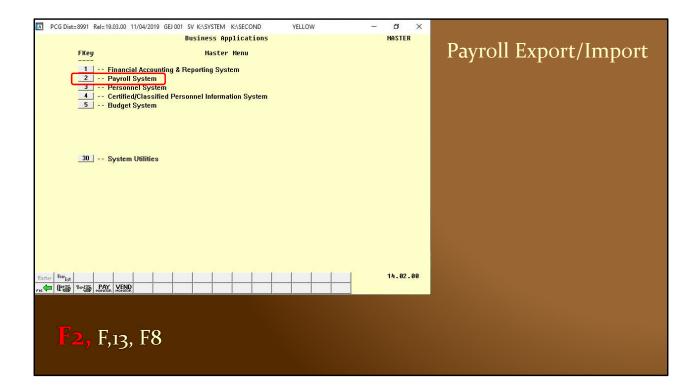
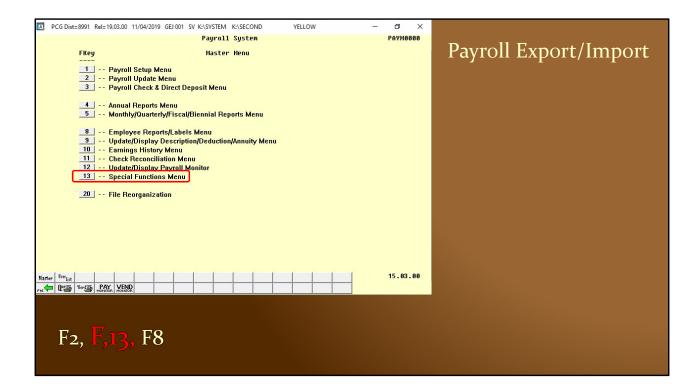
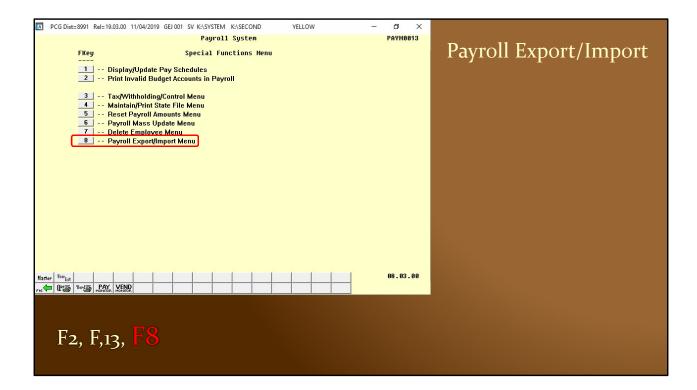
PCG Payroll Tips

Stephanie Collins, Twiggs Co. Gary Jenkins, Jasper Co.



