJECT	ACCRUAL AMT	ACCRUAL MONTH
88175 AD2OCK, AL2ONZO	S 14 100 0 1320 27	700 18100 8012 0 00000) REGULAR AMOUNT EMPLR FICA/MEDC GHI NON-CERTIFIED	18100 22000 21000	2,136.93 150.01 596.20	OMITTED 12MTH
88757 AD4IR, MI4HAELE	S 14 100 0 1041 10	000 11000 0108 1 00000) REGULAR AMOUNT EMPLR FICA/MEDC EMPLR TRS	11000 22000 23000	3,700.67 262.15 454.44 813.70	JUL & AUG
	S 14 100 0 1043 10	000 11000 0108 1 00000	EMPLR FICA/MEDC	11000 22000 22000	151.72 10.73	
	S 14 100 0 2111 10	000 11000 0108 1 00000	EMPLE IRS REGULAR AMOUNT EMPLR FICA/MEDC EMPLR TRS	11000 22000 23000	602.43 42.65 73.98	
	S 14 100 0 2113 10	000 11000 0108 1 00000	GHI CERTIFIED) REGULAR AMOUNT EMPLR FICA/MEDC EMPLR TRS	21000 11000 22000 23000	132.30 24.70 1.81 3.03	
89664 AG9ILERA, DO9OVAN	S 14 100 0 9990 26	500 19000 8013 0 00000) REGULAR AMOUNT EMPLR FICA/MEDC EMPLR TRS GHI NON-CERTIFIED	19000 22000 23000 21000	5,269.73 396.09 647.12 596.20	OMITTED 12MTH
88464 AG9ILERA, JO9UE	S 14 100 0 1041 10	000 11000 0108 1 00000) REGULAR AMOUNT EMPLR FICA/MEDC EMPLR TRS	11000 22000 23000	2,301.81 176.09 282.66	OMITTED COMTH
	S 14 100 0 1043 10	000 11000 0108 1 00000) REGULAR AMOUNT EMPLR FICA/MEDC EMPLR TRS	11000 22000 23000	103.92 7.95 12.76	
89391 AL2NSO, JO2TTE	S 14 100 0 1320 27	700 18000 8012 0 00000) REGULAR AMOUNT EMPLR FICA/MEDC GHI NON-CERTIFIED	18000 22000 21000	944.27 44.32 596.20	JUL & AUG
REPORT DATE: 04/01/2014 REPORT PROG: PAYPR106	FY 2014 SUMMER SAI	ARY ACCRUAL ESTIMATE	Y EMPLOYEE		PAG	E 54
	DESCRIPTION	OBJECT	JULY AMT AUGUS	T AMT		
	REGULAR AMOUNT REGULAR AMOUNT REGULAR AMOUNT	11000 40 11200 11210	2,215.50 399,8 2,638.74 2,6 1,320.80 4,3	61.55 38.74 20.80		
	REGULAR AMOUNT REGULAR AMOUNT	11500	3,168.17 3,1 1,214.28 4.2	68.17 14.28		
	REGULAR AMOUNT	11700	4,923.82	45.97		
	REGULAR AMOUNT REGULAR AMOUNT	11800 3 13100 1	5,917.65 25,7 2.119.71	44.04 0.00		
	REGULAR AMOUNT	14000 4	7,736.64 47,7	36.64		
	REGULAR AMOUNT REGULAR AMOUNT	14010 14200 1	L,914.65 1,9 L596.92 8.6	14.65 36.25		
	REGULAR AMOUNT	14600	7,964.06 7,0	47.39		
	REGULAR AMOUNT	16300	5,499.34 5,4	99.34		
	REGULAR AMOUNT	17200 1	3,573.42 10,3	57.05 73.42		
	REGULAR AMOUNT	17300	7,486.40 4,1	56.01		
	REGULAR AMOUNT	17400	3,843.25 3,8 2,566.71 3	43.25		
	REGULAR AMOUNT	18000 2	4,169.15 24,1	69.15		
	REGULAR AMOUNT	18100	500.00 5	00.00		
	REGULAR AMOUNT	18400 1	5,580.90 16,5	0.00		
	REGULAR AMOUNT	19100 2	3,462.23 21,6	71.93		
	GHI CERTIFIED	21000 9	5,445.00 87,8	85.00		
	EMPLR FICA/MEDC	22000 3	, 360.60 35,1 5,149.64 42.5	00.61		
	EMPLR TRS	23000 7	3,276.03 67.0	00.45		

PORT PROG: PAYPR106			-		
	ACCOUNT NUMBER	JULY AMT	AUGUST AMT		
	14 514 0 6030 2900 19100 0195 1 000000	1,424.43	1,424.43		
	14 514 0 6030 2900 22000 0195 1 000000 14 514 0 6030 2900 23000 0195 1 000000	108.98 174.92	108.98 174.92		
	FUND 514 TOTALS	35,437.88	24,875.69		
	14 560 0 1540 1000 11210 0195 1 000000	2,638.74	2,638.74		
	14 560 0 1540 1000 14000 0195 1 000000	3,856.80	3,856.80		
	14 560 0 1540 1000 14010 0195 1 000000	1,914.65	1,914.65		
	14 560 0 1540 1000 22000 0195 1 000000	617.65	617.65		
	14 560 0 1540 1000 23000 0195 1 000000	1,032.78	1,032.78		
	14 560 0 1540 2400 19100 0195 1 000000	592.33	0.00		
	14 560 0 1540 2400 21000 0195 1 000000	94.50	0.00		
	14 560 0 1540 2400 22000 0195 1 000000	42.06	0.00		
	14 560 0 1540 2400 23000 0195 1 000000	72.74	0.00		
	FUND 560 TOTALS	12,054.65	11,253.02		
	14 605 0 9990 3100 18400 0201 1 000000	2,061.25	2,061.25		
	14 605 0 9990 3100 21000 0201 1 000000	1,192.40	1,192.40		
	14 605 0 9990 3100 22000 0201 1 000000	124.60	124.60		
	FUND 605 TOTALS	3,378.25	3,378.25		
	14 606 0 9990 3100 18400 0108 1 000000	5,908.46	5,908.46		
	14 606 0 9990 3100 19100 0108 1 000000	790.40	790.40		
	14 606 0 9990 3100 21000 0108 1 000000	2,384.80	2,384.80		
	14 606 0 9990 3100 22000 0108 1 000000	427.59	427.59		
PORT DATE: 04/01/2014 PORT PROG: PAYPR106	FY 2014 SUMMER SALARY ACCRUAL EST:	IMATE BY EMPLOYEE	:	PAGE 63	
	ACCOUNT NUMBER	JULY AMT	AUGUST AMT		
	14 606 0 9990 3100 23000 0108 1 000000	129.99	129.99		
	FUND 606 TOTALS	9,641.24	9,641.24		
	GRAND TOTALS	899.784.27	828.810.76		

The final page of the report contains individual fund totals and July and August grand totals.

Procedure C: Updating Employees' Gross Data and Contract Months

After completing the *C1*. Updating Gross Data procedure and the *C2*. Mass Updating Contract Months procedure where appropriate, return to Procedure B: Creating the Summer Salary Accrual Data Files and the Summer Salary Accrual Estimate by Employee Report to repeat the extract of summer salary accrual information.

