

# PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

1/10/2020

### Section I: Special Functions

[Topic 8D: Payroll Earnings History File Processing, V1.8]

### **Revision History**

	►		
Date	Version	Description	Author
1/10/2020	1.8	19.04.00 – Add Federal Withholding and State Withholding	D. Ochala
		information to the selection screen.	
04/02/2018	1.7	18.01.00 – Add Contract Months to the selection screen.	D. Ochala
05/12/2016	1.6	16.01.00 – Update Logo and Footers.	S. Scrivens
7/25/2013	1.5	13.02.00 – Update 'X' and 'Y' Process Type codes.	D. Ochala
12/04/2012	1.4	12.04.00 – Add Section 125 Flag and the Account GHI	D. Ochala
		Distribution % to the selection screen.	
10/11/2011	1.3	11.03.00 – Add Birth Date, Hire Date, Rehire Date, Term Date,	D. Ochala
		Sex Code and Marital Status to the selection screen.	
05/24/2011	1.2	11.02.00 – Update menu screenshots.	D. Ochala
02/07/2011	1.1	10.04.01 – Add Employer OASDI and Medicare fields. Update	D. Ochala
		screenshots.	
12/08/2010	1.0	10.04.00 – Create a new document for Payroll Earnings History	D. Ochala
		Data Export File Processing instructions.	

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### **Overview**

**Earnings History Export:** PCGenesis allows users to select fields from the earnings history data for export. Up to twenty (20) payroll deduction items may also be selected for inclusion in the export file. If payroll deductions are selected, the export file may contain multiple lines per employee, one line for each payroll deduction selected. The user may select Earnings History records based upon a date range, or based upon a payment type. Further, users may specify dollar amount, Social Security Number (SSN), and date formats for the results output.

**Earnings History Gross Data Distribution Export:** Use the export procedure as needed to create a financial analysis and projection spreadsheet of historical payroll payments. PCGenesis allows users to select pay distribution fields from earnings history for inclusion in the export file. The Earnings History Gross Pay Distribution Export can create multiple lines per employee, one line for each Gross Pay Type and Account Number selected. The user may select Earnings History records based upon a date range, based upon a payment type, or based upon the gross data type. The user may also wish to export information for a specific account, or partial account specification. Further, users may specify dollar amount, Social Security Number (SSN), and date formats for the results output.

Setting Employee Search Criteria: Refer to Section B: Payroll Update Processing, Topic 1: Setting/Clearing Employee Search Criteria for the instructions on setting search criteria filters to select specific employees for the export file. The search filters allow the user great flexibility in determining which employees are selected for the export. For example, employee records may be selected based upon the class code, number of contract months, work location, and more. The following export procedures allow utilization of the Search Criteria feature (F10 - Set filter condition): Export

procedures allow utilization of the Search Criteria feature ( $F^{10}$   $F^{10}$  – *Set filter condition*): Export Selected Payroll/Deduction Data, Earnings History Export, and Earnings History Gross Pay Distribution Export.

## **Procedure A: Earnings History Export**

PCG Dist=8991 Rel=18.01.00	04/02/2018 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE -
	Payroll System	PAYMOOOO
FKey	Master Menu	
1 Payroll 2 Payroll	Setup Menu Update Menu	
<u>3</u> Payroll	Check & Direct Deposit Menu	
4 Annual 5 Monthly	Reports Menu //Quarterly/Fiscal/Biennial Reports Menu	
8 Employ	ee Reports/Labels Menu	
	Display Description/Deduction/Annuity Menu is History Menu	
11 Check F	Reconciliation Menu	
13 Special	Functions Menu	
20 File Dec	prospization	
	organization	
Macture Userica		15.03.00
ction		

#### The following screen displays:

Step

1

Step

PCG Dist=8991 Rel=18.01.00 (	04/02/2018 PCW 001 SV C:\DEVSYS	C:\SECOND	WHITE	
	Payroll S	ystem		PAYM0013
FKey	Special Funct	ions Menu		
1 Display/	Update Pav Schedules			
2 Print Inv	alid Budget Accounts in Payroll			
3 Tax/With	nhaldina/Control Menu			
4 Maintain	/Print State File Menu			
5 Reset Pa	ayroll Amounts Menu Macc Undate Menu			
7 Delete E	mployee Menu			
8 Payroll E	Export/Import Menu			
1				<u>98 - 93 - 99</u>
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2	Select 8	( <b>F8</b> - Payroll)	Export/Import Menu).
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	PCG Dist=8991 Rel=12.03.01	12/04/2012 PCW 001	C:\DEVSYS C:\SECOND	WHITE	_ <u>8</u> ×									
		I	Payroll System		PAYM0016									
	FKey	Payro	ll Export/Import Menu											
	Payroll	Gross Data Export												
	2 Payroll	Gross Data Import												
	3 Payroll	Deduction Export												
	4 Payroll	Deduction Import												
	5 Export S	Gelected Pavroll / Ded	uction / CPI Information											
	6 Import S	elected Payroll Inform	nation											
	7 Earnings History Export													
	- Earnings History Gross Pay Distribution Export													
	9 Import New Employees - Batch Mode													
	10 Export New Hire File for Georgia Directory of New Hires													
M	aster <sup>User</sup> list				11.02.00									
F1														
р	Action													
	Select 7 (F7	– Earnings Hist	tory Export).											
		8												
	On the C:\ drive,	create a folder	entitled EXPORT	Γ, or verify the fo	older exists.									