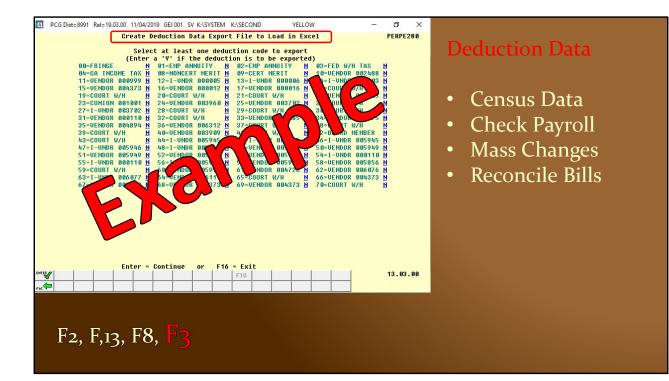




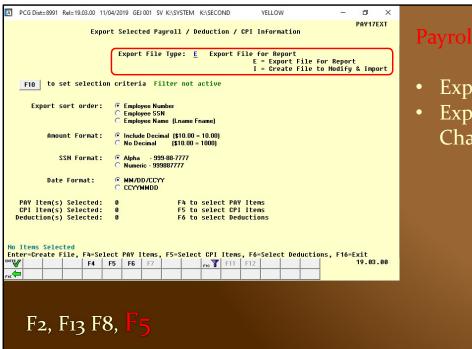
PCG Dist=8991 Rel=19.03.00 11/04/2019 GEI 001 SV K\SYSTEM K\SECOND YELLOW - - C X Payroll System Payroll System PAYH0016 FKey Payroll Export/Import Menu - - Payroll Gross Data Export 2 - Payroll Gross Data Import 3 - Payroll Deduction Export 4 - Payroll Deduction Import 5 - Export Selected Payroll / Deduction / CPI Information 6 - Import Selected Payroll Information CPI Assignment Data 7 - - Earnings History Export 8 - Earnings History Gross Pay Distribution Export 3 - Import New Employees - Batch Mode 10 - Export New Hire File for Georgia Directory of New Hires 10 - Export New Hire File for Georgia Directory of New Hires	 Payroll Export/Import Gross Data Deduction Payroll/Ded/CPI Earnings History New Employee New Hire Reporting
Master Vertigit PATY VERO 17.82.00 17.82.00 17.82.00 rsc If So WordS	
F2, F,13, F8	

A	PCG Dist	=8991	Rel=19.0	3.00	11/04/201	9 GEJ 0	01 SV	K:\SYSTE	М	K:\SECO	ND	Y	ELLOW		-	ð	\times
								Payro	b 11	Syste	m					PAYMO	016
		FKey	,				Pay	roll E	kpoi	rt/Imp	ort M	lenu					
		1 2			Gross (Gross (
		3			Deducti Deducti												
								eduction ormation				on ent Data	a				
					js Histo js Histo			y Distril	buti	on Exp	ort						
								atch Mo eorgia D		tory of	New H	lires					
Maste																17.02	. 00
F16	• (°\$	Word 3	PAY MONITOR	MONITOP													

A	PCG Dist	=8991	Rel=19.0	03.00	11/04/20	19 (GEJ 001	SV	K:\SY	STEM	K:\SECC	DND		YELLOV	N		T	٥	×
									Pay	roll	Syste	m						PAYMO	016
		FKey					F	ayı	r 011	Expo	rt/Imp	ort M	lenu						
		1 2	Pa		Gross Gross														
		3			Deduc Deduc]										
		5 6			Selecte Selecte									ta					
		7			gs Histo gs Histo				y Dist	ributi	on Exp	ort							
					New Er New Hi						ctory of	New H	lires						
Mast	er ^{User} list																	17.02	. 00
F16	Due 27	Word 🗃	PAY	VENE	2														