C1. Updating Gross Data

Refer to Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information, Procedure C: Updating/Displaying Gross Data for instructions.

For gross data information updates, the following screen displays:

- O -X PCG Dist=8991 Rel=15.04.00 01/21/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE Update/Display Gross Data Status Active PAY07 EmpNo 88389 AL4RECHT, KE4NITH 3 10 MO. TEACHERS Class 999-08-8389 Loc 194 Location 000194 **13 CLASSROOM TEACHERS** SSN Job cd Salaru sched Cert level T5 Pay step L4 State yrs <u>18</u> Local yrs <mark>18</mark> 13/14 pay sw Work sched ID Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 Budget pay cat Ann work days 190 Days worked YTD 0.00 This per <u>0.00</u> 0.00 This per <u>0.00</u> Days docked YTD Days/Hrs Regular Proc Pay Pay Rate Days/Hrs Overtime GHI % Pay Pay for Туре Туре́ Hrly/Daly **G**ross Dist Reas Period End Regular Overtime Gross 01. 0010 4542.17 <u>1.0000</u> <u>s</u> <u>91</u> 02. <u>S</u> 0021 81.25 <u>91</u> 03. <mark>s</mark> <u>0310</u> 166.67 <u>91</u> 04. ____ 05. _ 06. 4790.09 1.0000 Sub Budget Flag Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens Amt Contract Distrib ACCT 01 16 100 <u>1081 1000 11000 194</u> 4542.17 Y _ s ACCT 02 16 100 1083 1000 11000 194 81.25 Т ACCT 03 <u>16</u> <u>100</u> <u>9990 2100 14600</u> 101 166.67 L ACCT 04 00 _ _ ACCT 05 00 _ ACCT 06 00 4790.09 Total gross 4790.09 TRS Pens code <u>2</u> Y 4790.09 Cucle aross Pens switch TRS/ERS Pens Gross Pay sch. # 12 54506.04 TRS service ind $\frac{1}{1}$ Sch Yr State salary Adi Amt/% 2 Cucle 10 Local salary 975.00 No pension code Contmo PY contmo Other 2000.04 Pens Amt/% 0600 <u>10</u> Contract amt 57481.08 2/10/1999 Pens elig date 15.02.00 F1 🖡 F2 🛠 F3 🎒 F4🖾 F5🔽 F6🖬 F7🔽 F8 🖬 F9 🚱 F10 🍸 -... 💽 🗌 ---- 🗐 . Q **.** Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

Step	Action
1	Enter 91 (Summer Accrued Pay Payout) or 92 (Summer Employment Pay), or select on the
	drop-down selection icon 🔳 in the Pay Reas (Pay Reason) field to select the information.

Step	Action
2	Enter the correct contract month information in the Contmo (Contract Month) and the PY contmo (Payroll Year contract month) fields.
	If the "Update Job Code for CPI/Payroll/CS-1" procedure has not been performed, update the Contmo (Current Contract months) and PY Contmo (Prior Year Contract months) indicators with the contract months for the employee's new and prior fiscal year contract month status.
	Enter '12' for 12-month Contractual and Salaried employees who do not accrue salary, '11' for employees who only accrue a July salary, and '10' or '9' for employees who accrue July and August salaries. Use zero ('0') for substitutes and temporary employees who do not accrue summer salaries.
3	Select $\overset{\text{ENTER}}{\longrightarrow}$ (Enter) to validate the entry, and $\overset{\text{FR}}{\longrightarrow}$ (F8 – Save changes).

C2. Mass Updating Contract Months

This report does not update the **PY Contmo** (Prior Year Contract Months) field. PCGenesis automatically updates the **prior year contract months** field when performing the "*Update Job Code for CPI/Payroll/CS-1*" procedure. Performed annually, the procedure preserves the CPI job code for CS-1 processing. The procedure also moves the **contract months** field value to the **prior year contract months** field value for accrual report processing in the next fiscal year.

Step	Action
1	For employee Contract Months mass updates: Refer to Payroll System Operations
	<u>Guide</u> , Section I: Special Functions, Topic 6: Payroll Mass Update Employee Payroll Information Processing, Procedure E: Mass Update Selected Employees' Fields.

	PCG Dist=8991 Rel=14.01.00 04/01/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	_ 8 ×
	Mass Update Selected Employees' Field(s)	MASS 02 0 0
	Record selection criteria: Filter set: Class,Status	
	What to Update	
	Enter Contract Months/Year (09 - 12): Update? (Y/N) <u>N</u> Contract I	Months
	Enter Service Time Indicator(0 or 1): 0 Update? (Y/N) <u>N</u> Service T: (0=No TRS Service Credit, 1-TRS Service Credit)	ime
	Enter Pay Reason Code: <u>00</u> Update? (Y/N) <u>N</u> Pay Reason	n
	Set All Prenote Flags = Y Y Update? (Y/N) <u>N</u> Prenote Fi	lags
	Curr New Replace CPI Annual Contract Days: <u>000</u> Update? (Y/N) <u>N</u> CPI Contra	act Days
	Replace CPI Annual Work Days: <u>000</u> <u>000</u> Update? (Y/N) <u>N</u> CPI Work I	Days
ENTE	ENTER = Continue, F16 = Return to Record Selection	13.04.00
	Action	
	Make the appropriate entries within the fields, and select Enter twice	<u>ce</u> .

Procedure D: Formatting the Summer Salary Accrual Information into Microsoft® Excel

When satisfied with the Summer Salary Accrual Estimate by Employee Report's results, the July and August summary information's .csv files may be loaded using the new Large Claim Entry/Import program. For additional adjustments however, you must make the modifications within the .csv file using Microsoft® Excel. For example, if the June salary amount includes extra pay, or was less than normal when docking the employee's pay, PCGenesis does not require a dollar amount for the salary accrual. The employee's account detail (charge) lines can be located and increased or decreased as needed. Remove account information where appropriate for School Food Services (SFS) when processing the accruals monthly. When making dollar amount adjustments, be sure to enter a formula to calculate a new claim total in cell L5 - =SUM(L12:L1011).

* * ATTENTION * * *

The Import file may not contain more than 998 account detail lines. These lines must also be in numerical order.

Step	Action
1	Within Microsoft® Excel, select File \rightarrow Open from the <i>Menu Bar</i> .
2	Open the file created in C:\Claims.
3	Select on the drop-down selection icon 📕 in the Files of type field to select All Files .

The following window displays:

Step

4

<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ool	s <u>H</u> elp			A
😋 Back 🔹 🕥 🕤 🏂 🔎	Search 😥 Folders	🕼 🌶 🗙 🍤 😥	2 🔏 🖻 📔 🕗	
Address 🛅 C:\CLAIMS				🗸 🏓 Co
Name 🔺	Size	Туре	Date Modified	
CLAIM2009AUG01.CSV	105 KB	Microsoft Office Excel Comm	2/19/2009 7:39 AM	
CLAIM2009AUG02.CSV	52 KB	Microsoft Office Excel Comm	2/19/2009 7:39 AM	
CLAIM2009JUL01.CSV	120 KB	Microsoft Office Excel Comm	2/19/2009 7:33 AM	
CLAIM2009JUL02.CSV	71 KB	Microsoft Office Excel Comm	2/19/2009 7:39 AM	
Action				
	n 11 1 A T			

For August claims. Double-select CLAINICCT TAUGOLCSV.
If more than one import file is required, additional pairs of files will be listed with the
sequence number ending with '02', '03', etc. Each import file will contain a maximum of
<i>900 lines</i> .

