

## PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

6/17/2016	Section I: Special Functions

[Topic 7: Delete Employee Processing, V2.4]

## **Revision History**

Date	Version	Description	Author
6/17/2016	2.4	16.02.00 – Update menu and screen shots.	D. Ochala
5/12/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
12/2/2011	2.2	11.03.01 – New DOE logo. Updated footer.	D. Ochala
10/02/2008	2.1	08.03.00 – Updated screenshot examples, <i>Special Functions Menu</i> reorganization.	C. W. Jones
07/07/2008	2.0	08.02.00 – Added updated <i>Select Employee</i> screen information and instructions.	C. W. Jones

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## **Overview**

Employee record deletion includes the following procedures:

• Creating a listing of employee records without earnings history information to determine if the records require removal from PCGenesis. Refer to *B1*. *Employees with No Earnings History Report* – *Example* for an example of this report.

Employees will not be deleted if the **Include on CPI?** flag is set to **Y** (Yes). The *Earnings History Report* will identify the records of this type. Refer to the <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information for the instructions to reset the **Include on CPI?** flag.

• Deleting specific employee's records and generating a listing of the records deleted. Refer to *C1. Employees with No Earnings History/Removed from Payroll File – Example* for an example of this report.

The following guidelines apply to deleting employee information:

- PCGenesis does not allow the deletion of employee records with earnings history information until the user removes the information from the PCGenesis *HISTORY* file.
- *Inactivating* an employee's record allows the clearing of all gross salary information, and prevents payroll processing for the employee. For example, when an employee is on leave without pay, or when an employee will not receive pay during a specific time frame, the record should be *inactivated*. For the employee to be included in payroll processing at a later point in time, reactivate the employee's record; that is, the PCGenesis user must reverse the *inactivation*. On the other hand, after an employee's record has been deleted, all of the employee's payroll information must be re-entered.

Selecting (F15 - Description Code Lookup) and (F28 - Help Screens) when offered provides additional assistance with the entry of information.

## **Procedure A:** Setting/Clearing Employee Search Criteria

Refer to the <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 1: Set/Clear Employee Search Criteria for instructions.

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## **Procedure B:** Printing the Employees without Earnings History Report

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

	PCG Dist=8991	Rel=16.02.00 06/16/2016 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	
		Payroll System	PAYMOOOO
	FKey	Master Menu	
	1	i dyron oordp mond	
		Payroll Update Menu Payroll Check & Direct Deposit Menu	
	4	Annual Reports Menu	
	5	Monthly/Quarterly/Fiscal/Biennial Reports Menu	
		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	
и-	ster <sup>User</sup> list		15.03.00
	ster ····list	MONITOR MONITOR	
	Action		
	Select 1	<b>B</b> ( <b>F13 -</b> Special Functions Menu).	

	PCG Dist=8991	Rel=16.02.00	06/16/2016	PCW 002 SV	C:\DEVSYS	C:\SECON	ND	WHITE		- 0 ×
				Р	ayroll S	ystem				PAYM0013
	FKey			Speci	al Funct	ions Men	IU			
	1 2			y Schedule: t Accounts						
	3 4 5 6 7	Maintai Reset F Payroll Delete	n/Print State Payroll Amo Mass Upda Employee N	ite Menu Ienu						
	8	Payroll	Export/Imp	ort Menu						
	ster <sup>User</sup> list (1)159 Word	PAY VEND								08.03.00
116		TRANSIC HOMION		1						
	Action									
	Select <b>7</b>	<b>(F7</b> –	Delete	Employ	ee Mer	nu).				

	C 11			1. 1	
The	tol	$\int \frac{dw}{dw} dw$	screen	disn	avs
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	(				
	PCG Dist=8991 Rel=16.02.00	06/16/2016 PCW 002 SV C:\DEVSYS Payroll Syste		WHITE	
	FKey	Delete Employee			
		ployees With No Earnings History			
	Delete	From File & List Employees With N	No Earnings History		
	9 Delete	Individual Employee(s) & Print List	t		
	Master Userlist				
p	Action				
	Select 1 (F1 -	List Employees with no	e Earnings His	story).	
	"Processing Requ	est "briefly displays. T	he Payroll Sy	stem – Delete E	Employee Men
	redisplays.				
5				n . Duess	
,	To print the repo	rt via the Uqueue Prin	it Manager:	Select <u> </u>	Uqueue).
	To print the repo	rt via Microsoft® Wo	rd: Select	MS WOI	<b>RD</b> ).
	Where appropriate	e, follow the instructions	s provided in	the <u>Technical S</u>	ystem Operati
		ace Procedures, Creati	0	v	is QWORD M
	for Report Printin	g to create the macro ne	cessary to use	e the feature.	
6					
v		- Exit) to return to the	Payroll Syste	m - Special Fur	ictions Menu,
	select Master (Mas	ster) to return to the Bu	ain and Amplia	tions Master A	1 and 1

### **B1.** Employees with No Earnings History Report – Example

Employees will not be deleted if the **Include on CPI?** flag is set to **Y** (Yes). The *Earnings History Report* will identify the records of this type.