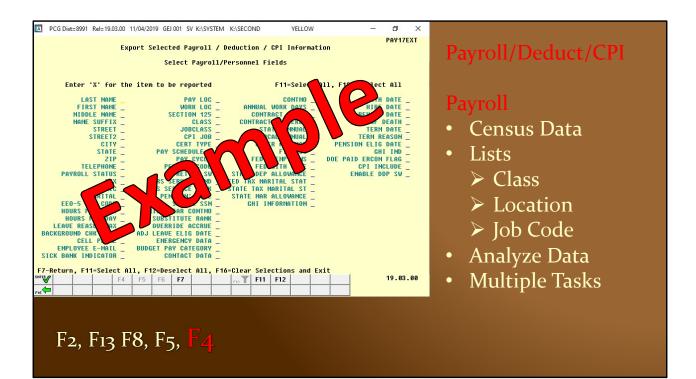


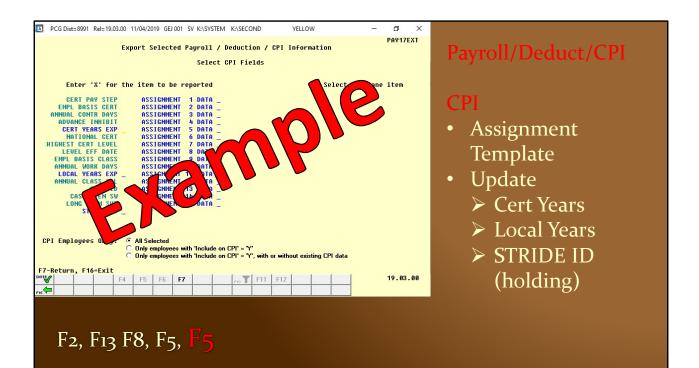
A	PCG Dist	=8991	Rel=19.0	03.00	11/04/20	9 GEJ	001	SV K:\S	YSTEM	K:\SECO	DND	YEL	LOW	-	٥	×
								Pa	ayrol]	Syste	m				PAYMO	116
		FKey	,				Pa	ayrol]	Expo	ort/Imp	ort M	lenu				
		1 2			l Gross I Gross											
		3			Deduct											
		5 6			Selecte Selecte							on ent Data				
		7			gs Histo gs Histo			Pay Di	stribut	ion Exp	ort					
		9 10			New En New Hi					ctory of	New H	lires				
Mast	er ^{User} list														17.02	.00
F16	- 03	Word 3	MONITOR	VENI	P											

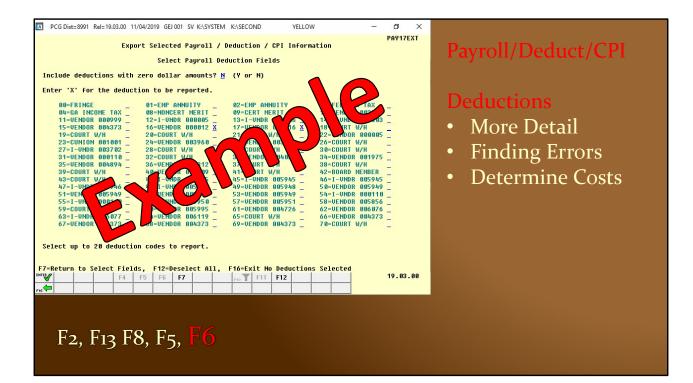


Payroll/Deduct/CPI

- Export only
- Export/Import Changes





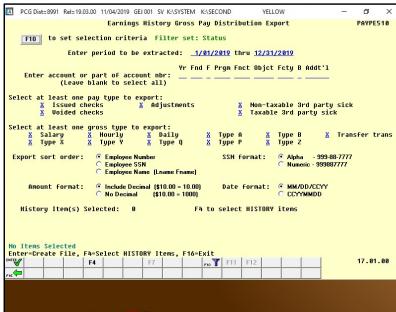


A	PCG Dist	=8991	Rel=19.0	03.00	11/04/20	19 GEJ	001 S	V K:\SY	STEM	K:\SECC	ND	Y	ELLOW		1	ð	\times
								Pay	roll	Syste	m					PAYMO	916
		FKey	,				Pag	roll	Ехро	rt/Imp	ort M	lenu					
		1 2 3 4 5	Pa Pa Pa	yroll yroll yroll	Gross Gross Deduct Deduct Selecte	Data I ion E> ion Im	aport port		ion /	CPI Info	rmatio	'n					
		6										ent Dat	а				
		7			gs Histo gs Histo			ay Dist	tributi	on Exp	ort						
		9 10			New En New Hi					ctory of	New H	lires					
Mast																17.02	00
F16	- (°3	Word	PAY MONITOR	MONITOP	2												

