PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

| 12/11/2023 | Section A: Payroll Setup, V2.12 |

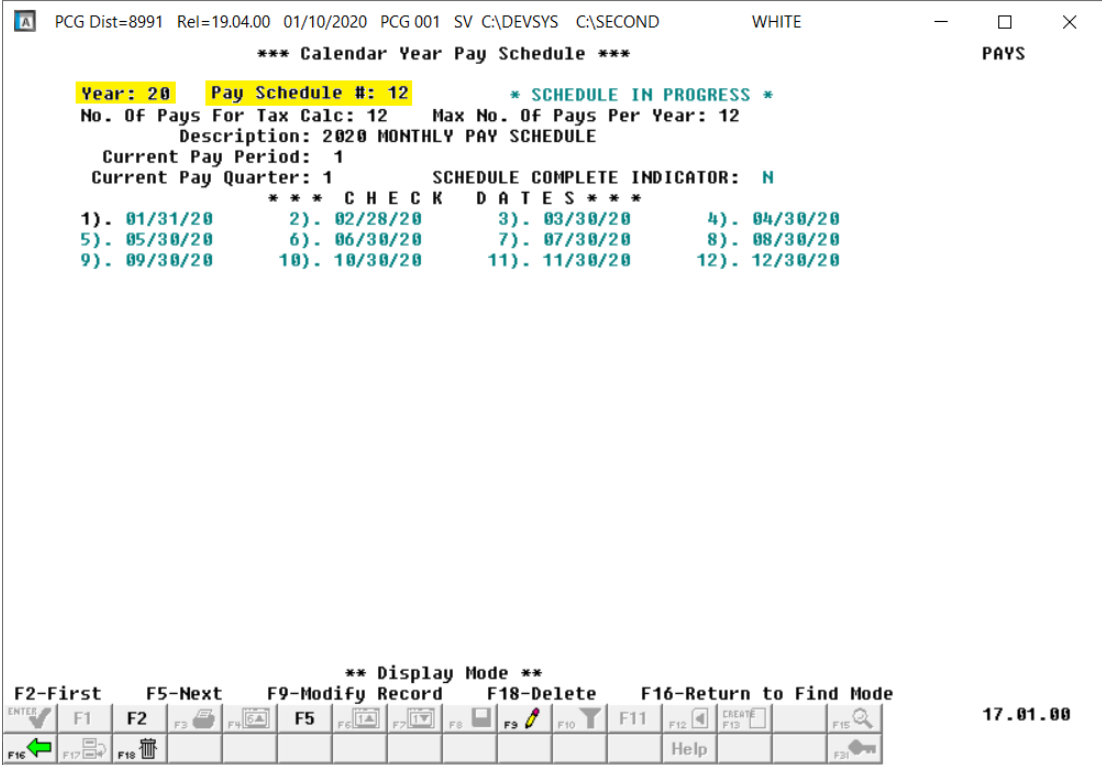# *Revision History*

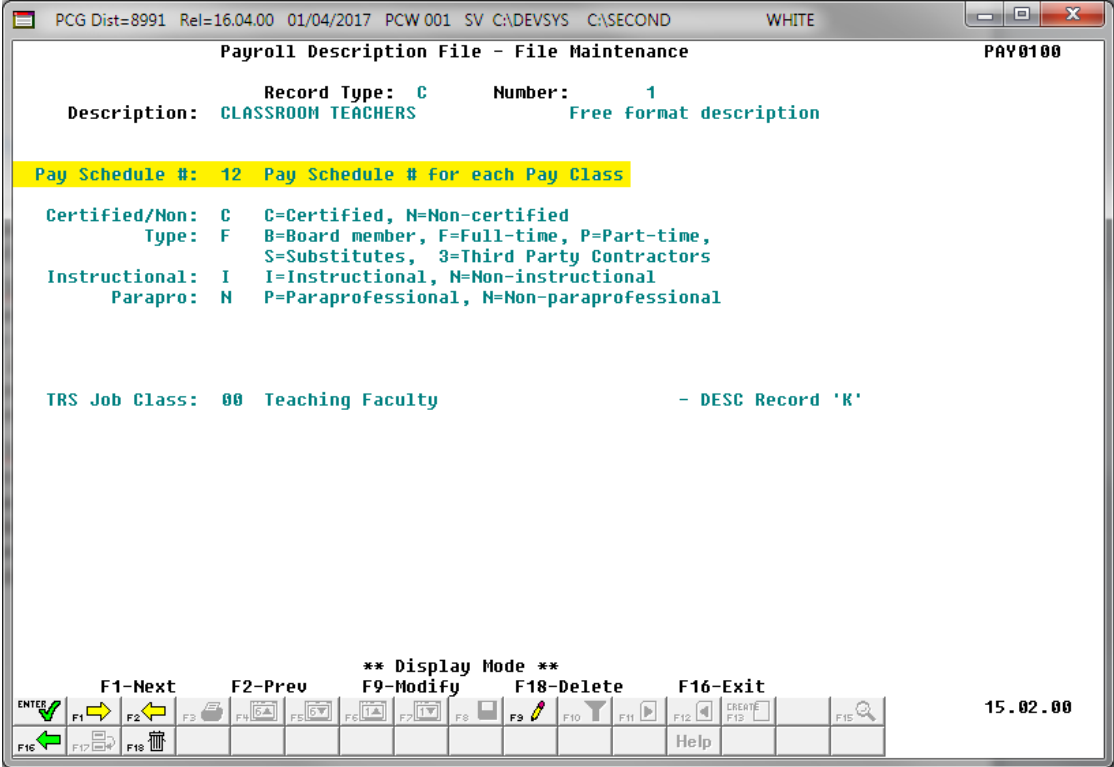| Date	Version	Description	Author
12/11/2023	2.12	23.04.00 – Update the *Payroll Setup – Pension* screen with new GSEPS pension option.	D. Ochala
01/10/2020	2.11	19.04.00 – Update the *Earnings Forecast Register* with the 2020 W-4 withholding information.	D. Ochala
01/17/2019	2.10	18.04.00 – Update *Overview* to include information about mass update for employee pay schedules.	D. Ochala
07/17/2017	2.9	17.02.00 – Update documentation for the prompt for the *TRS Service Indicator and Pay Reason* during *Payroll Setup*.	D. Ochala
01/05/2017	2.8	16.04.00 – Add documentation for the prompt for the *TRS Service Indicator and Pay Reason* during *Payroll Setup*.	D. Ochala
10/31/2016	2.7	16.03.00 – Update pre-note effective date in *Topic 6: National Automated Clearing House Association (NACHA) Prenote File Processing*.	D. Ochala
01/28/2016	2.6	15.04.00 – Update TRS warning messages in *Topic 1: Set Up Payroll for a Regular Payroll Run*.	D. Ochala
12/26/2013	2.5	13.04.00 – Update *Topic 2: Set Up Payroll for a Manual/Void Only Payroll Run* with information about *Enhanced Substitute Pay and Employee Leave* processing.	D. Ochala
07/25/2013	2.4	13.02.00 – Update '**X**' and '**Y**' Process Type codes.	D. Ochala
07/20/2012	2.3	12.02.00 – Add *New PSERS*. Update screenshots. Update reports to show *GHI % Distribution*.	D. Ochala
01/20/2011	2.2	10.04.00 –Updated *NACHA Prenote* processing information – multiple ACH accounts are allowed per employee. Added screenshots of warning messages displayed when setting up payroll.	D. Ochala
06/17/2009	2.1	09.02.00 – Added earnings forecast *GHI gross* inclusion information and instructions. Updated *NACHA Prenote* processing information.	C. W. Jones
07/07/2008	2.0	08.02.00 – Updated screenshot examples, no changes procedurally.	C. W. Jones