	1 in -	0 - A	3 49 3	ni 🛋 🗎												Microsoft	Excel												-	σx
(23)														LAIMZOUG	510102.037	- WICLOSOIL	Excel													- ×
	Home	insert	Page Layo	iut Fo	ormulas	Data Ke	view vi	ew Dev	eloper A	crobat																				-
	🔏 Cut		Calibri	- 11	• A A	==	= >>	📑 Wrap	Text	General		-		Nor	mal	Bad	(Good	Neut	ral	Calculation			× 💼	Σ AutoS	um * 🏭				
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value	💞 Format	t Painter	BXD	100			= = =	Merg	e & Center *	3 %	, 100	Formatt	ng * as Ta	ble *	ick cell	Explanat	ory	nput	Linke	d Cell	Note		*	* *	2 Clear	Filter	* Select *			
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1		c	laim Entry	Spreads	heet																									
2 Fo	r Al	UGUST Su	mmer Sala	ry Accru	als File:	02																								-
3																														
4		v	endor			Vendor Re	ef	Binc			Date	Amount																		
5 V		0	7155					422			63009	1370508																		
6									Discount		Date	Amount																		
7 X		0									0	0																		
8		D	escription	1				Description	on 2																					
9 D		0 J	JLY SUMM	ER SALA	RY ACCRUA	L		10 AND 1	1 MONTH EN	MPLOYEES																				
10	**	* Charge	Lines ***																											
11		Y	r F	und	F	Prgm	Func	Objct	Fcty	B A	Addl	Amount	109	Э																
12 L		1	8	100	0 0	2213	1000	23000	3052	0	0	21.36																		
13 L		2	8	100	0 0	2620	1000	11200	6104	0	0	8309.67																		
14 L		3	8	100	0 0	2620	1000	21000	6104	0	0	1478.27																		
15 L		4	8	100	0 0	2620	1000	22000	6104	0	0	608.12																		_
16 L		5	8	100	0 0	2620	1000	23000	6104	0	0	771.13																		_
17 L		6	8	100	0 0	2620	2100	19100	6104	0	0	2083.33																		
18 L		7	8	100	0 0	2620	2100	21000	6104	0	0	308.01																		
19 L		8	8	100	0 0	2620	2100	22000	6104	0	0	152.67																		
20 L		9	8	100) 0	2620	2100	23000	6104	0	0	193.33																		
21 L		10	8	100	0 0	3011	1000	11000	199	0	0	46942.83																		
22 L		11	8	100	0 0	3011	1000	11000	3052	0	0	19318.54																		
23 L		12	8	100	0 0	3011	1000	11500	199	0	0	6763.07																		
24 L		13	8	100	0 0	3011	1000	11500	3052	0	0	1414.29																		
25 L		14	8	100	0	3011	1000	11/00	199	0	0	11/4.0/																		
20 L		15	8	100	0	3011	1000	10100	199	0	0	741.53																		
2/ L		10	8	100	0	3011	1000	19100	199	0	0	3/18.09																		
20 L		1/	8	100		3011	1000	21000	2052	0	0	2509.24																		
20 1		10	8	100	, 0	2011	1000	21000	100	0	0	4297 76																		
31 1		20	°	100	, 0	3011	1000	22000	3052	0	0	1470 77																		
32 1		20	°	100	, 0	3011	1000	22000	100	0	0	5460 12																		
22 1		21		100		2011	1000	23000	2052	0	0	1924.01																		
34 1		22	8	100	, ,	3013	1000	11000	199	0	0	4379.63																		
35 1		24	8	100	0	3013	1000	11000	3052	0	0	748.08																		
36 1		25	8	100	0	3013	1000	21000	199	0	0	3 92																		
37 1		26	8	100	0	3013	1000	21000	3052	0	0	0.67																		
38 1		27	8	100	0	3013	1000	22000	199	0	0	317.01																		
39 L		28	8	100) 0	3013	1000	22000	3052	0	0	53.1																		
40 L		29	8	100	0	3013	1000	23000	199	0	0	336.83																		
41 L		30	8	100	0 0	3013	1000	23000	3052	0	0	69.42																		
42 L		31	8	100	0 0	3019	2400	19100	199	0	0	1593.73																		
43 1		32		100	0	3019	2400	21000	199	0	0	296.44																	_	
R 4 +		12008301	02/97																							177		. O.		
Ready	1.00																										±10	A770 -		11/

Although the screenshot example displays the CLAIMccyyJULnn.csv spreadsheet, these instructions also apply to the CLAIMccyyAUGnn.csv file.

Step	Action
5	Make the appropriate changes to the account lines and dollar amounts.
6	From the <i>Menu</i> Bar, select File \rightarrow Save (Save).
7	Close Microsoft® Excel.
8	When satisfied with the file's data, follow the instructions in the <u>Financial Accounting and</u> <u>Reporting (FAR) System Operations Guide</u> , Section D: Claim and Expenditure Processing to load the claim into PCGenesis.

Procedure E: Print the Accrued Summer Salary Paid Report

* * *ATTENTION* * * *

Complete July and August payrolls before beginning this procedure.

PCG Dist=8991 Rel=15.04.00 01/	21/2016 PCW 001 SV C:\DEVSYS C:\SECO	OND WHITE	
	Payroll System		PAYMOOOO
FKey 	Master Menu		
1 Payroll Set	ip Menu		
2 Payroll Upc 3 Payroll Che	ate Menu ck & Direct Deposit Menu		
4 Annual Rep 5 Monthly/Qu	orts Menu arterly/Fiscal/Biennial Reports Menu		
	, , , , , , , , , , , , , , , , , , , ,		
Employee I Update/Dis	teports/Labels Menu play Description/Deduction/Annuity M	enu	
10 Earnings H	story Menu		
12 Update/Dis	nciliation Menu play Payroll Monitor		
13 Special Fur	ctions Menu		
20 File Reorga	nization		
aster Userlist			15.03.00
Action			
Select 5 (F5 - N	onthly/Ouarterly/Fiscal/F	Biennial Reports	Menu).

Ster

	PCG Dist=8991	Rel=18.04.00	12/21/2018	PCG 002 SV C:\DEVS	/S C:\SECOND	WHITE	- 🗆 X	
				Payroll	System		PAYM0005	
	FKey	1	Monthly/	Quarterly/Fisca	1/Biennial Rep	oorts Menu		
	1 2 3 4	Monthly: PSERS TRS Co GHI Ex Update Cove	Contribution ntribution Re port File for S GHI Change rage, Chang	Reports & Files eport & File State Health Benef File for Current Er ing Status, or Tern	its nployees Activat ninating	ing Health		
	5	Quarterly: Departi	nent of Labo	r Quarterly Payroll	Report & Wages	s Data File		
	10 11 12 13 14	Fiscal: Fiscal \ Create Create Accrued SHBP #	Vages by Fu Summer Sal Accrued Sum Summer Sa udit Report f	ind ary Accrual Claim I amer Salary Paid F alary by Function F for the Fiscal Year	Data leport leport			
	_20	Biennial: EEO-5	Report and T	ransmission File (Due Even Numbo	ered Years)		
F	Master ^{User} list Fts ♥ №3 Word3	PAY VEND MONITOR MONITOR					18.03.01	
ep	Action							
2	Select 🗖	12 (F12	- Create	e Accrued Su	mmer Salar	y Paid Report)		

OUTPUT NAME F	DR SUMMER ACCRUAL CSY FILE	? X
Look jn:	GOSEND 💌 🗧 🖆 🎫 🔹	
My Recent Documents Desktop My Documents My Computer My Network Places	8991PLEE20140401.TXT 8991PUF20140401.TXT 899120140318.TXT 899120140320.TXT 899120140326.TXT 899120140401.TXT 899120140401.TXT ACCRUAL DATA2014.CSV NACHA01 SALACCUL20140401.CSV SALACCUL20140403.CSV W13003304.WGS File name: SALACCUL20140403 Image: SALACCUL20140403	<u>]</u> pen iancel
Action		
Verify the	e filename (SALACCULccyymmdd) in the File <u>n</u>ame field is co	orrect, an

The following window displays:

<u>O</u>pen

(Open).

field.