Step	Action
5	Verify C:\EXPORT\HISEXPCCYYMMDD.CSV, where <i>CCYYMMDD</i> identifies the calendar year, month and date, defaults in the Enter the Export file path and name field. Select <b>F10</b> (F10 - Browse for file) to locate the export file path and name manually.
	<i>PCGenesis allows entries other than C:\EXPORT\HISEXPCCYYMMDD.CSV as long as the directory structure entered exists.</i>
	If the export file specified already exists, PCGenesis deletes the existing file before creating a new file with the new information.
6	Select Enter - Continue).

PCG Dist=8991 Rel=18.01.00 04/02/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
Earnings History Export PAYPE500	
F10 to set selection criteria Filter not active	
 Enter period to be extracted: <u>1/01/2018</u> thru <u>12/31/2018</u>	
elect at least one have to evolute	
X       Issued checks       X       Adjustments       X       Non-taxable 3rd party sick         X       Voided checks       W-2 Adjustments       X       Taxable 3rd party sick	
Export sort order: © Employee Number © Employee SSN	
C Employee Name (Lname Fname)	
Amount format: ③ 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	
lo Items Selected	
[V] = [V]	
	٦

F10 – Set filter conditions

Step	Action
7	<b>To set specific search criteria:</b> Select $\mathbf{F10} - \mathbf{Set}$ filter condition). On the <i>Export Employee Master Data – Set Employee Selection Filter</i> screen, make the appropriate
	selections and entries. Verify <i>"Filter conditions set."</i> displays. Selecting <b>FIG</b> – Exit) will return to the <i>Earnings History Export Selection Screen</i> .
	<i>NOTE:</i> Do NOT select <b>EVEN</b> (Enter – Continue) at this point. Select employee earnings history items (F4 – Select HISTORY Items) and deductions (F6 – Select Deductions) first, before processing the export request.
8	Select F4 (F4 – Select History Items).

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Select F11 (Select All) or F12 (Deselect All) or select F16 – Clear selections and exit) where appropriate.

A	PCG Dist	=8991	Rel=18	3.01.00	04/02/2	2018 F	CW 001	sv c	:\DEVSYS	5 C:\S	ECONE	)	W	HITE		
	Earnings History Export PAYPE500														PAYPE500	
	FID to set selection criteria filter not active															
	Enter period to be extracted: <u>1/01/2018</u> thru <u>12/31/2018</u>															
Se	Select at least one pau tupe to export:															
	<u>x</u>	Iss	ued c	checks	-36-	X	Adj	ustme	nts		X	Non	-taxa	ble :	Brd party sic	k
	<u>x</u>	Voi	.ded c	checks		-	₩-2	Adju	istment	:5	X	Tax	able :	3rd p	oarty sick	
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				F4		го	17			710 📕	r I I	FIZ				
F16																

NOTE: PCGenesis displays the total number of employee HISTORY items selected.

Step	Action
11	Select <b>F6</b> ( <b>F6</b> - Select Deductions).

PCG Dist=8991         Rel=18.01.00         04/02/2018         PCW 001         SV         C:\DEVSYS         C:\SECOND         WHITE							
Earnings History Export Select History Deductions							
Include deductions with zero dollar amounts? <u>N</u> (Y or N)							
Enter 'X' for the deduction to be reported.							
80=FRINGE       01=EMP ANNUITY       82=EMP ANNUITY       83=FED W/H TAX         94=GA INCOME TAX       67=NON-QUAL       68=NONCERT MERIT X       99=CERT MERIT         19=UENDOR 8092488       11=UENDOR 808999       12=I-UNDR 8080805       13=I-UNDR 8080805         14=I-UNDR 8084683       15=UENDOR 804373       16=UENDOR 8080612       17=UENDOR 808081         18=COURT W/H       19=COURT W/H       20=COURT W/H       21=COURT W/H       21=COURT W/H         22=UENDOR 808065       23=CUNION 801801       24=UENDOR 803966       25=UENDOR 803762       28=COURT W/H       21=COURT W/H         30=COURT W/H       31=UENDOR 806118       32=COURT W/H       33=UENDOR 8064894       36=UENDOR 805347       37=COURT W/H         34=UENDOR 801975       35=UENDOR 804894       36=UENDOR 805347       37=COURT W/H       33=UENDOR 804894         38=COURT W/H       39=COURT W/H       49=UENDOR 805347       45=I-UNDR 805945       45=I-UNDR 805945         44=1-UNDR 805945       47=I-UNDR 805946       48=I-UNDR 805947       49=UENDOR 805947       49=UENDOR 805947         49=UENDOR 805949       51=UENDOR 805949       52=UENDOR 805949       53=UENDOR 805949       53=UENDOR 805949       53=UENDOR 805949       53=UENDOR 805945       61=UENDOR 805945         58=UENDOR 805949       55=I-UNDR 808118       56=I-UNDR 80595							
F7=Return to Select Fields, F12=Deselect All, F16=Exit No Deductions Selected	17.01.00						

The Select History Deductions screen entries are system-specific

Step	Action
12	Enter <b>Y</b> (Y) or <b>N</b> (No) in response to the <b>Include deductions with zero dollar amounts?</b> prompt.
13	Enter <b>X</b> in the field to the right of the preferred deductions. <i>PCGenesis allows the selection of twenty</i> (20) <i>individual deductions, and displays "Max of 20 deductions allowed.</i> ## selected." where ## is the total number of deductions, when users select more than twenty (20) deductions.
14	Select <b>F7</b> ( <b>F7</b> – Return to Setup Export), or select <b>EVICE</b> ( <b>Enter -</b> Continue) to return to the Earnings History Export Options screen. Select <b>F12</b> (Deselect All) or select <b>F16</b> – Clear selections and exit) where appropriate.