Table of Contents

Overview

Payroll Schedules are set up on a calendar year basis to track PCGenesis payroll cycle dates. These schedules may be created, modified, and/or deleted, and must contain the dates that the school districts and systems intend for payroll to be posted to Financial Accounting and Reporting System (FAR). *Pay Schedules* are defined by the **Calendar Year** and the **Pay Schedule Number**, as shown below. Refer to the *Payroll System Operations Guide, Section I: Special Functions, Topic 1: Pay Schedule Processing* for additional information.

```
 A   PCG Dist=8991  Rel=19.04.00  01/10/2020  PCG 001  SV C:\DEVSYS  C:\SECOND         WHITE            —    □    ×
                          *** Calendar Year Pay Schedule ***                                        PAYS

        Year: 20    Pay Schedule #: 12              * SCHEDULE IN PROGRESS *
        No. Of Pays For Tax Calc: 12    Max No. Of Pays Per Year: 12
                     Description: 2020 MONTHLY PAY SCHEDULE
          Current Pay Period:  1
          Current Pay Quarter: 1            SCHEDULE COMPLETE INDICATOR:  N
                          * * * C H E C K   D A T E S * * *
         1). 01/31/20       2). 02/28/20       3). 03/30/20       4). 04/30/20
         5). 05/30/20       6). 06/30/20       7). 07/30/20       8). 08/30/20
         9). 09/30/20      10). 10/30/20      11). 11/30/20      12). 12/30/20




                                      ** Display Mode **
      F2-First      F5-Next      F9-Modify Record      F18-Delete      F16-Return to Find Mode
      ENTER    F1    F2    F3    F4    F5    F6    F7    F8    F9    F10    F11    F12  CREATE        F15          17.01.00
                                                                                      F13
      F16    F17    F18                                                        Help                 F31
```

Calendar Year Pay Schedule Definition for Year 2020 and Pay Schedule Number 12

Within PCGenesis, the *Pay Schedule* used for an individual employee is determined by the employee's **Payroll Class Code** as defined for **Record Type 'C'** on the *Payroll Description File*, as shown below. The **Pay Schedule #** field determines the payroll class code's corresponding *Pay Schedule* number. Refer to the *Payroll System Operations Guide, Section F: Description/Deduction/Annuity File Processing, Procedure 1A. Maintaining Description Records* for additional information.

```
 PCG Dist=8991  Rel=16.04.00  01/04/2017  PCW 001  SV  C:\DEVSYS  C:\SECOND      WHITE                    _ □ ✕

                 Payroll Description File - File Maintenance                      PAY0100

                    Record Type:  C       Number:       1
          Description:  CLASSROOM TEACHERS                     Free format description


      Pay Schedule #:  12  Pay Schedule # for each Pay Class

      Certified/Non:   C   C=Certified, N=Non-certified
              Type:    F   B=Board member, F=Full-time, P=Part-time,
                           S=Substitutes,  3=Third Party Contractors
      Instructional:   I   I=Instructional, N=Non-instructional
           Parapro:    N   P=Paraprofessional, N=Non-paraprofessional




      TRS Job Class:   00  Teaching Faculty                    - DESC Record 'K'






                              ** Display Mode **
          F1-Next        F2-Prev       F9-Modify      F18-Delete      F16-Exit
     ENTER ✓   ➡   ⬅                                      ✏                        🔍         15.02.00
                F1   F2   F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 CREATE        F15
                                                                      F13
     F16 ⬅    F17    F18 🗑                                              Help
```