The following screen displays:

6

	E PCG Dist=8991 Rel=14.01.00 04/01/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	CREATE ACCRUED SUMMER SALARY PAID REPORT	PAYPR107
	Enter the payroll calendar year to create the report of accrued salary paid for July and August of that year.	
	Enter P to use the prior year contract months P indicator or C to use the current year value for determining if amounts paid were accrued.	
	OK (Enter) EXIT (F16)	09.02.00
р	Action	
_	Verify the correct calendar year defaults, or enter the payroll ye	ear (CCYY) in the year
	PCGenesis defaults to the current calendar year.	
5	To use the prior year's contract months : Enter P (Prior Yea	r Contract Months).
•	To use the current year's contract months : Enter C (Curren	t Year Contract Mon
-	J V V	

Select OK(Enter) (OK - Enter).

To exit the procedure without processing, select	EXIT(PF16)	(Exit -	F16)
		(

When selecting **OK-Enter**, "*** Processing Request ***" briefly displays.

A	PCG Dist=8991 Rel	=18.04.00 12/2	1/2018 PCG 002	SV C:\DEVSYS	C:\SECOND	WHITE	- □ × Paym0005	
	FKey	Mor	ithly/Quarte	rly/Fiscal/	′ Biennial Rep	oorts Menu		
	Mor 1 2 3 4	nthly: PSERS Contr TRS Contribu GHI Export F Update GHI Coverage,	ribution Repor Ition Report & The for State H Change File fo Changing Sta	ts & Files File ealth Benefits r Current Emp tus, or Termin	s oloyees Activati nating	ing Health		
	Qua 5	rterly: Department	of Labor Quart	erly Payroll F	leport & Wages	a Data File		
	Fise 10 11 12 13 14 Bie 20	:al: Fiscal Wage Create Sumn Create Accru Accrued Sum SHBP Audit I SHBP Audit I nnial: EEO-5 Repor	s by Fund ner Salary Acc ed Summer Sa Imer Salary by Report for the I rt and Transmi	rual Claim Da alary Paid Re 7 Function Re Fiscal Year ssion File (De	ota port port ue Even Numbe	ered Years)		
Mast F16	er User _{list} Due Word PA MONT						18.03.01	
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	To print th To print th	ie report ie report	via the U via Micro	queue P osoft® W	rint Mana Vord: Sele	ger: Select ect wors (MS V	Uqueue). WORD).	
	Follow the <i>Procedures</i> create the n	instructions, <i>Creatin</i> nacro nec	ons provid g the Mic essary to	ed in the crosoft®- use the fe	<u>Technical</u> PCGenesis ature when	<u>System Operations</u> S QWORD Mac re appropriate.	<u>ons Guide</u> , User I ro for Report Pri	nterfa inting
	Select FIE (Master) to	(F16 - c) return to	Exit) to the <i>Busir</i>	return to ness Appl	the Payro lications M	oll System Maste Jaster Menu.	er Menu, or selec	t Mast
	Verify the accessing t	report's he . <i>csv</i> fi	results are	e correct in <i>Proce</i>	. Where dure B: C	applicable, mak	te manual correct	tions <i>ial De</i>

Files and the Summer Salary Accrual Estimate by Employee Report.

10 Proceed to *E1*. Making Manual Corrections to the Summer Salary Accrual PAID.csv File.

REPORT DATE 04-01-2014 REPORT TIME 15:25:35 PROGRAM PAYPR107	ACCRUED SUMMER SALARY PAID REPORT	PAGE 49
FUND 606 FUNCTION 3100		
EMP NO EMPLOYEE NAME 088543 AV2LOS, CH2RLEY 088543 AV2LOS, CH2RLEY 088543 AV2LOS, CH2RLEY 088543 AV2LOS, CH2RLEY 088543 AV2LOS, CH2RLEY 088018 BR7NSON, BR7ANA 089104 CH9ATE, LU9NNA 089104 CH9ATE, LU9NNA 089105 CO9NEY, LO9D 08871 FE GNANDES, ELGANDA 088911 FE GNANDES, ELGANDA 088911 FE GNANDES, ELGANDA 088911 FE GNANDES, ELGANDA 088911 FE GNANDES, ELGANDA 088954 JA5QUES, MASQUITTA 089596 JA5QUES, MASQUITTA 089596 JA5QUES, MASQUITTA 089596 JA5QUES, MASQUITTA 089596 JA5QUES, MASQUITTA 089596 MU5LIGAN, CLSVELAND 088908 MU5LIGAN, CLSVELAND 088908 MU5LIGAN, CLSVELAND 088917 PA4LSEN, ST4RLING 088917 PA4LSEN, ST4RLING 088917 PA4LSEN, ST4RLING 088211 SC2REIBER, M02N 088211 SC2REIBER, M02N 088211 SC2REIBER, M02N 088211 SC2REIBER, M02N 088211 SC2REIBER, M02N	ACCOUNT AMOUNT 14 606 0 9990 3100 18400 01081 000000 .00 14 606 0 9990 3100 18400 01081 000000 .744.64 14 606 0 9990 3100 18400 01081 000000 .744.64 14 606 0 9990 3100 18400 01081 000000 .744.64 14 606 0 9990 3100 18400 01081 000000 .1,452.50 14 606 0 9990 3100 18400 01081 000000 .00 14 606 0 9990 3100 18400 01081 000000 .00 14 606 0 9990 3100 18400 01081 000000 .00 14 606 0 9990 3100 18400 01081 000000 .00 14 606 0 9990 3100 18400 01081 000000 .00 <td>CHECK DATE CONTRACT MO 07/31/13 10 08/30/13 10 08/30/13 10 08/30/13 10 07/31/13 10 07/31/13 10 07/31/13 10 07/31/13 10 07/31/13 10 07/31/13 10 07/31/13 10 08/30/13 10 07/31/13 10 08/30/13 10 07/31/13 10 07/31/13 10 07/31/13 10 07/31/13 10 07/31/13 10 08/30/13 10 07/31/13 10 08/30/13 10 07/31/13 10 08/30/13 10 07/31/13 10 08/30/13 10 07/31/13 10 07/31/13 10 07/31/13 10 07/31/13 10 <</td>	CHECK DATE CONTRACT MO 07/31/13 10 08/30/13 10 08/30/13 10 08/30/13 10 07/31/13 10 07/31/13 10 07/31/13 10 07/31/13 10 07/31/13 10 07/31/13 10 07/31/13 10 08/30/13 10 07/31/13 10 08/30/13 10 07/31/13 10 07/31/13 10 07/31/13 10 07/31/13 10 07/31/13 10 08/30/13 10 07/31/13 10 08/30/13 10 07/31/13 10 08/30/13 10 07/31/13 10 08/30/13 10 07/31/13 10 07/31/13 10 07/31/13 10 07/31/13 10 <
REPORT DATE 04-01-2014 REPORT TIME 15:25:35 PROGRAM PAYPR107	ACCRUED SUMMER SALARY PAID REPORT	PAGE 50
FUND 607 FUNCTION 3100		
EMP NO EMPLOYEE NAME 089596 JASQUES, MASQUITTA	ACCOUNT AMOUNT 14 607 0 9990 3100 18400 01081 000000 153.34	CHECK DATE CONTRACT MO 08/16/13 10
FUNCTION TOTAL	153.34	
FUND TOTAL	153.34	