A	PCG Dist	=8991	Rel=18	8.01.00	04/02/2	2018 P	CW 00:	l sv c	:\DEVSYS	C:\SE	COND		WH	ITE		
	Earnings History Export PAYPE500								PAYPE500							
	FID to set selection criteria Filter not active Enter period to be extracted: <u>1/01/2018</u> thru <u>12/31/2018</u>															
Se	lect at <u>X</u>	leas Iss	t one ued c	e pay checks	type	to ex X	port: Adj	ustme	ents		x	Na	on-taxab	le 3rd p	oarty sic	ĸ
	<u>x</u>	Voi	.ded o	checks		-	₩-2	Adju	istments	5	<u>X</u>	Та	axable 3	rd party	) sick	
	Exp	ort s	ort (	order:	000	Emplo; Emplo; Emplo;	yee Nu yee SS yee Na	mber N me (Lr	ame Fnan	ne)						
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		S	SN fo	ormat:	0	Alpha Numer	- 99 ic - 99	9-88-77 988777	777 7							
		Date	fori	nat:	0	MM/D CCYYI	D/CCY Amdd	Y								
	History Item(s) Selected: 8 F4 to select HISTORY items Deduction(s) Selected: 2 F6 to select deductions															
En	Foter=Create File, F4=Select HISTORY Items, F6=Select Deductions, F16=Exit															
ENTER	1			F4		F6	F7		F1	• <b>T</b>	F11	F12				17.01.00
F16																

NOTE: PCGenesis displays the total number of deductions selected.

-	
Step	Action
15	Enter the date range (MM/DD/CCYY) of the earnings history records to be selected in the <b>Enter period to be extracted</b> fields.
16	Enter <b>X</b> in the appropriate pay type field(s).
10	Valid selections correspond to the following earnings history record types:
	$\mathbf{I} = $ Issued checks
	$\mathbf{A} = Adjustments$
	$N = Non-taxable 3^{rd} party sick$
	$\mathbf{V} = \mathbf{Voided \ checks}$
	W = W-2 adjustments
	$\mathbf{T} = \text{Taxable } 3^{\text{rd}} \text{ party sick}$
17	To define the sort order: Select the 🖸 (Radio button) to the left of the Export sort order field.
	Regardless of the sort order selected, PCGenesis always exports the Name, SSN, and Employee Number fields.
18	<b>To define the dollar amount format:</b> Select the <b>(Radio button)</b> to the left of the appropriate <b>Amount Format:</b> field.

Step	Action
19	<b>To define the Social Security Number (SSN) format:</b> Select the ( <b>Radio button</b> ) to the left of the appropriate <b>SSN Format:</b> field.
20	To define the date format: Select the (• (Radio button) to the left of Date Format: field.
21	Select <b>Enter -</b> Continue).

The following message box displays:

Ready to extract records? Select OK to continue. Select CANCEL to redisplay the screen.	act Records?	
Select OK to continue. Select CANCEL to redisplay the screen.	Ready to extract records?	
OK Cancel	Select OK to continue. Select CANCEL to redisplay the screen.	
	OK Cancel	

Step	Action
22	Select (OK) to continue processing and to extract the earnings history data.
	If the selected earnings history data is incorrect or incomplete, select <b>Cancel</b> (Cancel) to enter the correct information.
	"**Processing Request**" briefly displays.



Step	Action
23	Screen-print or record the file name displayed and select Enter (Continue).

The following screen	displays:
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	PCG Dist=8991 Rel=12.03.01 12/04/2012 PCW 001 C:\DEVSYS C:\SECOND WHITE	<u>_ 8 ×</u>	
	Payroll System	PAYM0016	
	FKey Payroll Export/Import Menu		
	 1 Payroll Gross Data Export		
	2 Payroll Gross Data Import		
	3 Payroll Deduction Export		
	4 Payroll Deduction Import		
	<ul> <li>Second Second Payroll / Deduction / CPI Information</li> <li>Information</li> </ul>		
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	7 Earnings History Export		
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	9 Import New Employees - Batch Mode		
	10 Export New Hire File for Georgia Directory of New Hires		
м	aster User <sub>list</sub>	11.02.00	
F1	・ 印香 Wor3多 PARX MEND		
tep	Action		
24			1
	Select $\underline{\mathbf{F16}}$ ( <b>F16</b> - Exit) to return to the Payroll System – Special	Functions Menu	, or selec
	Master (Master) to return to the <i>Business Applications Master Menu</i> .		
25	Navigate to C:\EXPORT\HISEXPCCYYMMDD.CSV where C	CCYYMMDD ider	ntifies the
	calendar year month and date		

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1 abjects (Dick free approx 10.5 CB)								
Step	Action							
26	Open the appropr	iate earnings history info	ormation file.					