Payroll Description File – Payroll Class Code Definition

The employee's **Payroll Class Code** determines their *Pay Schedule*. The *Pay Schedule* (**Pay sch. #**) is a non-modifiable field on the *Update/Display Gross Data* screen (as shown below) because it is actually determined by the definition of the employee's **Payroll Class Code**. To change an employee's *Pay Schedule*, the **Pay Schedule #** field defined on the **Payroll Class Code** record must be changed on the *Maintain Payroll Description Records* screen, shown above, or the employee must be moved to a different **Payroll Class Code** with the desired **Pay Schedule #** value. Changing the **Pay Schedule #** field defined on the **Payroll Class Code** record affects all employees within the class code and requires that all employees pay schedules be mass updated.

```
┌──────────────────────────────────────────────────────────────────────────────────┐
│ A  PCG Dist=8991  Rel=19.04.00  01/10/2020  PCG 001  SV C:\DEVSYS  C:\SECOND    WHITE      ─   □   ×  │
│                                                                                    │
│Status Active                    Update/Display Gross Data                 PAY07    │
│ EmpNo 88543 AS9BY, RA9HAL                            Class    1 CLASSROOM TEACHERS  │
│ SSN   999-08-8543     Loc  108 Location 000108       Job cd   4 TEACHER 9-12        │
│ Salary sched _____   Cert level     Pay step  E   State yrs  0   Local yrs  0    │
│ Work sched ID __  Hrs/Day  8.000  Days/Week 0  Hrs/Week  40.00  13/14 pay sw _  Budget pay cat __│
│ Ann work days __0 Days worked YTD   0.00 This per   0.00  Days docked YTD   0.00  This per   0.00│
│                                                                                    │
│    Proc  Pay   Pay Rate  Days/Hrs  Days/Hrs    Regular   Overtime  GHI %  Pay   Pay for   │
│    Type Type  Hrly/Daly  Regular   Overtime     Gross     Gross    Dist Reas Period End  │
│ 01. S   0010  _____   _____  _____    2709.08   _____   __  __  _____      │
│ 02. S   0011  _____   _____  _____     159.15   _____   __  __  _____      │
│ 03. _   ____  _____   _____  _____    _____  _____   __  __  _____      │
│ 04. _   ____  _____   _____  _____    _____  _____   __  __  _____      │
│ 05. _   ____  _____   _____  _____    _____  _____   __  __  _____      │
│ 06. _   ____  _____   _____  _____    _____  _____   __  __  _____      │
│                                                2868.23                      Sub   Budget  │
│         Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross  Pens Amt  Contract Distrib Flag │
│ ACCT 01 20 100 _ 1041 1000 11000  108 1 _____  _____  _____  _____   Y     S   │
│ ACCT 02 20 100 _ 1043 1000 11000  108 1 _____  _____  _____  _____   _     T   │
│ ACCT 03 00  ___ _ ____ ____ _____  ___ _ _____  _____  _____  _____   _     _   │
│ ACCT 04 00  ___ _ ____ ____ _____  ___ _ _____  _____  _____  _____   _     _   │
│ ACCT 05 00  ___ _ ____ ____ _____  ___ _ _____  _____  _____  _____   _     _   │
│ ACCT 06 00  ___ _ ____ ____ _____  ___ _ _____  _____  _____  _____   _     _   │
│                                                                                    │
│ Total gross     2868.23  Pens code      2  TRS     Pens Amt/%    .0600             │
│ Cycle gross     2868.23  Pens switch    Y                              Pay sch. # 12│
│ State salary   35218.00  TRS service ind 1        TRS/ERS Pens Gross   Cycle   1  Cal Yr│
│ Local salary    2069.00  TRS serv lock   N        Adj Amt/%  _____  Contmo  10  │
│ Other          _____  No pension code 00                           PY contmo 00  │
│ Contract amt   37287.00  Pens elig date  8/02/2019                                  │
│                                                                                    │
│ Mode changed to update                                                             │
│ ENTER✓ F1▶⅄ F2◀⅄ F3🖶 F4📾 F5📾 F6📾 F7📾 F8🖫 F9👓 F10▼ F11▶ F12◀        F15🔍    19.02.00 │
│ F16← F17📧 F18🗑           Per  Ded  Grs  W/H  Lv  Ytd  Help  Adj  FICA  Gar        │
└──────────────────────────────────────────────────────────────────────────────────┘
```

Individual Employee Update/Display Gross Data Screen

Mass Update Employees Pay Schedules: If the **Pay Schedule #** field defined on the **Payroll Class Code** record is changed, the **Pay Schedule #** field on the employees' *Update/Display Gross Data* screen must be updated as well. PCGenesis allows mass updates for individual employees' pay schedules by payroll class as needed. Because PCGenesis does not allow individual updates to employee pay schedules, this process saves time and automatically updates all employees within the pay class.

Always perform the *Mass Update Employees Pay Schedules* procedure <u>when an entire employee **Payroll Class** changes pay schedules</u>. For example, a mass update procedure is required in the case of the custodians pay class changing from a twenty-four (24)-cycle pay schedule to a twelve (12)-cycle pay schedule to ensure the entire pay class' information posts correctly for the payroll.

Also perform the *Mass Update Employees Pay Schedules* procedure when the **Pay Schedule #** field has been changed from one year to the next on the **Payroll Class Code** record. For example, if the monthly **Pay Schedule #** field in the prior calendar year was **12** but the monthly **Pay Schedule #** field for the new calendar year is **16**, a mass update procedure is required to update the individual employee records.

<u>IMPORTANT NOTE:</u> It is recommended that the **Pay Schedule #** on the **Payroll Class Code** record stay consistent year over year to avoid payment issues on the first payroll of the new calendar year. Keeping the **Pay Schedule #** on the **Payroll Class Code** record the same avoids the necessity of running the *Mass Update Employees Pay Schedules* procedure to update all employees' records with the updated **Pay Schedule #.**

Refer to the *Payroll System Operations Guide, Section I: Special Functions, Topic 6: Payroll Mass Update Employee Payroll Information Processing* for additional information.

```
 A   PCG Dist=8991  Rel=18.04.00  01/16/2019  PCG 002  SV C:\DEVSYS  C:\SECOND        WHITE        —   ☐   ✕
                                                                                          MASS0100
                        Mass Update Employees Pay Schedules


            The purpose of this process is to update each employee's pay schedule #
            based upon the number specified in the employee's corresponding pay
            class record on the Payroll Description File (Type 'C' record).


                Generally, this procedure is run after the old fiscal year
                   has been closed and the new fiscal year is to begin.




            Enter the pay class to be updated and press ENTER to continue:

                                         __ ▼

                   (Leave pay class BLANK to process ALL classes)












                      ENTER = Continue, F16 = Exit                       12.03.00
```

Mass Update Employees Pay Schedules Screen

<u>**Setup Payroll for a New Payroll Run:**</u> During the *Setup Payroll for a New Payroll Run* procedure, the system displays the information for all *Pay Schedules* defined for the calendar year, and displays the pay date corresponding to the value in the **Current Pay Period** field on the *Pay Schedule*. For example, if the **Current Pay Period** is **01** on the *Pay Schedule* record, the pay date in slot 01 is displayed on the *Setup Payroll* screen.