Refer to the <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information for the instructions to reset the **Include on CPI?** flag.

The final page of the report lists overall employee totals.

EMPNO	EMPLOYEE NAME	STATUS	SOC SEC NO	LOC	CLASS	TERM DATE	TERM CODE	CPI FLAG
89269	EMPLOYEE NAME WA4GONER, MI4AELA WA4T, RA4MUNDO WA4T, ST4FANY WA6, JOENETTE WA6, TREY WA6E, TREY WA6EFIELD, RE6TA WA7ERMAN, CH7NCE WA8DEN, AL8C WA8DEN, AL8C WA8DEN, AL8C WA9DEN, CA9MEN WA9LIS, JO9NIE WE2NER, JA2AR WE2ZEL, GR2SEL WE3TMORELAND, JU3TA WE2NER, JA2AR WE2ZEL, GR2SEL WE3TMORELAND, JU3TA WE4TBROOK, EL4OOD WE4TBROOK, EL4OOD WE4TBROOK, CT40 WE4TBROOK, CT40 WE4TBROOK, SCH0D WH3TLOCK, AL3SSANDRA WH4T, CE4INDA WH4TMORE, FR4D WH5TT, DA5CEL WH5TING, JEERDLD WH7TLEY, G07ZALO ZESGLER, DOSMETTE ZE9EDA, LO9D	I	899-18-9269	3050	18	06/01/98	1	N
88445	WA4T, RA4MUNDO	I	899-18-8445	2050	18	03/01/95		N
89645	WA4T, ST4FANY	I	899-18-9645	0001	13	03/01/95	9	N
87995	WA6, JO6NETTE	I	899-18-7995	6790	03			N
89195	WA6, TR6Y	I	899-18-9195	0195	02			N
88283	WAGEFIELD, REGTA	Т	899-18-8283	6790	05	05/01/01	6	N
89314	WA7ERMAN, CH7NCE	I	899-18-9314	0195	15	07/01/00	1	N
88137	WASDEN, ALSC	I	899-18-8137	2050	11	02/01/97	9	N
89337	WASDEN, ANSELICA	I	899-18-9337	0201	01	05/01/01	9	N
88696	WA9DRON, CA9MEN	I	899-18-8696	2050	01	06/01/96	9	N
89344	WA9LIS, JO9NIE	т	899-18-9344	3051	18	06/01/96	6 1 9 9 9 6 9	N
88855	WE2MS, BR2DY	I	899-18-8855	6790	10	09/01/97	9	N
89279	WE2NER, JA2AR	I	899-18-9279	6790	03			N
88383	WE2ZEL, GR2SEL	I	899-18-8383	0195	03	04/01/99	9	N
87878	WESTMORELAND, JUSTA	I	899-18-7878	6790	03			
87797	WE4NSTEIN, TE4INA	I	899-18-7797	0195	02	05/01/00 08/01/95	9 9	N
88789	WE4TBROOK, EL400D	I	899-18-8789	0001	14	08/01/95	9	N
89989	WE4TBROOK, OT40	I	899-18-9989	6790	21			N
88467	WEGLER, SHGYNE	I	899-18-8467	2052	01	06/01/98	6	N
88209	WESLMAN, OSSALDO	I	899-18-8209	6790	03			N
89822	WH3TLOCK, AL3SSANDRA	I	899-18-9822	2050	16			N
88029	WH4AT, CE4INDA	I	899-18-8029	6792	08	06/01/96	1	N
87373	WH4TMORE, FR4D	Т	899-18-7373	2052	01	06/01/98	6 9	N
87532	WH5TT, DASCEL	I	899-18-7532	2050	02	06/01/92	9	N
88035	WHETING, JEEROLD	I	899-18-8035	0195	16			N
89706	WH7TLEY, GO7ZALO	I	899-18-9706	0101	21			N
89540	ZESGLER, DOSNETTE	I	899-18-9540	0001	13			N
88520	ZE9EDA, CH9RITA	I	899-18-8520	6790	03			N
89720	ZE 9EDA. LO9D	I	899-18-9720	6790	03			N

## **Procedure C: Deleting Individual Employee Information**

Step 3.