☑ PCG Dist=8991 Rel=19.03.00 11/04/2019 GEJ 001 SV K:\SYSTEM K:\SECOND YELLOW — ☐ X	
Earnings History Export PAYPE500	
Earnings Histo	ory
F10 to set selection criteria Filter set: Status	-
Enter period to be extracted: <u>1/01/2019</u> thru <u>12/31/2019</u>	
Select at least one pay type to export: X Issued checks X Adjustments X Non-taxable 3rd party sick X Voided checks _ V-2 Adjustments X Taxable 3rd party sick	
Export sort order: © Employee Number © Employee SSN © Employee Name (Lname Fname)	
Amount format: © Include Decimal (\$10.00 = 10.00) © No Decimal (\$10.00 = 1000)	
SSN format: © Alpha - 999-88-7777 © Numeric - 999887777	
Date Format: © MM/DD/CCYY © CCYYMMDD	
History Item(s) Selected: 0 F4 to select HISTORY items Deduction(s) Selected: 0 F6 to select deductions	
No Items Selected Enter=Create File, F4=Select HISTORY Items, F6=Select Deductions, F16=Exit	
^{IMT}	
F2, F13 F8, F7	

	PCG Dist=8991 Rel=19.03.00 11/04/2019 GEJ 001 SV K:\SYSTEM	K:\SECOND YELLOW	- 0 X	
	Earnings Histor		РАЧРЕ500	
	Select Fi		PHYPESOU	TT ' TT' /
		1 2 2 1 2 1 7 1 1 1 1 1 1 1 1 1 1 1 1 1		Earnings History
	Enter 'X' for the item to be reported	F11=Select A	ll, F12=Deselect All	
	Check date Regular hours Transaction date Regular gross Pay class Overtine hours Check type Overtine forss Check type Overtine forss Check humber Total gross FIGG Switch Tot pension amount Federal switch Total Gross State switch Total FIGA amount GHI switch Total FIGA amount Aff Switch Total FIGA amount GHI switch Total HI gross GHI switch Total HI gross Pension code Total HI gross Pension code Total ORSDI gross Fed exemptions Total ORSDI gross Fed exemptions Total ORSDI gross State marital status Tot inputed income State dep allow Employer GHI State w/h code Employer GHI State w/h amount Section 125 Flag Pay location GHI Uption Work location GHI Uption	Certified/Non-cert _ Instruction flag Full time/Part time _ DD bank 1 _ DD bank 1 _ DD bank 2 _ DD bank 2 _ DD bank 2 _ DD bank 2 _ DD bank 3 _ DD bank 3 _ DD bank 4 _ DD bank 4 _ DD bank 5 _ DD bank 5 _ DD bank 5 _ DD bank 5 _ DD baccount 4 _ DD bank 5 _ DD baccount 4 _ DD bank 5 _ DD baccount 4 _ DD bank 5 _ DD baccount 5 _ DD bank 5 _ Contract Ho _	Annuity ded 1 _ Annuity company 1 _ Annuity company 2 _ Annuity ded 3 _ Annuity company 3 _ Annuity ded 4 _ Annuity company 4 _ Annuity ded 5 _ Annuity company 5 _ Birth date _ Rehire date _ Term date _ Sex code _ Marital status _	• Every detail of payroll
F16		Sexit ro T F11 F12	17.01.00	

04-GA INCOME TAX 08-HONCERT NERIT 09-CERT NERIT 1 11-UENDOR 0600999 12-I-UNDR 0600055 13-I-UNDR 0600066 1 15-UENDOR 0604373 16-UENDOR 060012 17-UENDOR 060016 1 19-CUURT W/H 21-CUURT W/H 21-CUURT W/H 22 23-CUNION 0603702 22 22 22-UENDOR 063702 22 22 27-I-UNDOR 063702 22 22-CUURT W/H 33-UENDOR 0603702 23-UENDOR 0603702 23-UENDOR 063702 23-UENDOR 063702 23-UENDOR 063702 23-UENDOR 063702 23-UENDOR 0604894 33 3-UENDOR 0603702 33-UENDOR 33 3-UENDOR 0604894 33 3-UENDOR 0604894 33 3-UENDOR 0605945 33 39-COURT W/H 43-UDNC 34-UUNCR 065945 44 43-CUURT W/H 44 43-CUURT 44 43-CUURT <	PAYPE500 Earnings History I TAX R 0024080 WH 102 WH 102 WH 1000005 WH 100000 WH 1000000 WH 1000000 WH 1000000 WH 10000000 WH 1000000 WH
F7-Return to Select Fields, F12-Deselect All, F16-Exit No Deductions S F4 F6 F7 F0 F11 F12 F2, F13 F8, F7, F6	17.01.00