Once the user sets the **Run** field to '**Y**' for the *Pay Schedule* on the *Setup Payroll* screen and selects **Enter**, all payroll class codes with the corresponding **Pay Schedule #** field are displayed on the *Setup Payroll* screen, as shown below. This is how the PCGenesis system determines which employees will be paid during a normal payroll cycle. Once the payroll class codes are displayed on the *Setup Payroll* screen, the user can erase any payroll class codes which should not be paid during this particular payroll cycle.

```
 PCG Dist=8991 Rel=16.04.00 01/05/2017  PCW 001  SV C:\DEVSYS  C:\SECOND          WHITE
                        Setup Payroll for a New Payroll Run                        PAYDATE

Enter a 'Y' in the Run column next to the Scheduled Pay(s) and Employer GHI(s) for this payroll run.

Pay  No. Pays                                                          Emplr
Sch  Tax Calc   Description                      Period  Check Date  Run   GHI
 12     12      2017 MONTHLY PAYROLL SCHEDULE       1     01/30/17    Y     Y




      NOTE:  Verify the NO. of PAYS for TAX CALCulation field.  If incorrect,
             return to the DISPLAY/UPDATE PAY SCHEDULES function and modify.

             The 'Selected Classes' shown below will indicate which employees are to be
             paid during this payroll run.  Erase any class which should NOT be paid.

              1_  2  3  4  5  6  7  8  9 10 11 12 13 14 15 16 17 18 19 20
             21 22 23 24 25 26 27 28 29 30 31 32 33 34 35




      ENTER = Continue,  F16 = Reenter
ENTER                                                                           16.04.00
                                                            Help
```

Setup Payroll for a New Payroll Run

Payroll Setup: PCGenesis payroll setup automatically performs the following:

- Checks the *Payroll Sequence Monitor* and determines if *F13 – Update Earnings History with Current Pay* and *F14 – Update Budget Files with Current Pay* has been completed in the previous payroll cycle.

- Clears all payroll adjustments, overtime pay, and current leave days. If an employee has exceeded the allotted leave days, the employee's leave balance is reset to zero.

- Clears all deduction adjustments and resets the adjusted deduction amounts to the original deduction amounts.

- If the *TRS Mass Change Option* is set to '**Y**' in June, July, August, or September the **TRS Service Indicator** and the *Gross Data* **Pay Reason** codes are mass updated for all <u>active</u> TRS employees according the table displayed on the screen.

- Creates the *Payroll* files necessary to process the current *Payroll Run*.

- Saves the NACHA file from the previous payroll in the *GOSEND* directory.

- Saves the files necessary to calculate summer salary accruals based on the previous payroll in the *ACRLDATA* directory.

  The salary accrual feature only includes specific gross data line types when producing the summer salary accrual data, and creates the necessary files within the *ACRLDATA* directory. PCGenesis preserves these files for the last 60 *Regular* or *Special* payroll runs to allow more flexibility and accuracy when users create summer salary accrual information. For easier recognition, the *ACRLDATA* directory's files will include the payroll date within the filename, for example *ACCTSORT-ccyymmdd*. PCGenesis users must select at least one of these *ACCTSORT-ccyymmdd* files when running the salary accrual reports. Additionally, the accrual file backup procedure will prevent losing the accrual data when PCGenesis users run multiple payrolls on the same payroll date. The most recent file will be *ACCTSORT-ccyymmdd*, the files from the previous payroll run will be named *ACCTSORT-ccyymmdd.01*, *ACCTSORT-ccyymmdd.02*, etc., up to 60 filenames.

  The *Summer Salary Accrual by Function Report* lists '*09'*, '*10'*, or '*11'* month employees' salary and benefits by function, and account totals and object totals by function within the report's results. The extract file is a comma delimited *(.csv)* file containing the file's details to allow for further analysis.

Preliminary Balance Sheets: The *Preliminary Balance Sheets* allows for the review of *Active* employees' gross salary amounts and the total number of hours worked <u>before</u> the actual payroll is calculated. PCGenesis users may generate the *Balance Sheets* either by location within class, or by class within location. Users are <u>strongly</u> <u>encouraged</u> to review the gross salary and hours worked totals <u>before</u> the actual payroll is calculated.

- <u>Attendance Register:</u> The *Attendance Register* provides a listing of *Active* employees' leave activity for the current payroll cycle, and print by pay class, within location.

- <u>Earnings Forecast Register:</u> The *Earnings Forecast Register* provides a listing of employees' payroll adjustments by gross salary type and pay class for a specific payroll run, and includes GHI distribution percentages.

National Automated Clearing House Association (NACHA) Prenote File Processing: *Topic 6: National Automated Clearing House Association (NACHA) Prenote File Processing* provides procedure-specific *NACHA* instructions.