	PCG Dist=8991	Rel=16.02.00 06/16/2016 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	- • ×
		Payroll System	PAYMOOOO
	FKey	Master Menu	
	1	Payroll Setup Menu	
	2	Payroll Update Menu Payroll Check & Direct Deposit Menu	
		Payton Check & Direct Deposit Menu	
		Annual Reports Menu Monthly/Quarterly/Fiscal/Biennial Reports Menu	
		mununyquanenyristaijolennai Repurs menu	
		Employee Reports/Labels Menu Update/Display Description/Deduction/Annuity Menu	
		Earnings History Menu	
		Check Reconciliation Menu	
		Update/Display Payroll Monitor Special Functions Menu	
	20		
	20	File Reorganization	
	1		45 00 00
	ster <sup>User</sup> list <b>(1)</b>	MONTON MONTON	15.03.00
F16		MONITOR   MONITOR	
	Action		
	Payroll U	pdate Menu: Select 2 (F2 - Payroll Update Menu) and p	proceed to S
	Special Fr	Inctions Menu: Select 13 (F13 - Special Functions Menu	) and proce

	PCG Dist=8991	Rel=16.02.00 06/16/2016 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	- 0 ×
		Payroll System	PAYUPDTP
	FKey	Payroll Update Menu	
		Add New Employee	
	2	Update/Display Personnel Data	
	3	Update/Display Deduction Data	
	4	Update/Display Gross Data	
	5	Update/Display Withholding Data	
	6	Update/Display Current Leave Usage Data	
	7	Update/Display YTD/Fiscal Data	
	8	Update/Display Deduction Adjustments	
	<u>9</u> 10	Update/Display FICA/Medicare Adjustments	
	10	Update/Display Garnishment Vendor Data	
	11	Add Earnings History Record	
	12	<b>o</b> ,	
	13	Print Earnings History	
	14		
	15	Delete Employee	
	17	Update/Display Leave YTD/Balance Data	
	18	Detailed Pay Stub - Employee Message	
	1.0		16.02.00
Mast			10.02.00
F16	<b>- (P3</b> Vor <b>i</b> 3)	PAY VEND MONITOR	

For **Step 1-F2** selections, the following screen displays:

For **Step1-F13** selections, the following screen displays:

PCG Dist=8991 Rel=16.02.00 06/16/2016 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	
Payroll System	PAYM0013
FKey Special Functions Menu	
<ul> <li></li> <li>1 Display/Update Pay Schedules</li> <li>2 Print Invalid Budget Accounts in Payroll</li> </ul>	
3       Tax/Withholding/Control Menu         4       Maintain/Print State File Menu         5       Reset Payroll Amounts Menu         6       Payroll Mass Update Menu         7       Delete Employee Menu         8       Payroll Export/Import Menu	
Master Userlist	68 . 63 . 60

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Step	Action
2	For Step 1-F2 selections: Select 15 (F15 - Delete Employee), and proceed to Step 4.
	For Step 1-F13 selections: Select 7 (F7 – Delete Employee Menu), and proceed to Step
	3.

For **Step 1-F13** selections, the following screen displays:

PCG Dist=8991 Rel=16.02.00	06/16/2016 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	
	Payroll System		VOIDMENU
FKey 	Delete Employee Menu		
1 List Em	ployees With No Earnings History		
5 Delete	From File & List Employees With No Earnings H	istory	
9 Delete	ndividual Employee(s) & Print List		
Master Userlist			
Action			
Select 9 (F9 -	Delete Individual Employee(s)	& Print List).	

			Employee De Select Emp									PAYF	11
Filte	r not acti	ve					_	urren Emp N					
		Input:											
Fkey	Name		Em	pno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	1 M
		F16 to Ex	loyee Number it, F18 Clear	employee	filte		Press	Ente	r Kej	)			
		F1-9 = 0	hoose from Se	lection A	bove								
F		3 F4 F	5 F6 F7	F8 F9	F10 T				F15	2		15.0	3.
F16 F17	📆 F18 🐼	PGUP A PGDN	<b>V</b>			Hel	lp						
													-

Step	Action
4	Enter the number in the Input field, select Enter, and proceed to Step 6.
	If the employee number is unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Select Enter or the Function key corresponding to the employee's record.