E1. Making Manual Corrections to the Summer Salary Accrual PAID.csv File

Step	Action
1	Within Microsoft® Excel , select File \rightarrow Open from the <i>Menu Bar</i> .
2	Open the file created in K:\GOSEND.
3	Choose the drop-down selection icon 📕 in the Files of type field to select All Files .
4	Select the appropriate file created in <i>Procedure E: Print the Accrued Summer Salary Paid Report</i> . For example, select the filename <i>SALACCULccyymmdd.csv</i> .
5	Make changes to the dollar amounts as needed.
6	From the <i>Menu</i> Bar, select File \rightarrow Save (Save).
7	Close Microsoft® Excel.

Procedure F: Print the Accrued Summer Salary by Function Report

This process creates a report of the salary and the benefit amounts accrued for each employee, and a .CSV file. The data on this report is the same data as on the *Create Summer Salary Accrual Claim Data* except the report sorts and totals the output by FUNCTION. Employees appear multiple times on the report, once for each function for which they have salary charged. The .CSV file created contains the details of the accounts and salary amounts, per employee. This can be loaded into Microsoft® Excel for detailed "slice and dice" evaluations of the accrual amounts.

When making changes to the claim load .CSV files after exporting but before loading the accrual claims, the same changes should be made to the .CSV file data contained in this report to keep the .CSV data consistent.

PCG Dist=8991 Rel	=15.04.00 01/21/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	×
	Payroll System	PAYMOOOO
FKey 	Master Menu	
1 2 3	Payroll Setup Menu Payroll Update Menu Payroll Check & Direct Deposit Menu	
<u>4</u> <u>5</u>	Annual Reports Menu Monthly/Quarterly/Fiscal/Biennial Reports Menu	
8 9 10 11 12 13	Employee Reports/Labels Menu Update/Display Description/Deduction/Annuity Menu Earnings History Menu Check Reconciliation Menu Update/Display Payroll Monitor Special Functions Menu	
20	File Reorganization	
Master Userlist	Imperiation Imperiation	15.03.00
Action		
Select 5	(F5 - Monthly/Ouarterly/Fiscal/Biennial Reports Menu).	

	A	PCG Dist=8991	Rel=18.04.00	12/21/2018	PCG 002	SV C:\DEVSYS	C:\SECOND	WHITE	—		
						Payroll S	ystem			PAYM0005	
		FKey		Monthly/	Quarter	∕ly/Fiscal/	Biennial Re	ports Menu			
		1 2 3 4	Monthly: PSERS TRS Con GHI Exp Update Cove	Contributio htribution F ort File for GHI Chang rage, Chan	n Report eport & I State He e File for ging Stat	s & Files File calth Benefits Current Emp us, or Termin	loyees Activa lating	ting Health			
		5	Quarterly: Departn	ient of Lab	or Quarte	rly Payroll R	eport & Wage	s Data File			
		10 11 12 13 14	Fiscal: Fiscal V Create S Create A Accrued SHBP A	Vages by F Summer Sa Accrued Sun Summer S udit Report	und lary Accr nmer Sa alary by for the F	rual Claim Da lary Paid Rep Function Rep Fiscal Year	ta Dort Dort				
		20	Biennial: EEO-5 F	eport and	Fransmis	ssion File (Du	ie Even Numb	ered Years)			
	Maste F16	r User _{list}	PAY VEND							18.03.01	
tep		Action									
2		Select 🛄	<u>3</u> (F13	- Accru	ied Su	ımmer Sa	lary by F	unction Report)).		

The following window displays:



Step	Action
3	Delete any gross data lines to be excluded from the evaluation from the Clear any Gross data line types you do not want included field.
4	Verify the defaulting entry is correct, or enter the appropriate fiscal year (CCYY) in the For what fiscal year are you running the accrual? field.
	This measure ensures that the accrual claims are created with the correct fiscal year regardless of the payroll run date selected.
5	Enter C (Current contract months) or P (Prior year) in the Use prior year or current contract months? field.
	If the annual "Update Job Code for CPI/Payroll/CS-1" procedure has been run, and the current contract months indicator for July and August payrolls is being updated, the appropriate choice is to use the P (Prior contract months) indicator. Refer to the <u>Certified/Classified Personnel Information (CPI) System Operations Guide</u> , Section I: Special Functions for the "Update Job Code for CPI/Payroll/CS-1" procedure instructions.
6	Select F10 (Browse for File) and locate the appropriate <i>ACCTSORT file</i> within the <i>ACRLDATA</i> directory.
	PCGenesis allows entries other K:\SECOND\ACRLDATA\ACCTSORT-ccyymmdd.pp as long as the directory structure entered exists.

After the appropriate ACCTSORT file has been selected from the **F10** (Browse for File) window, the following dialog box displays:

PCG Dis	=8991 Rel=14.01.00 04/03/2014 PCW 001 5V C:\DEV5Y5	C:\SE	×
2	This file was created on 03/25/2014		
~	Is this the file you want to use?		
	Yes No		
etion			

Step	Action
7	A "File was created on MM/DD/CCYY" dialog box displays. Verify the creation date of the
	file. If the correct file was selected, select $\underline{Y^{es}}$ button. If the date is incorrect select the button and return to <i>Step 6</i> to select a different path and filename.
8	Select Enter (Continue).

The following window displays:

Output name for	accrual data CS¥ file	? X
Look jn:	GOSEND 💽 🖛 🗈 📸	
My Recent Documents Desktop My Documents My Computer	 8991PLEE20140401.TXT 8991PUF20140401.TXT 899120140318.TXT 899120140320.TXT 899120140326.TXT 899120140401.TXT 899120140401.TXT ACCRUAL DATA2014.CSV NACHA01 SALACCUL20140401.CSV SALACCUL20140403.CSV W13003304.WGS 	
My Network Places	File name: ACCRUAL DATA2014.CSV Files of type: Call	pen ancel

Step	Action
9	When the Open window displays, verify ACCRUAL DATAccyy.CSV has defaulted in the
	File <u>n</u> ame field, and select (Open).