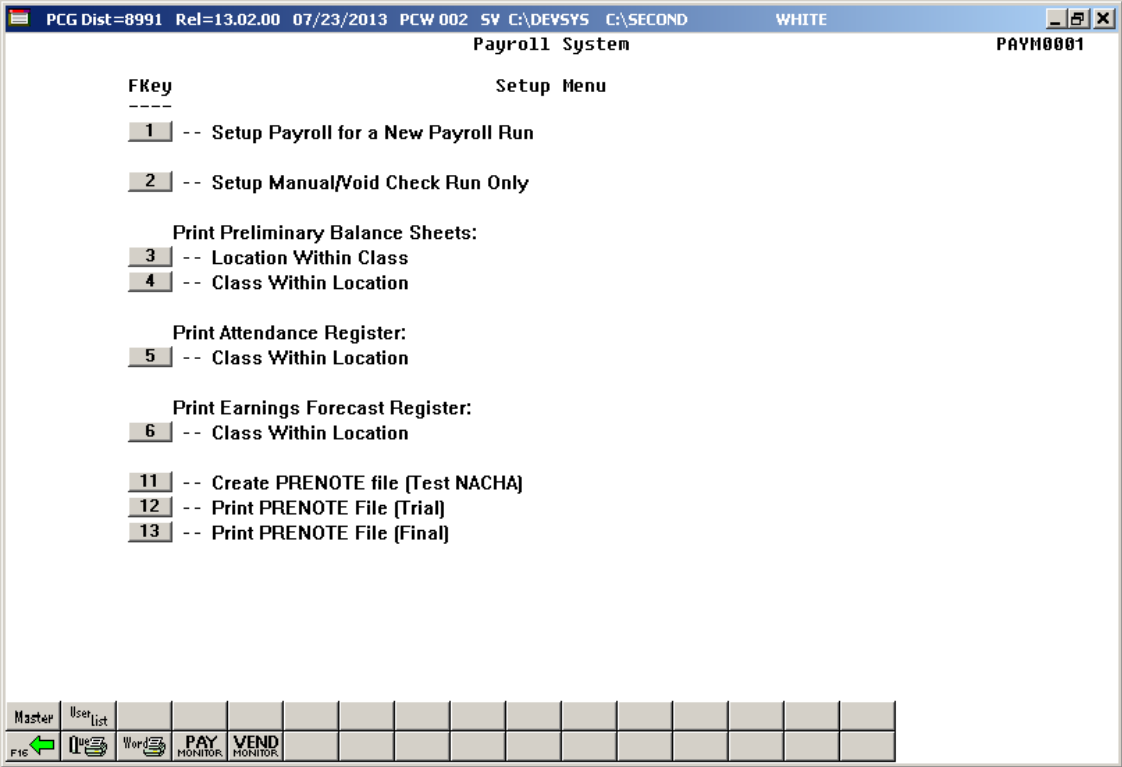# *Topic 1: Set Up Payroll for a Regular Payroll Run*

Step	Action
1	From the *Business Applications Master Menu*, select ⬚2 (**F2 -** Payroll System).

The following screen displays:
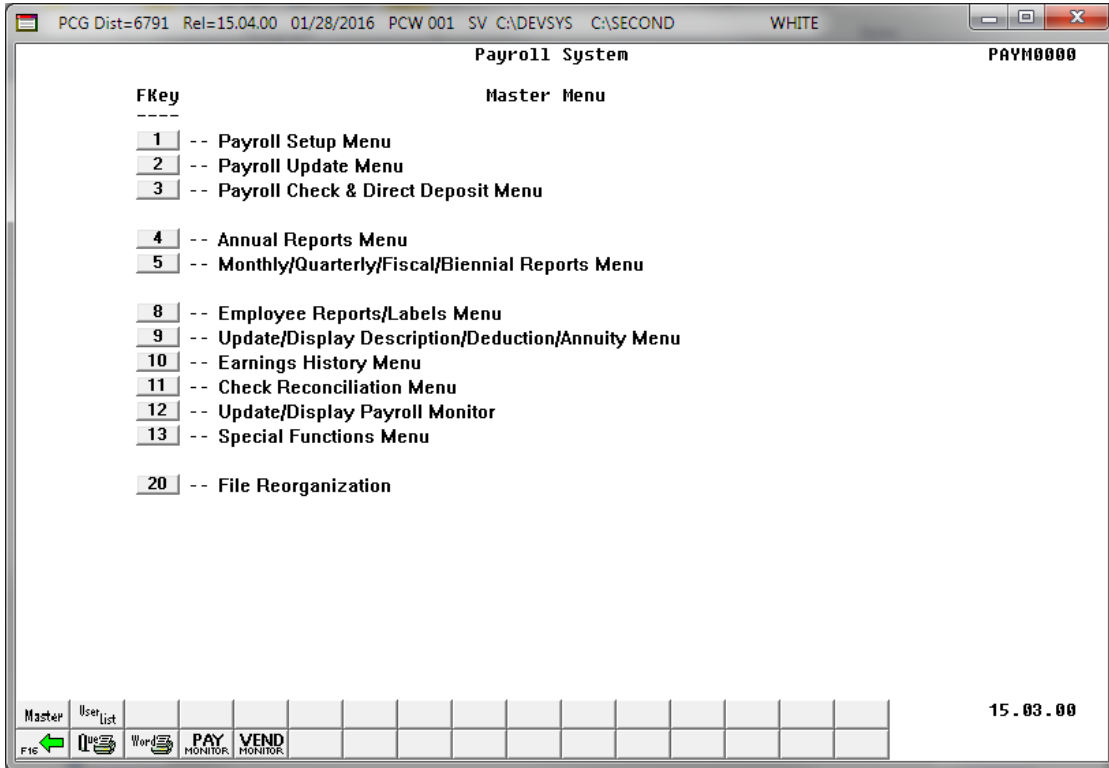
Step	Action
2	Select ⬚1 (**F1** - Payroll Setup Menu).

The following screen displays:

Step	Action
3	Select [1] (**F1** - Set Up Payroll for a New Payroll Run).