	PCG Dist=8991 Rel=16.02.00 06/16/2016 PCW 0 Employee			OND		WHIT	E			- 0 Payf		
	Select Employee									FHTF		
	Filter not active					urren Name	nt Ori	ler				
	CurrentFkeyNameEnterAB3EU, M03TY1AB4EY, LE4NARDO2AC9ER, M09AMMED3AC9ER, NU9IA4AD2ER, TA25AD2ER, ZA2A6AD20CK, AL20NZO7AD20CK, FR2DDA8AD3M, MA3ALDA9AD3M, SA3	Empno 87742 87893 89320 88120 88127 89327 89327 88175 89375 87894 89094	S5N 899-18-7742 899-18-7893 899-18-8320 899-18-8120 899-18-8127 899-18-9327 899-18-8175 899-18-8375 899-18-7894 899-18-9094	Loc 101 8010 2050 8013 201 201 6793 108 195 3050			Pens 0 2 0 2 0 2 2 2 2 0	ContMo 10 12 10 12 10 10 10 10	Job 36 58 16 50 15 16 35 4 1 16	Stat I I T T A T I	13 Mth	
EN	FKEY       = Record Four         or       PgUp/PgDn       = 1         F16-new search, F18-       F16-new search, F18-         F1-9       = Choose from         Order changed to Alpha         TV       F1       F2       F3       F4       F5       F6       F7         SCT       PCP       PGWT▲       PGWT▲       PGWT▲       PGWT▲       PGWT▲	Previous -Clear E	/Next 10 Re Imployee Fil		lp		F15	Q.		15.0	3.00	
	Select <b>Enter</b> (Enter) or select and select <b>ENTER</b> (Enter).	et the	Function	key (	corre	spo	ndir	ig to t	the	emp	oloyee's	record,
	To sort by Name: Select Nar	ne (N	lame).									
	To sort by Employee Number	Sele	ct Empno	(En	npno	).						
	To sort by Social Security Nur	mber:	Select 📃	SSN	(SS	<b>N</b> ).						
	To scroll between pages: Sele either <b>PGUP</b> (Page Up) or <b>PG</b>				eys c	on tł	ne co	omput	er's	s key	board o	or select

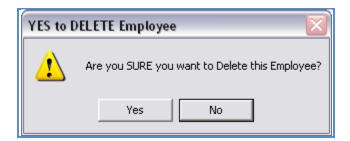
PCG Dist=8991 F	el=16.02.00 06/16/2016 PCW 003 SV ( PERSONNEL/PAYROLL ***** I		WHITE	PAY15
Status A ACT Emp. no. 45454 Sex Code F Mar Stat S	Pay Loc 1 Location 0000			
Address 1 E	TH, SALLY FIRST STREET NTA, GA 10	Include on CPI f	γ <b>γ</b>	
Birthdate Hire date 701 Term date	Sick Bank N 16 Rehire date Term reason	Hours Per Day		
St Allow M[0]D[0	***** Tax Data B Fed Mar Stat S Fed Withh 0] Fed Exempt 00 State With Fed Y State Y FICA Y	old Code 🕴 Fed Ami hhold Code 🕴 State (		
ENTES F1 ► X F2 ◀ X	73 <b>F4 61</b> F5 <b>F61</b> F7 <b>F6</b>	F5 <b>F10</b> F11 <b>F12</b> Help	FIE Q	16.02.00
Action				
Select F18	<b>F18</b> – Delete Emplo	yee).		
If the second	ana 'a In ala da an CDI?	<i>(</i> ]	V V (V) (1 - "I	, 1 11

If the employee's **Include on CPI**? flag has been set to **Y** (Yes), the "Employee Has Include on CPI Set to Y \*\*\* Cannot be Deleted" message displays at the bottom of the screen. In this instance, reset the employee's **Include on CPI**? flag to **N** (No). Refer to the Overview for additional information.

If the employee's record contains earnings history information, the "Employee Has Earnings History Records \*\*\* Cannot be Deleted" message displays at the bottom of the screen. In this instance, contact the Technology Management Customer Support Center for assistance.

The following dialog box displays:

Step 6



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Step	Action
7	Select Yes (Yes).

The following dialog box displays:

Successful 🛛 🔀								
(į)	Employee 9 was deleted.							
	ОК							

Step	Action
8	Select OK (OK).