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2	8765	3 999-08-76	BETRENS YATAIRA	10	1	1		1/29/2010		С	159750	Υ	3546.30	657.27	HEALTH INS	9	210.40	
3	8765	8 999-08-76	BETRENS YATAIRA	10	1	3		2/26/2010		С	160769	Y	3546.30	0.00	HEALTH INS	9	210.40	
4	8768	1 999-08-76	CH8NG NO8	10	1	1		1/29/2010		С	159423	Y	3467.59	642.68	HEALTH INS	9	199.30	
5	8768	1 999-08-76	CH8NG NO8	10	1	3		2/26/2010		С	160466	Y	3467.59	0.00	HEALTH INS	9	199.30	
6	87693	1 999-08-76	PA6MA RI6OBERTO	10	1	1		1/29/2010		С	159786	Y	1674.50	310.35	HEALTH INS	9	110.50	
7	87693	1 999-08-76	PA6MA RI6OBERTO	10	1	3		2/26/2010		С	160804	Υ	1674.50	0.00	HEALTH INS	9	110.50	
8	87693	2 999-08-76	PU5NELL EL5A	10	1	1		1/29/2010		С	159719	Y	4590.49	850.80	HEALTH INS	9	219.30	
9	87693	2 999-08-76	PU5NELL EL5A	10	1	3		2/26/2010		С	160740	Υ	4590.49	0.00	HEALTH INS	9	219.30	
10	8770	5 999-08-77	FO7 GO7ZALO	10	1	1		1/29/2010		С	159686	Υ	3991.92	739.86	HEALTH INS	9	219.30	
11	8770	5 999-08-77	FO7 GO7ZALO	10	1	3		2/26/2010		С	160708	Y	3991.92	0.00	HEALTH INS	9	219.30	
12	8770	3 999-08-77	MU5LIGAN RO5CO	10	1	1		1/29/2010		С	159452	Y	4327.01	801.96	HEALTH INS	9	203.00	
13	8770	3 999-08-77	MU5LIGAN ROSCO	10	1	3	I	2/26/2010		С	160494	Y	4327.01	0.00	HEALTH INS	9	203.00	
14	8771	1 999-08-77	BE2UCHAMP JE2FRE	10	1	1		1/29/2010		С	159530	Y	3875.62	718.30	HEALTH INS	9	14.10	
15	8771	1 999-08-77	BE2UCHAMP JE2FRE	10	1	3	I	2/26/2010		С	160564	Y	3875.62	0.00	HEALTH INS	9	14.10	
16	8771	5 999-08-77	MU6CY AL6XIS	10	1	1	I	1/29/2010		С	159559	Y	5187.32	961.41	HEALTH INS	9	141.50	
17	8771	5 999-08-77	MU6CY AL6XIS	10	1	3		2/26/2010		С	160591	Y	5187.32	0.00	HEALTH INS	9	141.50	
18	8772	3 999-08-77	GO6SETT GU6	10	1	1	I	1/29/2010		С	93431	Y	3857.08	714.87	HEALTH INS	9	203.00	
19	8772	3 999-08-77	GO6SETT GU6	10	1	3		2/26/2010		С	93627	Y	3857.08	0.00	HEALTH INS	9	203.00	
20	8773	7 999-08-77	GR8ENFIELD FA8IAN	10	1	1		1/29/2010		С	159543	Y	4590.49	850.80	HEALTH INS	9	14.10	
21	8773	7 999-08-77	GR8ENFIELD FA8IAN	10	1	3	1	2/26/2010		С	160576	Y	4590.49	0.00	HEALTH INS	9	14.10	
22	8773	3 999-08-77	HO7FMANN LA7END	10	1	1		1/29/2010		с	159769	Y	162.72	162.72	HEALTH INS	8	8.60	
23	8773	8 999-08-77	HO7FMANN LA7END	10	1	3		2/26/2010		С	160788	Y	162.72	0.00	HEALTH INS	8	8.60	
24	8775	2 999-08-77	MC9OVERN MA9KA	10	1	1		1/29/2010		С	159711	Y	4456.81	826.02	HEALTH INS	9	150.40	
25	8775	2 999-08-77	MC9OVERN MA9KA	10	1	3		2/26/2010		С	160732	Y	4456.81	0.00	HEALTH INS	9	150.40	
26	8775	999-08-77	DE2EY AL2ARO	10	1	1	1	1/29/2010		С	159758	Y	5036.25	933.41	HEALTH INS	9	159.30	
27	8775	999-08-77	DE2EY AL2ARO	10	1	3		2/26/2010		С	160777	Y	5036.25	0.00	HEALTH INS	9	159.30	
28	87764	4 999-08-77	SM5LLEY PA5ULA	10	1	1		1/29/2010		с	159519	Y	162.72	162.72	HEALTH INS	8	8.60	
29	87764	4 999-08-77	SM5LLEY PA5ULA	10	1	3	1	2/26/2010		С	160555	Y	162.72	0.00	HEALTH INS	8	8.60	-
H	• • • I _ H	ISEXP201	00819 🕲	_													•	
Rea	ady 🛅														100%	0	Ų	$   \mathbf{+} $

Step	Action
27	Make the appropriate adjustments to the Microsoft® Excel spreadsheet.
	These adjustments may include but are not limited to formatting the columns' widths, the addition and the deletion of certain columns, moving column locations to comply with requesting entity's requirements, and the manual entry of information not maintained in PCGenesis.
28	Select File $\rightarrow$ Save As $\rightarrow$ Excel Workbook.

Save As							? ×
Save in:	EXPORT				•	(d) = 🔁 🛛 🕇	< 🔛 🎟 🗸
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My Computer							
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	File <u>n</u> ame:	HISEXP20100819.xlsx				•	
	Save as <u>t</u> ype:	Excel Workbook (*.xlsx)				•	
Tooļs 🔻						<u>S</u> ave	Cancel

Step	Action
29	Select the <b>Drop-Down Selection</b> icon in the <b>Save as type</b> field, and select <b>CSV</b> (Comma delimited) (*.csv).
30	Verify the filename is C:\EXPORT\HISEXPCCYYMMDD.CSV where <i>CCYYMMDD</i> identifies the calendar year, month and date.