The following screen displays:

```
 PCG Dist=8991  Rel=16.04.00  01/05/2017  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE        _ □ ✕

                         Setup Payroll for a New Payroll Run                        PAYDATE

Enter a 'Y' in the Run column next to the Scheduled Pay(s) and Employer GHI(s) for this payroll run.

Pay  No. Pays                                                          Emplr
Sch  Tax Calc  Description                  Period  Check Date  Run    GHI
 12     12     2016 PAYROLL CALENDAR           7     06/30/16    N      N



      NOTE:  Verify the NO. of PAYS for TAX CALCulation field.  If incorrect,
             return to the DISPLAY/UPDATE PAY SCHEDULES function and modify.

















      ENTER = Continue,  F16 = Exit
 ENTER✓ │F1▶🏃│F2◀🏃│F3🖶│F4⬆│F5⬇│F6⬆│F7⬇│F8▢│F9✎│F10▼│F11▶│F12◀│          │F15🔍        16.04.00
 F16← │F17 │F18🗑│                                          │Help│
```

Step	Action
4	During the *Setup Payroll for a New Payroll Run* procedure, the system displays the information for all *Pay Schedules* defined for the calendar year, and displays the pay date corresponding to the value in the **Current Pay Period** field on the *Pay Schedule*. For example, if the **Current Pay Period** is **01** on the *Pay Schedule* record, the pay date in slot 01 is displayed on the *Setup Payroll* screen.
	The pay date for the *Pay Schedule* record will continue to be displayed on the *Setup Payroll* screen until the **Schedule Complete Indicator** on the *Pay Schedule* record is set to '**Y**' (Yes, the schedule is completed). Refer to the *Payroll System Operations Guide, Section I: Special Functions, Topic 1: Pay Schedule Processing* for more information.

Step	Action
5	**Select the desired Pay Schedules to run for the payroll cycle:** Enter **Y** (Yes) in the **Run** columns for the appropriate **Pay Sch** (Payroll Schedule) to select the employees to be paid. Once the user sets the **Run** field to '**Y**' for the **Payroll Schedule** on the *Setup Payroll* screen and selects **Enter**, all payroll class codes with the corresponding **Pay Schedule #** field are displayed on the *Setup Payroll* screen, as shown on the following screen. This is how the PCGenesis system determines which employees will be paid during a normal payroll cycle. *The payroll* **Check Date** *is the date used to post to the Financial Accounting and Reporting System (FAR). The payroll* **Check Date** *will be used to populate the* **Transaction Dates** *posted to the General Ledger (G/L) accounts.* *If the dates are incorrect, select* ⬛ F16 ⬅ *(F16 – Exit), and complete the steps within the* Payroll System Operations Guide, *Section I: Special Functions, Topic 1: Pay Schedule Processing. Then, repeat this procedure.*
6	**Select the desired Employer Georgia Health Insurance option:** To have the employer GHI contribution calculated for the corresponding **Pay Schedule #**, enter **Y** (Yes) in the **Emplr GHI** (Employer Georgia Health Insurance) columns for the appropriate **Pay Sch** (Payroll Schedule). To **not** have the employer GHI contribution calculated for the corresponding **Pay Schedule #**, enter **N** (No) in the **Emplr GHI** (Employer Georgia Health Insurance) columns for the appropriate **Pay Sch** (Payroll Schedule).
7	Verify the **No. Pays Tax Calc** (Number of Payrolls Tax Calculation) field has defaulted correctly for each **Pay Schedule #**.
8	Select ⬛ ENTER ✓ (**Enter**) to continue.

The following screen displays:

| Step	Action
9	**To omit pay classes from this payroll run:** Select the spacebar continuously within the pay class field(s). Once the payroll class codes are displayed on the *Setup Payroll* screen, the user can erase any payroll class codes which should not be paid during this particular payroll cycle.
10	Select [ENTER ✓] (**Enter**) <u>twice</u>.

The following screen displays:
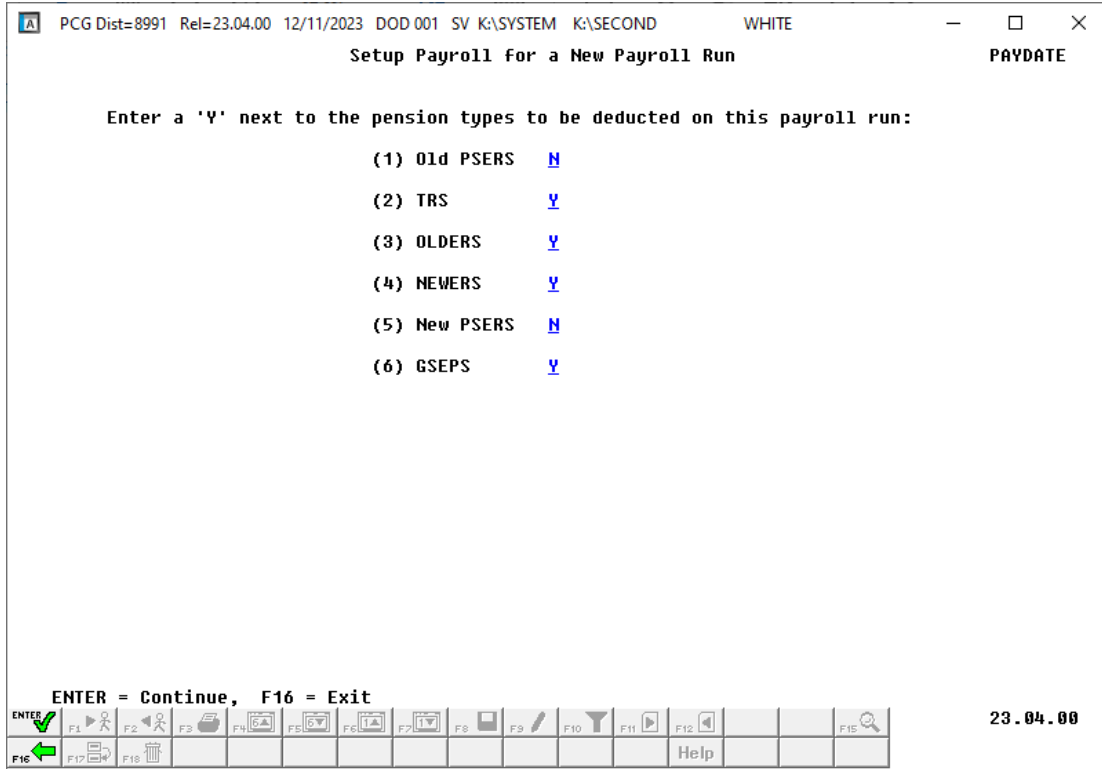
Step	Action
11	Enter **Y** (Yes) or **N** (No) in the appropriate fields to identify the pension type deductions.
12	Select (**Enter**) to continue.