The following screen displays:

PCG Dist=8991 Rel=16.02.00 06/16/2016 PCW			OND		WHI	TE			- 0	
Employee Select							PAYFI	ND		
Filter not active				l	Curre Name	nt Or	der			
Fkey Name 1 FOURTH, SALLY 2 AB3EU, MO3TY	Empno 45454 87742	SSN 333-33-4567 899-18-7742	Loc 1 101	C1s 1 16	Cert C N	Pens 2 0	ContMo 10 10	Job 1 36	Stat A I	13 Mth
Input Employee Number or Name or SSN – Press Enter Key F16 to Exit, F18 Clear employee filter F1-9 = Choose from Selection Above										
Employee not found, reenter ™∰ F1 F2 F3 F4 F5 F6 F7	7 F8	F9 F10				F15	Q		15.03	8.00
SET tn #         F18 00         F00 ▲         F00 ▼			H	elp						

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Step	Action
9	<b>Payroll System – Payroll Update Menu:</b> Select <b>F16</b> – Exit) to return to the <i>Payroll System - Payroll Update Menu</i> .
	<b>Special Functions Menu:</b> Select $\mathbf{F16} = \mathbf{Exit}$ (F16 – Exit) to return to the Payroll System – Payroll Delete Employee Menu, and select $\mathbf{F16} = \mathbf{Exit}$ (F16 – Exit) to return to the Payroll System Special Functions Menu.

For **Step1-F2** selections, the following screen displays:

E •	PCG Dist=8991	Rel=16.02.00 06/16/2016 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	
		Payroll System	PAYUPDTP
	FKey	y Payroll Update Menu	
	1	Add New Employee	
	2 3 4	Update/Display Deduction Data	
	5 6	<ul> <li> Update/Display Withholding Data</li> <li> Update/Display Current Leave Usage Data</li> </ul>	
	7 8 9	Update/Display Deduction Adjustments	
	10	-F	
	11 12 13	Update/Display Earnings History / Transfer Gross Earnings	
	14 15		
		Update/Display Leave YTD/Balance Data	
Prog	18 ram PAY15 (		
Master F16	l Vser <sub>list</sub> I <b>Mag Vord</b>	Image: Party in the second s	16.02.00

E	PCG Dist=8991	Rel=16.02.00 (	06/16/2016 PCW	003 SV C:\DEVSY	S C:\SECOND	WHITE	
				Payroll Sys	tem		VOIDMENU
	FKey 	I	D	elete Employe	e Menu		
	1	List Emp	loyees With N	lo Earnings Histo	лу		
	5	∣ Delete Fi	rom File & List	t Employees Wit	h No Earnings H	listory	
	9	Delete In	dividual Empl	oyee(s) & Print L	ist		
	Master <sup>User</sup> list						
Ŀ	16 🍽 🖉 🖤 🗐	PAY VEND					
	Action						
	<b>T</b>	4]	4		•	G.1 / D	The second secon
	10 print i	the repor	t via the	Uqueue Pr	int Manag	ger: Select	(Uqueue).
	To print t	the repor	t via Mic	rosoft® W	ord: Selec	et Wor (MS	WORD).
	1 1				1		<u>iical System Operatio</u>
		v			0	v	Genesis QWORD Ma
	for Report	t Printing	to create	the macro i	necessary to	o use the feat	ure.
	1				-		
	Salact 515	<b>(F16</b>	Evit) to			betom Master	Menu, or select

For Step 1-F13 selections, the following screen displays:

# C1. Individual Employee Records with No Earnings History/Removed from Payroll Master File Report – Example

EMPNO	EMPLOYEE NAME		STATUS	SOC SEC NO	LOC	CLASS	
45454	FOURTH, SALLY 1 E FIRST STREET ATLANTA, GA	30000	A	333-33-4567	01	01	
	*** TOTAL EMPLOYEES DELET	TED FROM FILE	1 ***				

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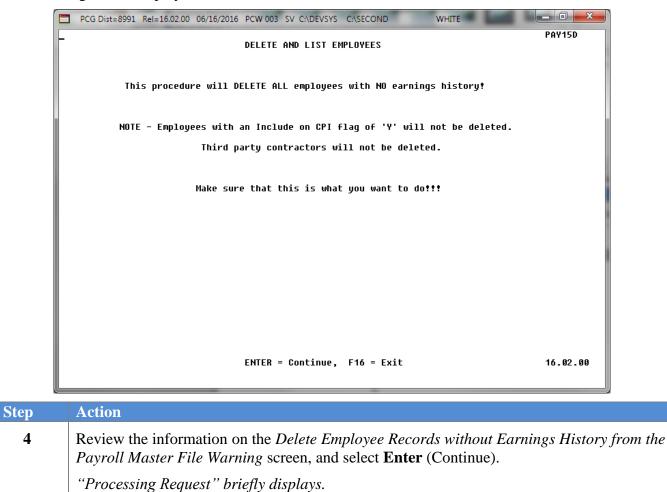
## **Procedure D: Delete from file and List Employees Records without Earnings History Information**