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Save As		? ×
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My Recent Documents Desktop My Documents My Computer My Network	Name V HISEXP20100819.CSV	Size Type Date Modified 119 Microsoft 8/19/2010 2:04 PM
	File game: HISEXP20100819.csv	
Tools -	Contra delimited) (* csv)	Save Cancel
	-	
Select	Save (Save).	

The following dialog box displays:

	Microsoft Office Excel
	The file HISEXP20100819.csv already exists. Do you want to replace the existing file?
	<u>Y</u> es
Step	Action
32	Select Yes).

The following dialog box displays:

	Micros	soft Office Excel
	<b>()</b>	HISEXP20100819.CSV may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format? • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help. <u>Yes</u> <u>No</u> <u>H</u> elp
tep	Action	
33	Select	Yes (Yes).
34	Close Mi	crosoft® Excel.

The following dialog box displays:

	Microsoft Office Excel
	Do you want to save the changes you made to 'HISEXP20100819.CSV'?
	<u>Yes</u> <u>N</u> o Cancel
Step	Action
35	Select No).
	The appropriate steps to save the changes to the file have already been completed.
36	Follow the normal processing procedures to submit the Microsoft® Excel spreadsheet to requesting entity.

### **Procedure B:** Earnings History Gross Pay Distribution Export

I	A PCG Dist=8991 Rel=18.01.00 0	4/02/2018 PCW 001 SV C:\DEVSYS	C:\SECOND	WHITE	
	FKey	Payroll Sy Master Me	stem nu		PAYM0000
	1 Payroll S 2 Payroll U 3 Payroll C 4 Annual R 5 Monthly(0	etup Menu pdate Menu heck & Direct Deposit Menu eports Menu Quarterly/Fiscal/Biennial Reports	s Menu		
	8 Employe 9 Update/D 10 Earnings 11 Check Re 12 Update/D 13 Special F	e Reports/Labels Menu isplay Description/Deduction/An History Menu conciliation Menu isplay Payroll Monitor unctions Menu	nuity Menu		
	<u> </u>	yanız auvn			
	Master Userlict Pres Mortility Mortility Mortility				15.03.00
A	ction				
Se	elect 13 (F13 - S	Special Functions).			

The following screen displays:

	PCG Dist=8991	Rel=18.01.00 04/02/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
		Payroll System	PAYM0013
	FKey 	y Special Functions Menu -	
	1	」 Display/Update Pay Schedules 」 Print In∨alid Budget Accounts in Payroll	
	3 4 5 6	] Tax/Withholding/Control Menu ] Maintain/Print State File Menu ] Reset Payroll Amounts Menu ] Payroll Mass Update Menu	
	7	∬ Delete Employee Menu ] Payroll Export/Import Menu	
	1.0		99 69 99
Mast F16	ter <sup>vser</sup> list Þ (Þeð Vordð	PAY VEND	

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Step	Action
2	Select <b>8</b> ( <b>F8</b> - Payroll Export/Import Menu).

4

Payroll System FKey Payroll Export/Import Menu I Devroll Cross Data Export	PAYM0016
FKey Payroll Export/Import Menu	
1 Devirell Crees Date Evenet	
Fayrun Gruss Data Expurt	
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	
Earnings History Export	
8 Earnings History Gross Pay Distribution Export	
9 Import New Employees - Batch Mode	
<b>10</b> Export New Hire File for Georgia Directory of New Hires	
	44 00 00
	11 02 00
Master Userlist Userlist Vervices PAY VEND	11.02.00
Master         User         <	11.02.00
Master         User         <	11.02.00
Master     User       Master     User       Provide R     PAY       VEND     Image: Constraint of the second secon	

On the C:\ drive, create a folder entitled **EXPORT**, or verify the folder exists.

PCG Dist=8991 Rel=12.03.01 12/04/2012 PCW 001 C:\DEVSYS C:\SECOND WHITE	_ & ×
Prosto Estringe Wictory Proce Distribution Evport Filo to Losd in Ever	PAYPE510
Greate carnings mistory gross distribution export rife to Load in Exte	.1
Enter the Export file Path and Name (e.g. C:\EXPORT\HDISTEXPCCYYMMDD.CSV)	
or F10 to Browse for File	
C:\EXPORT\HDISTEXP20121204.CSU	
NOTE: DIDECTODU Must Alvordu Evist	
NOTE. DIRECTORY MUST HIRPAUY EXIST	
The filename will default to C·\EXPORT\HDISTEXPectummdd CSU (ceuummdd =	(etch s'uchot
The C:\EXPORT directory MUST exist. If C:\EXPORT does not already exist	:, you MUST
create the C:\EXPORT directory or change to an exsting path.	
Fatou - Continue ou Edd - Fuit	40 00 00
EULER = COULTUME OL LIO = EXTL	12.03.00

Step	Action
5	Verify C:\EXPORT\HDISTEXPCCYYMMDD.CSV, where <i>CCYYMMDD</i> identifies the calendar year, month and date, defaults in the Enter the Export file path and name field. Select F10 (Browse for file) to locate the export file path and name manually.
	PCGenesis allows entries other than C:\EXPORT\HDISTEXPCCYYMMDD.CSV as long as the directory structure entered exists.
	In the case of duplicated filenames, PCGenesis replaces the previous file's information with the most recently selected earnings history gross distribution export results.
6	Select Enter (Continue).