The following warning messages may display, depending on the dates of the selected payroll. If the selected payroll is dated in the month of November or December, the following helpful hint will be displayed indicating that the employer's copy of W-2s should be run in order to catch W-2 errors early:
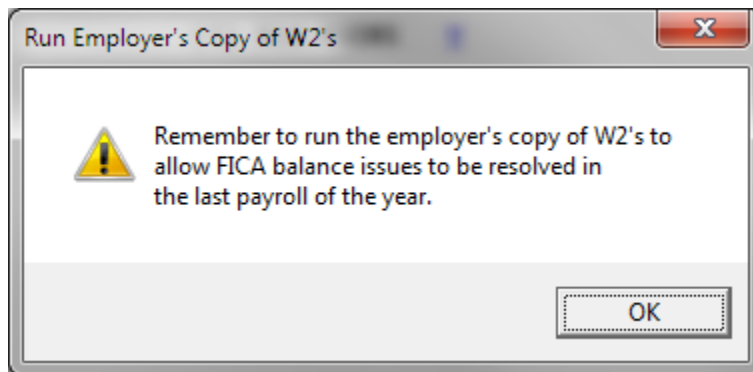
If the selected payroll is dated in the month of June, July, or August, and the PSERS switch has been set to 'Y', the following warning message will be displayed indicating that the PSERS switch should be set to 'N'.
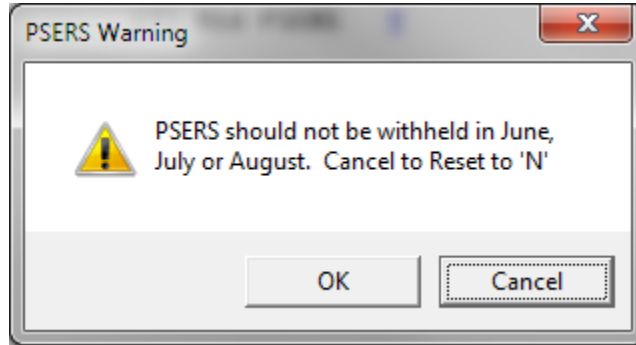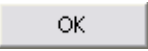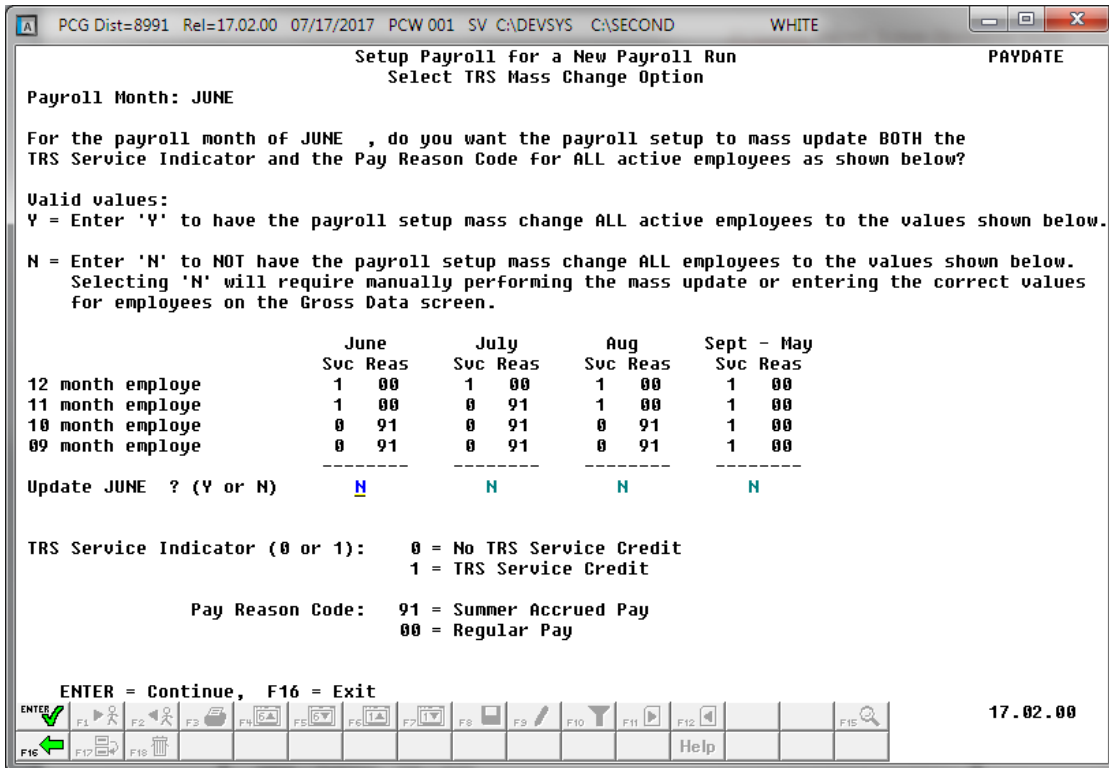