Earnings History Gross Pay Distribution

- Financial Analysis
- Projection
 Spreadsheets
- Payroll Distribution

F2, F13 F8, F8



A	PCG Dist	=8991	Rel= 19.0	3.00	1/04/20	19 GEJ	001 S	V K:\SY	STEM	K:\SEC	DND	YEL	LOW		-	٥	×
								Pay	yroll	Syste	em .					PAYMO	916
		FKey	,				Pa	yroll	Expo	rt/Imp	ort Me	nu					
		2 3 4 5	Pa Pa Ex	yroll yroll yroll port S	Gross Deduct Deduct Selecte	Data I ion Ex ion In d Pay	mport sport port roll /	t Deduct			rmation signme						
			Ea Ea					ay Dis	tributi	on Exp	ort	_					
		9 10			New En New Hi					ctory of	New Hi	res					
Mast F16	Due 2	Word	PAY					-	-	-			_	$\left - \right $		17.02.	00



- Good afternoon!!! My name is Stephanie Collins. I am a Payroll Associate in Twiggs County Public Schools. I have been in the Accounting Department for six years. Five of those years has been in payroll.
- Is there anyone here new to Payroll.
- Now how many people in here uses Import and Export with some or all of your payroll. We have had some Great and have had Horror stories with and with out using Export and Import, but I cannot imagine completing payroll in a timely manner without Export and Import.



- Today Gary Jenkins and I will be tag teaming on PC Genesis Payroll-Best Practices. (Read Slide)
- To get to the export/Import Menu (Click the next slides until I get to Importing New Hires Slide)

	PCG Dist=74	131 Rel=19				V K:\SYSTEN	K:\SECON	
				ss Applica				MASTER
	FKey 		Ma	aster Menu				
	1 Financial		& Reporting	g System				
	2 Payroll S 3 Personne							
	4 Certified/	Classified P	ersonnel In	formation S	ystem			
	5 Budget S	ystem						
	30 System U	tilities						
							_	14.02.00
Master User	Word PAY VEND							14.02.00

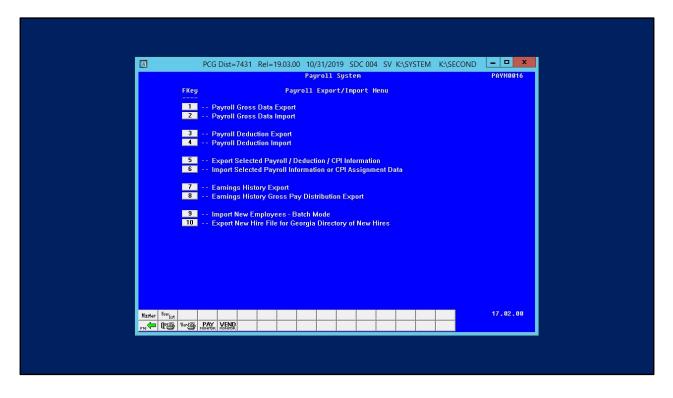
Click F2 (Payroll System)

	PCG Dist=7431		10/31/2019 Payroll Sys		V K:\SYSTEM	K:\SECON	D - 0 ×
	ER						THINOUUU
	FKey 		Master Men	iu			
	1 Payroll Setup						
	2 Payroll Updat						
	3 Payroll Check	& Direct Depos	sit Menu				
	4 Annual Report	s Menu					
	5 Monthly/Quar		nnial Reports	Menu			
	8 Employee Re						
	9 Update/Displa			uity Menu			
	10 Earnings Hist		, ou dotto i fri i i i	arty mona			
	11 Check Recond	iliation Menu					
	12 Update/Displa		tor				
	13 Special Functi	ons Menu					
	20 File Reorgani	zation					
	- The Roongain						
						_	45 00 00
Master Userlist							15.03.00
F16 🗭 🕮							