PCG Dist=8991 Rel=12.03.01 12/04/2012 PCW 001 C:\DEVSYS C:\SECOND	WHITE _ B ×
Earnings History Gross Pay Distribut	tion Export PAYPE510
<b>F10</b> to set selection criteria Filter not active	
Enter period to be extracted: <u>1/01/2012</u> thru	u <u>12/31/2012</u>
Yr Fnd F Pram Fnct	t Obict Fctu B Addt'l
Enter account or part of account nbr: (Leave blank to select all)	
Select at least one pay type to export:         X       Issued checks       X       Adjustments       X         X       Voided checks       X       X	Non-taxable 3rd party sick Taxable 3rd party sick
Select at least one gross type to export: <u>X</u> Salary X Hourly X Daily X Type A <u>X</u> Type X X Type Y X Type Q X Type P	<u>X</u> Type B <u>X</u> Transfer trans <u>X</u> Type Z
Export sort order: © Employee Number SSN for © Employee SSN © Employee Name (Lname Fname)	rmat: ⓒ Alpha - 999-88-7777 ◯ Numeric - 999887777
Amount format: ⓒ Include Decimal (\$10.00 = 10.00) Date fo ○ No Decimal (\$10.00 = 1000)	ormat: © MM/DD/CCYY O CCYYMMDD
History Item(s) Selected: 0 F4 to select H	HISTORY items
No Items Selected Enter-Create File, F4=Select HISTORY Items, F16=Exit F4 F7 F0 T11 F	F12 12.03.00
	F10 – Set conditi

Step	Action
7	<b>To set specific search criteria:</b> Select $\mathbf{F10}$ (F10 – Set filter condition). On the <i>Export</i> <i>Employee Master Data</i> – <i>Set Employee Selection Filter</i> screen, make the appropriate selections and entries. Verify <i>"Filter conditions set."</i> displays. Selecting $\mathbf{F16}$ (F16 – Exit) will return to the <i>Earnings History Gross Pay Distribution Export</i> screen.
	<i>NOTE:</i> Do NOT select <b>ENTER</b> (Enter – Continue) at this point. Select employee earnings history items (F4 – Select HISTORY Items) first, before processing the export request.
8	Select <b>F4</b> ( <b>F4</b> – Select History Items).

	PCG Dist=8991 Rel=12.03.01 12/04/2012 PCW 001 C:\DEVSYS C:\SECOND WHITE
	PAYPE510 Earnings History Gross Pay Distribution Export
	Select Fields
	Enter 'X' for the item to be reported F11=Select All, F12=Deselect All
F	Check date X Transaction date X Pay class _ Account gross X Check type X Check type X Account FICA ant _ Check number X FICA switch _ Account pens gross _ FICA switch _ Account GHI gross _ Pay location _ Account GHI dist % _ Work location _ Account gay reason _ Account period end _ 7-Return, F11=Select All, F12=Deselect All, F16=Exit
ENT	F4         F7         F10         F11         F12         12.03.00
ep	
9	Enter $\mathbf{X}$ in the field to the right of the preferred earnings history items.
10	Select <b>F7</b> ( <b>F7</b> – Return to Setup Export), or select <b>ENTER</b> (Enter - Continue) to the <i>Earnings History Export Options</i> screen.

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				Earn	ings	Histo	ry Gr	ross P	ay D	Distrib	ution	Ехро	rt			Р	AYPE510	)
<b>F10</b>	to s	et se	lecti	on cr	iteri	a Fi	lter	not a	ctiv	ve								
		Ente	r per	iod t	o be	extra	cted	: _1/	01/2	2 <u>012</u> th	ru <u>12</u>	/31/2	<u>012</u>					
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Select at X X	leas Iss Voi	t one ued c ded c	pay hecks hecks	type	to ex X	port: Adj	ustme	ents		x x	Non Tax	-taxa able	ble 3 3rd p	Brd pa Darty	rty sick	sick		
Select at <u>X</u> S <u>X</u> T	leas alary ype X	t one	gros <u>X</u> H <u>X</u> T	s typ ourly ype Y	e to	expor <u>X</u> D <u>X</u> T	t: aily ype (	Q	<u>x</u> <u>x</u>	Туре А Туре Р		ו <u>א</u> ז <u>א</u>	ype I ype 2	3 2	X	Transf	er tran	IS
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Histor	y Ite	m(s)	Selec	ted:	6			F4	to	select	HIST	ORY i	tems					
Enter=Cre	ate F	ile,	F4=Se	lect	HISTO	RY It	ems,	F16=E	xit	<b>7</b> 1714	E12		1	1	í.	1	2 83 86	
			F4			17			F10	- 11	FTZ					•		
F16															1			

NOTE: PCGenesis displays the total number of employee HISTORY items selected.

Step	Action
11	Enter the date range (MM/DD/CCYY) of the earnings history records to be selected in the <b>Enter period to be extracted</b> fields.
12	To print for a specific account number or account category: Enter the complete or partial account number or select the drop-down selection icon in the <b>Enter Account or Part of Account Nbr</b> (Enter Account or Part of Account Number) field.
	To print all accounts: Leave the <b>Enter Account or Part of Account Nbr</b> (Enter Account or Part of Account Number) field blank.
13	Enter X in the appropriate pay type field(s). Valid selections correspond to the following earnings history record types: I = Issued checks
	$\mathbf{A} = A diustments$
	$\mathbf{N} = Non-taxable \ 3^{rd} \ party \ sick$
	$\mathbf{V} = Voided \ checks$
	$\mathbf{T} = Taxable \ 3^{rd} \ party \ sick$