PCG Dist=8991 Rel=16.02.00	06/16/2016 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	
	Payroll System		PAYMOOOO
FKey 	Master Menu		
	Setup Menu		
2 Payroll	Update Menu Check & Direct Deposit Menu		
	-		
4 Annual 5 Monthly	Reports Menu y/Quarterly/Fiscal/Biennial Reports Menu		
	/ee Reports/Labels Menu /Display Description/Deduction/Annuity Menu		
10 Earning	js History Menu		
	Reconciliation Menu /Display Payroll Monitor		
	Functions Menu		
20 File Re	organization		
Master <sup>User</sup> list			15.03.00
Action			
Select 13 (F13	- Special Functions Menu).		

The	fol	lowing	screen	disp	lavs:
				- P	1000

	PCG Dist=8991	Rel=16.02.00 0	6/16/2016 PCW	003 SV C:\DEVS	S C:\SECONE	WHITE	
				Payroll	System	 	PAYM0013
	FKeg			Special Func	tions Menu		
		Display/U   Print Inva		hedules counts in Payrol	I		
	4 5 6 7	」 Tax/With  」 Maintain/ 」 Reset Pa 」 Payroll M 」 Delete Er 」 Payroll E	Print State File yroll Amounts ass Update M nployee Menu	e Menu Menu Ienu			
Mast F16	ter <sup>User</sup> list <b>D</b> DES WordS	PAY VEND					08 <u>-</u> 03 - 00
	Action						
		′ ( <b>F7</b> – I	Delete Em	ployee Me	nu).		

	PCG Dist=8991	Rel=16.02.00	06/16/2016	PCW 003	SV C:\DEVS	S C:\SECO	ND	WHITE	-	- 0	X
				Р	ayroll Sys	tem				VOIDM	ENU
	FKe	y -		Dele	te Employe	e Menu					
	1	🗌 List Em	ployees W	ith No Ea	arnings Hist	эry					
	5	Delete	From File 8	List Em	ployees Wit	h No Earni	ngs Histor	у			
i -	9	Delete	ndividual f	Employe	eís) & Print L	ist					
Mast		ANNITOR MONITOR									
F16		MONITOR MONITOR									
	Action										
	Select 📃	5 (F5 -	Delete	from	File & I	ist Em	olovees	with N	o Earn	ings Hist	orv)



PCG Dist=8991 Rel=16.02.00	06/16/2016 PCW 003 SV CADEVSYS CASECOND WHITE											
FKey	Payroll System Delete Employee Menu	VOIDMENU										
	nployees With No Earnings History											
5 Delete From File & List Employees With No Earnings History												
9 Delete	9 Delete Individual Employee(s) & Print List											
Master Userlist PAY AND		-										

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

# D1. Multiple Employee Records with No Earnings History/Removed from Payroll Master File Report – Example

REPORT DATE:	06/16/2010	6	EMPLOYEES WITH ** REMOVED FROM P					PAGE	69
	EMPNO	EMPLOYEE NAME		STATUS	SOC SEC NO	LOC	CLASS		
	89057	WI8DHAM, RI8HIE 1954 MAIN STREET SMITH, GA	33333	I	899-18-9057	6790	03		
	87672	WI9KER, EL9IS 3368 MAIN STREET SMITH, GA	33333	I	899-18-7672	6790	16		
	88872	WI9KER, JA9QUETTA 2141 MAIN STREET SMITH, GA	33333	I	899-18-8872	3052	18		
	89719	WO2THINGTON, JU2ENE 1282 MAIN STREET SMITH, GA	33333	I	899-18-9719	6790	03		
	88653	WO4DALL, MA4NARD 2366 MAIN STREET SMITH, GA	33333	I	899-18-8653	2052	01		
	89102	WR3N, LO3SE 1908 MAIN STREET SMITH, GA	33333	I	899-18-9102	6790	03		
	89720	ZE9EDA, LO9D 1281 MAIN STREET SMITH, GA	33333	I	899-18-9720	6790	03		
		*** TOTAL EMPLOYEES I	DELETED FROM FILE	898 ***					