F13 (Special Functions Menu)

	Р	CG Dist=743	31 Rel=1	19.03.00				SV K:\	SYSTEM	K:\SEC	COND	_ 0 X
						1 Syste						PAYM0013
	FKey			Spe	cial Fu	nctions	5 Menu					
	1	Display/Up Print Invali	date Pay	Schedu	les							
						roll						
	3 -	Tax/Withho Maintain/P	olding/Co	ntrol Me	nu							
	5	Reset Pay	roll Amou	nts Men								
		Payroll Ma Delete Em										
		Payroll Ex										
												00 00 00
Master ^{User} li: F16 🕶 🕮						_						08.03.00
F16 - UE		ITOR MONITOR										

F8 (Payroll Export/Import Menu)



This is your Payroll Export/Import Menu

IMPORTING NEW HIRES Download Spreadsheet

- Download Spreadsheet <u>https://www.gadoe.org/Pages/Home.aspx</u>
- □ Finance & Operations
- D PCGensis
- Payroll System Operations Guide
- □ Section I /Topic8E
- <u>Single Employee</u>/<u>Multiple Employees</u> Template



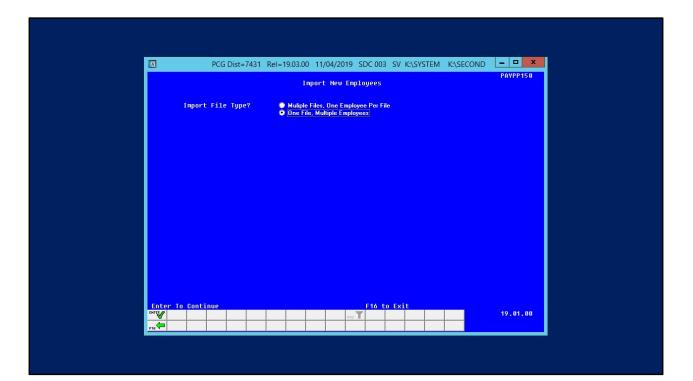
GASBC

- Importing New Hires.
- Before you can do anything, you must download the spreadsheet from GADOE. <u>https://www.gadoe.org/Pages/Home.aspx</u>. (Go to website)
- Under Finance & Operations
- Click on PCGenesis
- Now, go to Payroll System Operations Guide
- Scroll down to Section I, Topic 8E.
- Here you will find a Single Employee Template and Multiple Employees Template.

(Show Example of Single Employee Template and Multiple Employees)



Once it is completed with all of the New Hires information, Change the format from Excel Workbook to CSV (Coma Delimited). Now we're ready to import the file into PCGenesis.



A	PCG Dist=7431 Rel=19.03.00 10/31/2019 SDC 004 SV K:\SYSTEM K:\SECOND
	PAYPP150 New Employee File Import One File with Multiple Employees
	In this process the user will specify a path which contains the new employee import file. The import file must be in .csv format. The process will scan the file and produce 3 reports:
	 A summary report of the employees processed listing whether the employee passed or failed the edits.
	 An error report which lists the file errors. An employee detail listing which lists the validated employee data.
	When the import process is run in FINAL mode, only the employees which pass the edits will be uploaded as new employees, and the employees which fail the edits will not be processed.
	Run Hode: O Trial Mode O Final Mode
	Enter the upload file Path and Name (e.g.C:\IHPORT\NEWEHPLOYEEIHP.CSU) or F10 to Browse for File
	C:\1NPORT\NEWENP1NPORT.CSU
	Enter=Continue, F10=Browse, F16=Exit
-16	