Step	Action
14	Enter <b>X</b> in the appropriate gross type field(s).
	Valid selections:
	$\mathbf{S} = Salary$
	$\mathbf{H} = Hourly$
	$\mathbf{D} = Daily$
	$\mathbf{A} = Daily/Hourly Adjustment, No Pension$
	$\mathbf{B} = Salary Adjustment, No Pension$
	$\mathbf{X} = Daily/Hourly$ , with FICA, NO pension/annuities or tax calculation
	$\mathbf{Y} = Salary$ , with FICA, NO pension/annuities or tax calculation
	$\mathbf{Q} = Salary Adjustment$ with Tax & Pension
	$\mathbf{P} = Daily/Hourly Adjustment$ with Tax & Pension
	$\mathbf{Z} = Pension Adjustment Only$
	<b>Transfer trans</b> = Earnings history transfer transactions
15	To define the sort order: Select the ( (Radio button) to the left of the Export sort order field.
	Regardless of the sort order selected, PCGenesis always exports the Name, SSN, and Employee Number fields.
16	<b>To define the dollar amount format:</b> Select the <b>(Radio button)</b> to the left of the appropriate <b>Amount Format:</b> field.
17	<b>To define the Social Security Number (SSN) format:</b> Select the • (Radio button) to the left of the appropriate SSN Format: field.
18	To define the date format: Select the ( (Radio button) to the left of Date Format: field.
19	Select Enter - Continue).

The following message box displays:

	Extract Records?	
	Ready to extract records? Select OK to continue. Select CANCEL to redisplay the screen.	
Step 20	Action	
20	Select (OK) to continue processing and to extra data.	act the earnings history distribution
	If the selected earnings history data is incorrect or incomplete the correct information.	e, select <b>Cancel</b> ( <b>Cancel</b> ) to enter
	"**Processing Request **" briefly displays.	

PCG Dist=8991 Rel=12.03.01	12/04/2012 PCW 001	C:\DEVSYS	C:\SECOND	WHITE	_ 8 >
					PAYPE510
Earnings History Gro	ss Pay Distributi	on Export	File Created		
File Name =	C:\EXPORT\HDISTEX	P20121204	.CSU		
Total Records =	8697				
Enter=Continue					
					12.03.00
Action					
ACUOII					
Screen-print or reco	ord the file nam	e display	yed and sele	ct Enter (Cont	inue).

5

	E PCG Dist=8991 Rel=12.03.01 12/04/2012 PCW 001 C:\DEVSYS C:\SECOND WHITE	<b>I</b> X
	Payroll System PAYM001	6
	FKey Payroll Export/Import Menu	
	1 Payroll Gross Data Export	
	Payroll Gross Data Import	
	<ul> <li>3 Payroll Deduction Export</li> <li>4 Payroll Deduction Import</li> </ul>	
	<ul> <li>5 Export Selected Payroll / Deduction / CPI Information</li> <li>6 Import Selected Payroll Information</li> </ul>	
	<ul> <li>7 Earnings History Export</li> <li>8 Earnings History Gross Pay Distribution Export</li> </ul>	
	9 Import New Employees - Batch Mode 10 Export New Hire File for Georgia Directory of New Hires	
	Master Userlit Userlit 1.02.0	0
Step	Action	
22	Salast rep (E16 Evit) to actum to the Downell System. Sussial Functions I	
	Select <b>FIG</b> - Exit) to return to the <i>Payroll System</i> – Special Functions I	<i>Menu</i> , or select
	(Master) to return to the Business Applications Master Menu.	
23	Navigate to C:\EXPORT\HDISTEXPCCYYMMDD.CSV where CCYYMMDI	D identifies the
	calendar year, month and date.	

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tep	Action					
24	Open the appropriate	e earnings history informa	ation file	).		