	PCG Dist=8991	Rel=14.01.00 04/01/2014 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
Г				PAYPR108
		Accrued Summer Salary By Function Report		
		** PRUCESSING REQUEST **		
		Employee: 999999 WE4NSTEIN, TE4INA		
				12.02.00

A	PCG Dist=8991 Rel=18.04.00 12/21/2018 PCG 002 SV C:\DEVSYS C:\SECOND WHITE	_	
	Payroll System		PAYM0005
	FKey Monthly/Quarterly/Fiscal/Biennial Reports Menu		
	Monthly: 1 PSERS Contribution Reports & Files 2 TRS Contribution Report & File 3 GHI Export File for State Health Benefits 4 Update GHI Change File for Current Employees Activating Health Coverage, Changing Status, or Terminating		
	Quarterly:		
	Fiscal: 10 Fiscal Wages by Fund 11 Create Summer Salary Accrual Claim Data 12 Create Accrued Summer Salary Paid Report 13 Accrued Summer Salary by Function Report 14 SHBP Audit Report for the Fiscal Year		
	Biennial: 20 EEO-5 Report and Transmission File (Due Even Numbered Years)		
Maste	er Userlist		18.03.01

Step	Action
10	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.
11	Select FIG (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

F1. Summer Salary Accrual Estimate by Function and Employee

REPORT	DATE: 04/03/2014 ID: PAYPR108	FY 2014 SUMMER	SALARY ACCRUAL ESTIMATE H	BY FUNCTION AND EMPLOYEE	PAGE 47
			FUNCTION: 3100		
EMP NO	EMPLOYEE NAME	TYPE ACCOUNT		DESCRIPTION OBJECT	ACCRUAL AMT ACCRUAL MONTH
89979	LOGDON, JEGS	S 14 602 0 9990	3100 18400 0100 1 000000	REGULAR AMOUNT 18400 EMPLR FICA/MEDC 22000	1,060.72 JUL & AUG 79.17
88 908	MUSLIGAN, CLSVELAND	S 14 604 0 9990	3100 19100 0195 1 000000	REGULAR AMOUNT 19100 EMPLR FICA/MEDC 22000 EMPLR TRS 23000 GHI NON-CERTIFIED 21000	1,276.80 JUL & AUG 92.60 156.79 596.20
88583	NU2N, LA2AWN	S 14 604 0 9990	3100 18400 0195 1 000000	REGULAR AMOUNT 18400 EMPLR FICA/MEDC 22000 GHI NON-CERTIFIED 21000	925.10 JUL & AUG 65.70 596.20
87925	OL4VARES, SH4E	S 14 606 0 9990	3100 18400 0108 1 000000	REGULAR AMOUNT 18400 EMPLR FICA/MEDC 22000	1,061.00 JUL & AUG 81.16
88917	PA4LSEN, ST4RLING	S 14 606 0 9990	3100 18400 0108 1 000000	REGULAR AMOUNT 18400 EMPLR FICA/MEDC 22000 GHI NON-CERTIFIED 21000	930.42 JUL & AUG 45.14 596.20
88135	RO2 KWELL, ST2 CEE	S 14 604 0 9990	3100 18400 0195 1 000000	REGULAR AMOUNT 18400 EMPLR FICA/MEDC 22000 GHI NON-CERTIFIED 21000	1,125.30 JUL & AUG 79.04 596.20
88271	SC2REIBER, MO2N	S 14 606 0 9990	3100 18400 0108 1 000000	REGULAR AMOUNT 18400 EMPLR FICA/MEDC 22000 GHI NON-CERTIFIED 21000	994.58 JUL & AUG 29.37 596.20
89878	SH3PMAN, JU3TA	S 14 606 0 9990	3100 18400 0108 1 000000	REGULAR AMOUNT 18400 EMPLR FICA/MEDC 22000 GHI NON-CERTIFIED 21000	832.48 JUL & AUG 56.64 596.20

PORT DATE: PORT ID:	04/03/2014 PAYPR108	FY 2014 SUN	MER SALARY ACCRUAL	ESTIMATE BY FUNCT	ION AND EMPLOYEE	PAC	GE 48
	FUNCTION	DESCRIPTION	OBJECT	JULY AMT	AUGUST AMT		
	1000	REGILAR AMOUNT	11000	402 215 50	399 861 55		
	1000	DECILAR AMOUNT	11200	2 620 74	2 620 74		
		DECHTAD AMOUNT	11210	4 220 90	4 220 90		
		DECILAR AMOUNT	11500	2 160 17	2 1 60 17		
		REGULAR AFOUNT	11500	3,168.17	3,168.17		
		REGULAR AMOUNT	11601	4,214.28	4,214.28		
		REGULAR AMOUNT	11700	1,923.82	445.97		
		REGULAR AMOUNT	11800	35,917.65	25,744.04		
		REGULAR AMOUNT	14000	45,108.41	45,108.41		
		REGULAR AMOUNT	14010	1,914.65	1,914.65		
		REGULAR AMOUNT	17200	3,573.42	3,573.42		
		REGULAR AMOUNT	17300	7,486.40	4,156.01		
		SALARY TOTAL		512,481.84	495,146.04		
		CUT CEDTIFIED	21000	07 005 00	94 105 00		
		GHI CERITFIED	21000	87,888.00	84,108.00		
		GHI NON-CERTIFIED	21000	11,924.00	11,924.00		
		EMPLR FICA/MEDC	22000	36,779.29	35,507.30		
		EMPLR TRS	23000	61,942.33	59,813.50		
		BENEFITS TOTAL		198,530.62	191,349.80		
		ETROTTON 4000 TOTA					
		FUNCTION 1000 TOTAL		711,012.46	686,495.84		
	2100	REGULAR AMOUNT	14200	8,477.67	6,535.00		
		REGULAR AMOUNT	14600	7,964.06	7,047.39		
		REGULAR AMOUNT	16300	5,499,34	5,499.34		
		PEGILAR AMOUNT	17400	3 843 25	3 843 25		
		DECILAR AMOUNT	17700	2 21 6 72	0,010,20		
		DECHLAR AMOUNT	19000	2,510.72	0.00		
		REGULAR AFOUNT	19000	2,003.43	0.00		
		REGULAR AMOUNT	19100	3,130.16	2,280.16		
		SALARY TOTAL		33,896.65	25,205.14		
		GHI CERTIFIED	21000	1,370.25	945.00		
		GHI NON-CERTIFIED	21000	2,981.00	1,788.60		
		EMPLR FICA/MEDC	22000	2,437.36	1,837.33		
		EMPLR TRS	23000	4,132.48	3,065.16		
		BENEFITS TOTAL		10,921.09	7,636.09		
		FUNCTION 2100 TOTAL	2	44,817.74	32,841.23		
		GRAND TOTALS		899,784.27	828,810.76		

The middle of the report lists totals for salary and benefits by function and object, and the grand totals.

The final page of the report completes the listing of fund totals, benefits totals, and function totals by account number, along with the grand totals for salary and benefits.