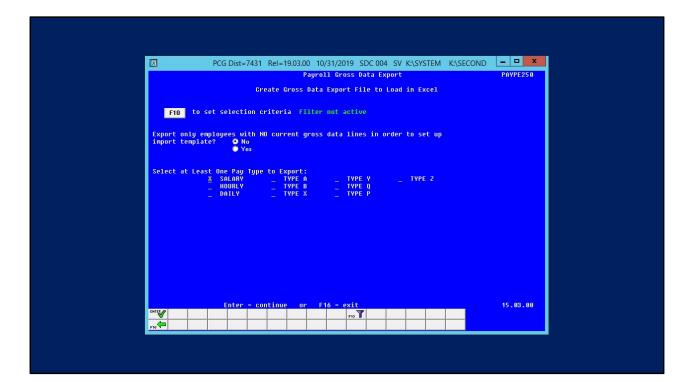
EXPORTING PAYROLL GROSS DATA

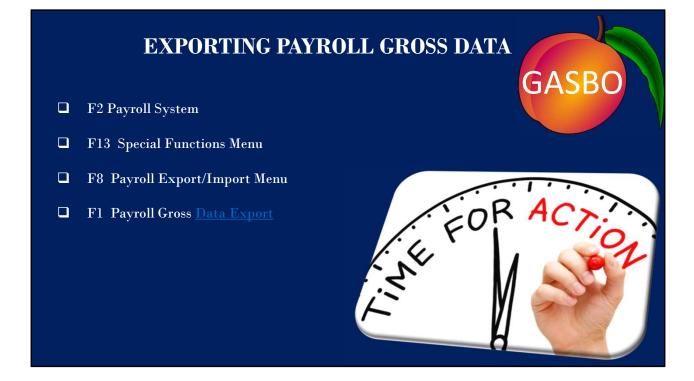
- □ F2 Payroll System
- □ F13 Special Functions Menu
- □ F8 Payroll Export/Import Menu
- □ F1 Payroll Gross Data Export



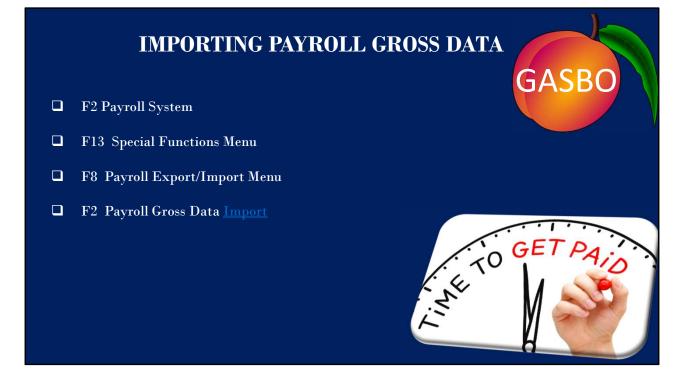
GASBO

NGROSSDATNGROSSEXP_CSU HOTE: DIRECTORY Hust Already Exist Enter = continue or F16 = exit 15.03.00	PCG Dist=7431 Rel=19.03.00 10/31/2019 SDC 004 SV K:\SYSTEM K:\SECON	D - 🗆 🗙
Enter the Export file Path and Name (e.g. C:\GROSSDAT\GROSSEXP.CSU) or F10 to Browse for File \GROSSDAT\GROSSEXP.CSU HOTE: DIRECTORY Must Already Exist Enter = continue or F16 = exit 15.03.00	Payroll Gross Data Export	PAYPE250
or F10 to Browse for File \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Create Gross Data Export File to Load in Excel	
or F10 to Browse for File \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\		
or F10 to Browse for File \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\		
or F10 to Browse for File \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\		
or F10 to Browse for File \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Enter the Export file Path and Name (e.g. C:\CR022003\CR0220CSUB)	
HOTE: DIRECTORY Hust Already Exist Enter = continue or F16 = exit 15.03.00	or F10 to Browse for File	
Enter = continue or F16 = exit 15.03.00	:\GROSSDAT\GROSSEXP.CSU	
1111 F10 F10	NOTE: DIRECTORY Must Already Exist	
1111 F10 F10		
	Enter = continue or F16 = exit	15.03.00





Click Data Export Hyperlink



Click Hyperlink



Using Exporting and Importing will make completing payroll easy.