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2	876	58 99	99-08-7658	BE7RENS YA7AIRA	10	1	11	1/2	9/2010		C	159750	10	100	0	1051	1000	11000	199	
3	876	58 99	99-08-7658	BE7RENS YA7AIRA	10	1	1	1/2	9/2010		с	159750	10	100	0	1053	1000	11000	199	
4	876	58 99	99-08-7658	BE7RENS YA7AIRA	10	1	3 1	2/2	6/2010		С	160769	10	100	0	1051	1000	11000	199	
5	876	58 99	99-08-7658	BE7RENS YA7AIRA	10	1	3 1	2/2	6/2010		с	160769	10	100	0	1053	1000	11000	199	
6	876	67 99	99-08-7667	FI6K MA6RICIO	10	1	1	1/2	9/2010		с	159763	10	100	0	1310	2220	14200	199	
7	876	67 99	99-08-7667	FI6K MA6RICIO	10	1	3 1	2/2	6/2010		с	160782	10	100	0	1310	2220	14200	199	
8	876	81 99	99-08-7681	CH8NG NO8	10	1	1	1/2	9/2010		с	159423	10	100	0	1021	1000	11000	103	
9	876	81 99	99-08-7681	CH8NG NO8	10	1	1	1/2	9/2010		С	159423	10	100	0	1023	1000	11000	103	
10	876	81 99	99-08-7681	CH8NG NO8	10	1	3 1	2/2	6/2010		С	160466	10	100	0	1021	1000	11000	103	
11	876	81 99	99-08-7681	CH8NG NO8	10	1	3 1	2/2	6/2010		С	160466	10	100	0	1023	1000	11000	103	
12	876	91 99	99-08-7691	PA6MA RI6OBERTO	0 10	1	1	1/2	9/2010		С	159786	10	100	0	1310	2220	16500	199	
13	876	91 99	99-08-7691	PA6MA RI6OBERTO	0 10	1	3 1	2/2	6/2010		С	160804	10	100	0	1310	2220	16500	199	
14	876	92 99	99-08-7692	PU5NELL EL5A	10	1	1	1/2	9/2010		С	159719	10	100	0	1041	1000	11000	198	
15	876	92 99	99-08-7692	PU5NELL EL5A	10	1	1	1/2	9/2010		С	159719	10	100	0	1043	1000	11000	198	
16	876	92 99	99-08-7692	PU5NELL EL5A	10	1	1	1/2	9/2010		С	159719	10	100	0	1455	2400	19100	198	
17	876	92 99	99-08-7692	PU5NELL EL5A	10	1	1	1/2	9/2010		С	159719	10	100	0	1043	1000	11000	198	
18	876	92 99	99-08-7692	PU5NELL EL5A	10	1	3 1	2/2	6/2010		С	160740	10	100	0	1041	1000	11000	198	
19	876	92 99	99-08-7692	PU5NELL EL5A	10	1	3 1	2/2	6/2010		С	160740	10	100	0	1043	1000	11000	198	
20	876	92 99	99-08-7692	PU5NELL EL5A	10	1	3 1	2/2	6/2010		С	160740	10	100	0	1455	2400	19100	198	
21	876	92 99	99-08-7692	PU5NELL EL5A	10	1	3 1	2/2	6/2010		С	160740	10	100	0	1043	1000	11000	198	
22	877	06 99	99-08-7706	FO7 GO7ZALO	10	1	1	1/2	9/2010		С	159686	10	100	0	1041	1000	11800	198	
23	877	06 99	99-08-7706	FO7 GO7ZALO	10	1	1	1/2	9/2010		С	159686	10	100	0	1043	1000	11800	198	
24	877	06 99	99-08-7706	FO7 GO7ZALO	10	1	1	1/2	9/2010		С	159686	10	100	0	1455	2100	14600	198	
25	877	06 99	99-08-7706	FO7 GO7ZALO	10	1	3 1	2/2	6/2010		С	160708	10	100	0	1041	1000	11800	198	
26	877	06 99	99-08-7706	FO7 GO7ZALO	10	1	3 1	2/2	6/2010		с	160708	10	100	0	1043	1000	11800	198	
27	877	06 99	99-08-7706	FO7 GO7ZALO	10	1	3 1	2/2	6/2010		с	160708	10	100	0	1455	2100	14600	198	
28	877	08 99	99-08-7708	MU5LIGAN RO5CO	10	1	1	1/2	9/2010		С	159452	10	402	0	1750	1000	11000	103	
29	877	08 99	99-08-7708	MU5LIGAN RO5CO	10	1	3 1	2/2	6/2010		с	160494	10	402	0	1750	1000	11000	103	-
14	$\leftrightarrow$	H	DISTEXP20	100819 🖄																
Rea	ady																100%	· (=)		+

Note that the Earnings History Gross Pay Distribution Export can create multiple lines per employee, one line for each Gross Pay Type and Account Number.

Step	Action
25	Make the appropriate adjustments to the Microsoft® Excel spreadsheet.
	These adjustments may include but are not limited to formatting the columns' widths, the addition and the deletion of certain columns, moving column locations to comply with requesting entity's requirements, and the manual entry of information not maintained in PCGenesis.
26	Select File $\rightarrow$ Save As $\rightarrow$ Excel Workbook.

Save As							? ×
Save in:	EXPORT				- (	9 - 🔰 🛛	× 📺 🎫 🗸
My Recent	Name 🔻			Size	Туре	Date Mod	dified
🕝 Desktop							
My .							
- Documents							
Computer My Network							
Places							
	File <u>n</u> ame:	HDISTEXP20100819.xls				•	
	Save as <u>t</u> ype:	Excel 97-2003 Workbook (	(*.xls)			•	
Tools 🔻				 		<u>S</u> ave	Cancel

Step	Action
27	Select the <b>Drop-Down Selection</b> icon in the <b>Save as <u>type</u></b> field, and select <b>CSV</b> (Comma delimited) (*.csv).
28	Verify the filename is C:\EXPORT\HDISTEXPCCYYMMDD.CSV where <i>CCYYMMDD</i> identifies the calendar year, month and date.

Save As		? ×
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My Recent Documents Documents Cocuments My Computer My Network	Name  Name	Size Type Date Modified 216 Microsoft 8/20/2010 8:15 AM
	File name:     HDISTEXP20100819.csv       Save as type:     CSV (Comma delimited) (*.csv)	)  
Tools 🔹		<u>Save</u> Cancel
Action		
Select	Save (Save).	

The following dialog box displays:

	Microsoft Office Excel
	The file HDISTEXP20100819.csv already exists. Do you want to replace the existing file?
	Yes [ <u>N</u> o]
Step	Action
30	Select $\underline{Yes}$ (Yes).

### The following dialog box displays:

M	licrosoft Office Excel
	HDISTEXP20100819.CSV may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?  • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help. <u>Yes</u> <u>No</u> <u>Help</u>
Step A	ction
31 S	elect Yes (Yes).
<b>32</b> C	lose Microsoft® Excel.

The following dialog box displays:

requesting entity.

	Microsoft Office Excel
	Do you want to save the changes you made to 'HDISTEXP20100819.CSV'?
	<u>Y</u> es <u>N</u> o Cancel
Step	Action
33	Select No).
	The appropriate steps to save the changes to the file have already been completed.
34	Follow the normal processing procedures to submit the Microsoft® Excel spreadsheet to the

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