REPORT ID: PAYPR108	FY 2014 SUMMER SALARY ACCRUAL ES	TIMATE BY FUNCTIO	N AND EMPLOYEE	PAGE 56
FUNCTION	ACCOUNT NUMBER	JULY AMT	AUGUST AMT	
1000	14 100 0 3011 1000 23000 0108 1 000000	1,772.73	1,772.73	
	14 100 0 3013 1000 22000 0108 1 000000	42.11	42.11	
	14 100 0 3013 1000 23000 0108 1 000000	72.75	72.75	
	14 100 0 3554 1000 22000 0108 1 000000	78.60	78.60	
	14 100 0 3554 1000 23000 0108 1 000000	135.36	135.36	
	14 100 0 5071 1000 22000 0108 1 000000	101.62	101.62	
	14 100 0 5071 1000 22000 0201 1 000000	214.62	214.62	
	14 100 0 5071 1000 23000 0108 1 000000	163.13	163.13	
	14 100 0 5073 1000 22000 0201 1 000000	8.25	8.25	
	14 100 0 6060 1000 22000 0108 1 000000	139.43	139.43	
	14 100 0 6060 1000 22000 0201 1 000000	140.11	140.11	
	14 100 0 6060 1000 23000 0108 1 000000	236.83	236.83	
	14 100 0 6060 1000 23000 0201 1 000000	236.83	236.83	
	FUND 100 TOTALS	178,432.82	171,252.00	
	14 402 0 1750 1000 21000 0100 1 000000	596.20	596.20	
	14 402 0 1750 1000 21000 0195 1 000000	1,890.00	1,890.00	
	14 402 0 1750 1000 22000 0100 1 000000	155.10	155.10	
	14 402 0 1750 1000 22000 0195 1 000000	915.53	915.53	
	14 402 0 1750 1000 23000 0100 1 000000	296.10	296.10	
	14 402 0 1750 1000 23000 0195 1 000000	1,599.38	1,599.38	
	FUND 402 TOTALS	5,452.31	5,452.31	
	14 560 0 1540 1000 21000 0195 1 000000	1,192.40	1,192.40	
	14 560 0 1540 1000 22000 0195 1 000000	617.65	617.65	
	14 560 0 1540 1000 23000 0195 1 000000	1,032.78	1,032.78	
	- FUND 560 TOTALS	2,842.83	2,842.83	
	- BENEFITS TOTAL	198,530.62	191,349.80	
	FUNCTION 1000 TOTAL	711,012.46	686,495.84	
EPORT DATE: 04/03/2014 EPORT ID: PAYPR108	FY 2014 SUMMER SALARY ACCRUAL ES	TIMATE BY FUNCTIO	N AND EMPLOYEE	PAGE 63
	-			
	- FUND 606 TOTALS	2,942.38	2,942.38	
	FUND 606 TOTALS - BENEFITS TOTAL -	2,942.38	2,942.38	
	FUND 606 TOTALS - BENEFITS TOTAL - FUNCTION 3100 TOTAL =	2,942.38 2,942.38 	2,942.38 2,942.38 	
	FUND 606 TOTALS - BENEFITS TOTAL - FUNCTION 3100 TOTAL = GRAND TOTAL SALARY =	2,942.38 2,942.38 35,339.67 647,353.00	2,942.38 2,942.38 35,339.67 596,248.90	
	FUND 606 TOTALS - BENEFITS TOTAL - FUNCTION 3100 TOTAL = GRAND TOTAL SALARY = GRAND TOTAL BENEFITS =	2,942.38 2,942.38 35,339.67 647,353.00 252,431.27	2,942.38 2,942.38 35,339.67 596,248.90 232,561.86	

Procedure G: SHBP Audit Report for the Fiscal Year

PCG Dist=8991 Rel=15.04.00 0	/21/2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
	Payroll System		PAYMOOOO
FKey 	Master Menu		
1 Payroll S 2 Payroll U 3 Payroll C	tup Menu odate Menu neck & Direct Deposit Menu		
4 Annual Re 5 Monthly/C	ports Menu uarterly/Fiscal/Biennial Reports Menu		
8 Employee 9 Update/D 10 Earnings 11 Check Re 12 Update/D 13 Special F 20 File Reorg	Reports/Labels Menu splay Description/Deduction/Annuity Menu History Menu conciliation Menu splay Payroll Monitor unctions Menu panization		
Master Userijist Fie Die Word PAY MONITOR			15.03.00
Action			
Select 5 (F5 - 1	Monthly/Quarterly/Fiscal/Bienn	ial Reports Menu).	

	A	PCG Dist=8991	Rel=18.04.00	12/21/2018 F	CG 002 SV C:\DE	VSYS C:\SECOND	WHITE	-		
					Payro	Ll System			PAYM0005	
		FKey		Monthly/Q	uarterly/Fis	cal/Biennial	Reports Menu			
		1 2 3 4	Monthly: PSERS TRS Co GHI Exp Update Cove	Contribution htribution Re ort File for S GHI Change rage, Changi	Reports & Files port & File tate Health Ben File for Current ng Status, or Te	efits Employees Acti rminating	vating Health			
		5	Quarterly: Departn	nent of Labor	Quarterly Payr	oll Report & Wa	ges Data File			
	Fiscal: 10 Fiscal Wages by Fund 11 Create Summer Salary Accrual Claim Data 12 Create Accrued Summer Salary Paid Report 13 Accrued Summer Salary by Function Report 14 SHBP Audit Report for the Fiscal Year									
		20	Biennial: EEO-5 F	leport and Tr	ansmission Fil	e (Due Even Nu	nbered Years)			
	Mast F16	er ^{User} list Ú " () Work	PAY VEND					_	18.03.01	
Step		Action								
2		Select 🗖	4 (F14	– SHBP	Audit Rep	ort for the	Fiscal Year).			

Ste

A	PCG Dist=8991 Rel=18.04.00 12/21/2018 PCG 002 SV C:\DEVSYS C:\SECOND WHITE − □ × Print SHBP Audit Report for Fiscal Year SHBPEXT
1	Enter fiscal year: 2018
	The first 22 SHBP system deductions are listed below:
	Ded Code Ded Desc Emplr Ind Emplr Amt 8 STATE HEALTH -NON CERT Y .25 9 STATE HEALTH CERT Y 76.10
NOT	E: Only issued ('I') and voided ('V') checks from earnings history are used to calculate SHBP totals. Adjustments ('A' and 'W') are ignored. ENTER = Continue, F16 = Exit Program 18.03.01
	Action
	Verify the correct SHBP deductions are displayed on the screen.
	Enter or verify the fiscal year (CCYY) in the Enter fiscal year field.
	Select Enter twice

The following screen displays briefly:

A	PCG Dist=8991	Rel=18.04.00	12/21/2018	PCG 002 SV	/ C:\DEVSYS	C:\SECOND	WHITE	 □ × Shbpext
			** Pr	ocessing	SHBP Aud	it Extract	**	
				56	125			
								18.03.01

The following screen displays:

A	PCG Dist=8	3991	Rel=18	3.04.00	12/21/	/2018	PCG 002	SV C:	\DEVSYS	C:\S	ECOND		W	HITE	_	5		×
					SF	IBP Au	udit R	eport	for F	isca	l Yea	r				3	ndrrn	•
					Cre	ate S ⊙ N ⊖ Y	SHBP A o es	udit	Report	to:	Load	in Ex	cel?					
Ent or <u>C:\</u>	er the E F10 t EXPORT\E	xpo :o : mpG	rt fi Brows HI201	le Pa e for <u>81221</u>	th ar File	nd Nar 9	ne (e.	g. C:	LEXPOR	RT\Em	pGH I C	YMD . C	SV)					
NOT	E: DIRE	СТО	RY Mu	st Al	ready) Exis	st											
			E	nter=	Conti	nue.	F10=B	rowse								1	8.03.	01
										F10								-
F16																		

Georgia Department of Education December 21, 2018 • 12:16 PM • Page 43 of 46 All Rights Reserved.

Step	Action
6	Select the O (Radio Button) to left of the appropriate response in the Create SHBP Audit Report to Load in Excel? field.
	In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
7	If creating an export file: Verify the C:\EXPORT folder exists or create the folder where appropriate.
8	<u>If creating an export file</u>: Enter C:\ EXPORT\EmpGHIccyymmdd.csv in the Enter File Name and Path for Export File field, or select F10 (F10 - Browse for file) to locate the file manually.
9	Select ENTER (Enter) to continue. If the filename is invalid, the "UNABLE TO OPEN SHBP CSV FILE - 35 = File Not Found" error message displays. In this instance, return to <i>Step</i> 7 to enter the correct information.

A	PCG Dis	t=8991	Rel=18	3.04.00	12/21/2	2018	PCG 002	SV C:	DEVSY	5 C:\S	ECOND		W	HITE	_		×
	Payroll System												PAYM0005				
	FKey Monthly/Quarterly/Fiscal/Biennial Reports Menu																
Monthly: 1 PSERS Contribution Reports & Files 2 TRS Contribution Report & File 3 GHI Export File for State Health Benefits 4 Update GHI Change File for Current Employees Activating Health Coverage, Changing Status, or Terminating																	
	Quarterly: 5 - Department of Labor Quarterly Payroll Report & Wages Data File																
	Fiscal: 10 Fiscal Wages by Fund 11 Create Summer Salary Accrual Claim Data 12 Create Accrued Summer Salary Paid Report 13 Accrued Summer Salary by Function Report 14 SHBP Audit Report for the Fiscal Year Biennial:																
		_20	EI	EO-5 F	leport a	and T	ransmi	ssion	File (D	ue Ev	en Nu	mbere	d Yea	rs)			
Maste	r ^{User} list	Word	PAY	VEND												18.03	. 01

Step	Action
10	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.
11	Select F16 - Exit) to return to the <i>Payroll System Master Menu</i> or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

REPORT DATE: 12/21/2 REPORT TIME: 12:00	018	SHBP Audit Repor SORTED BY Class, FISCAL YF	SHBP Audit Report for the Fiscal Year SORTED BY Class, Employee Name FISCAL YEAR - 2018					
EMPNO SOCIAL SEC 86977 999-08-6977	NAME BRSNHAM, EM5L	CLASS JOB 23 409	HIRE DT REI 8/10/2015	HIRE DT TE	RM DT	CIVIO	CT2010	
OPT 2017 JUL B6 2017 AUG B6 2017 SEP B6 2017 OCT B6 2017 NOV B6 2017 DEC B6 2018 JAN B6 2018 FEB B6 2018 MAR B6 2018 MAR B6 2018 MAR B6 2018 JUN B6 EMPLOYEE TOTALS	TOT HRS TOT GR 2,853.97 2,853.97 2,528.11 2,528.11 2,528.11 2,528.11 2,528.11 2,528.11 2,528.11 2,528.11 2,528.11 2,528.11 2,528.11 30,989.04	TOT NET 1,808.93 1,808.93 1,599.87 1,599.87 1,599.87 1,592.93 1,636.38 1,636.38 1,636.38 1,636.38 1,636.38 1,636.38 1,777.18 20,108.61	EMP DED 165.84 165.84 165.84 165.84 174.80 174.80 174.80 174.80 174.80 174.80	EMPR CONTR 76.10 76.10 76.10 76.10 76.10 76.10 76.10 76.10 76.10	EMPR DED 846.20 846.20 846.20 846.20 945.00 945.00 945.00 945.00 945.00 945.00 945.00 10,747.20	CKNO 208571 209673 210251 210845 211443 212036 212625 213214 213813 505168	CKNO	
EMPNO SOCIAL SEC 88336 999-08-8336	NAME CA4LE, AL4HONSE	CLASS JOB 23 420	HIRE DT RE 8/14/1995	HIRE DT TE	RM DT			
OPT	TOT HRS TOT GR	TOT NET	EMP DED	EMPR CONTR	EMPR DED	CKNO	CKNO	
2017 JUL B6 2017 AUG B6 2017 SEP B6 2017 OCT B6 2017 NOV B6 2017 DEC B6 2018 JAN B6 2018 FEB B6 2018 FEB B6 2018 APR B6 2018 APR B6 2018 JUN B6 EMPLOYEE TOTALS	2,148.95 2,148.95 2,368.67 2,368.67 2,368.67 2,368.67 2,368.67 2,368.67 2,368.67 2,368.67 2,368.67 2,368.67 2,368.67 2,368.67 2,368.67	1,199.82 1,199.82 1,369.56 1,371.23 1,371.23 1,367.98 1,437.17 1,437.17 1,437.17 1,437.17 1,486.33 1,486.33 16,600.98	54.86 54.86 54.86 54.86 59.55 59.55 59.55 59.55 59.55 59.55	76.10 76.10 76.10 76.10 76.10 76.10 76.10 76.10 76.10	846.20 846.20 846.20 846.20 846.20 945.00 945.00 945.00 945.00 945.00 945.00 945.00	208731 209281 209854 210431 211024 212216 212216 212204 213393 213992 50280 505186		
EMPNO SOCIAL SEC	NAME CASEINGTON TRACEY	CLASS JOB	HIRE DT RE	HIRE DT TE	RM DT			
OPT	TOT HRS TOT GR	TOT NET	EMP DED	EMPR CONTR	EMPR DED	CKNO	CKNO	
2017 JUL B3 2017 AUG B3 2017 SEP B3 2017 OCT B3 2017 NOV B3 2017 DEC B3 2018 JAN B3 2018 JAN B3 2018 FEB B3 2018 MAR B3 2018 APR B3 2018 MAY B3 2018 JUN B3 2018 JUN B3 2018 JUN B3	2,411.20 1,669.30 1,871.80 1,874.30 1,714.30 1,759.30 1,789.74 1,849.30 1,669.30 1,669.30 21,636.44	1,720.61 1,160.40 1,306.68 1,636.59 1,284.26 1,343.66 1,312.36 1,412.36 1,274.94 1,333.23 1,343.23 16,347.72	209.40 209.40 209.40 200.22 76.35 76.35 76.35 76.35 76.35	76.10 76.10 76.10 76.10 76.10 76.10 76.10 76.10 76.10 76.10	846.20 846.20 846.20 846.20 846.20 945.00 945.00 945.00 945.00 945.00 945.00 945.00 945.00	208818 209391 210531 211125 211721 212317 212905 213494 214092 50377 505194		
REPORT DATE: 12/21/2 REPORT TIME: 12:00	018	SHBP Audit Repo SORTED BY Class, FISCAL YH	t for the Fisca Employee Name CAR - 2018	l Year		PA PROGRA	GE: 168 M: SHBPPRT	
OPT	TOT HRS TOT GR	TOT NET	EMP DED	EMPR CONTR	EMPR DED	CKNO	CKNO	
GRAND TOTALS	372.34 21,736,192.64	14,967,263.35	851,379.75	335,829.30	4,904,742.60			

G1. SHBP Audit Report for the Fiscal Year