If the selected payroll is dated in the month of January thru May or September thru December, and the PSERS switch has been set to 'N', the following warning message will be displayed indicating that the PSERS switch should be set to 'Y'.
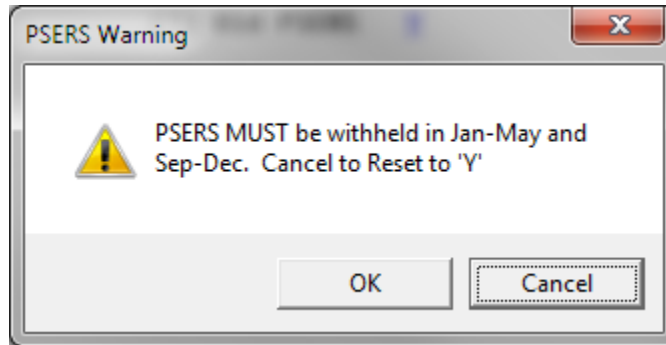
If the TRS switch has been set to 'N', the following warning message will be displayed:
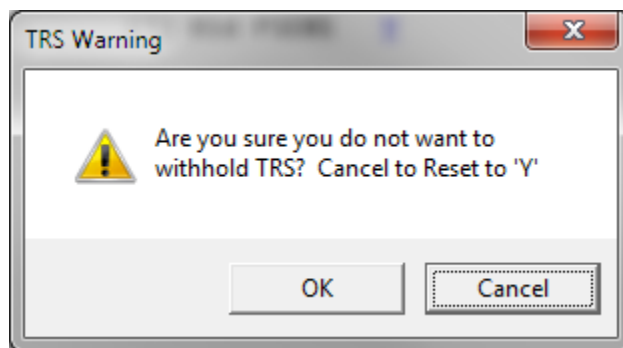
Step	Action
13	**For helpful hints:** Select [OK] (**OK**).

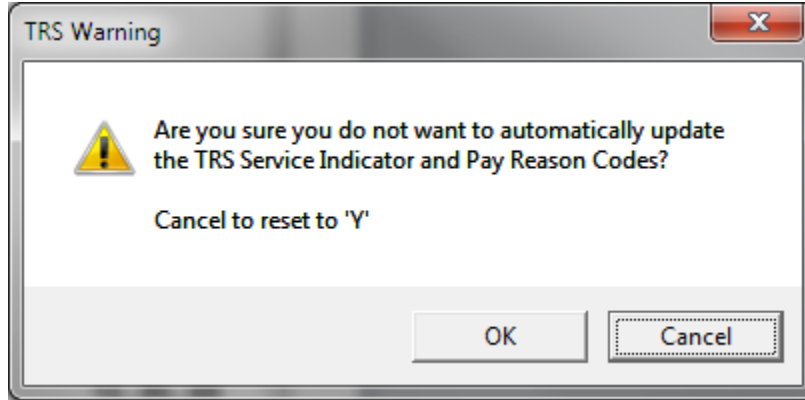| Step	Action
14	**For warning messages:** Select [OK] (**OK**) to continue with the payroll settings as they are. Select [Cancel] (**Cancel**) to return to *Step 11* in order to reset the pension switches.

When the selected payroll is dated in the month of June, July, August, or September and TRS is selected for the payroll, the following screen displays:
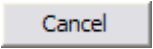

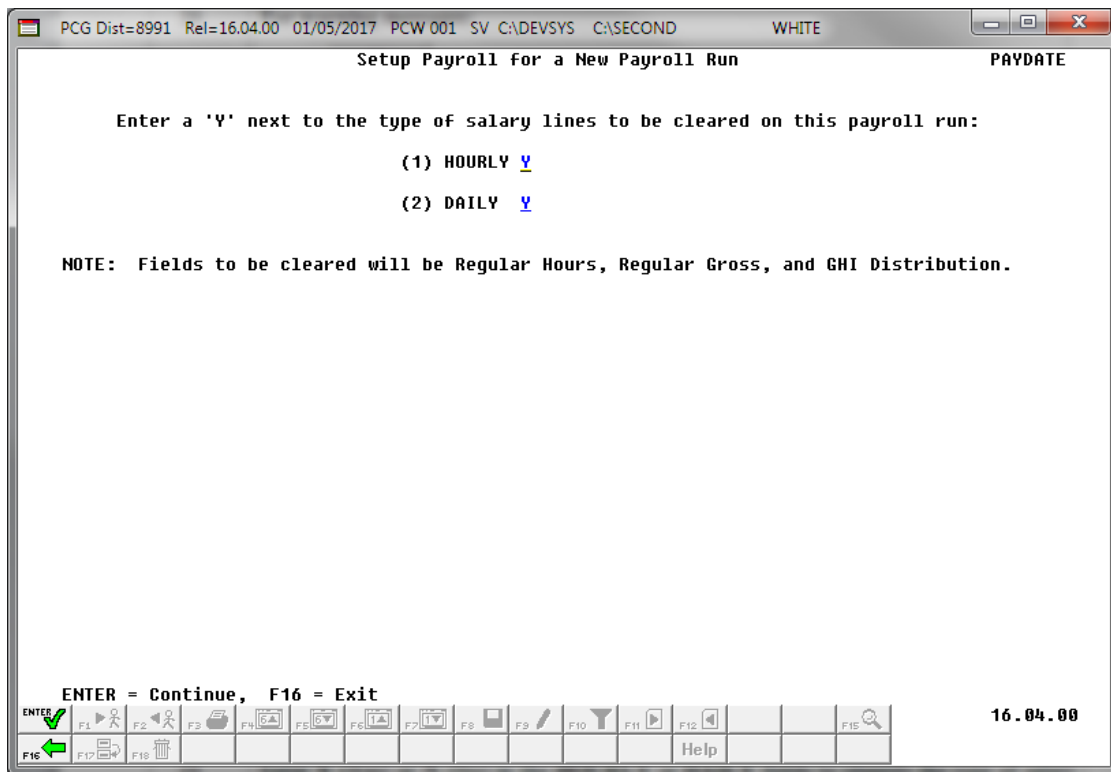| Step	Action
15	Review the information on the screen carefully. The *Select TRS Mass Change Option* screen allows the user to decide whether or not to <u>mass change</u> the **TRS Service Indicator** and the *Gross Data* **Pay Reason** codes according the table displayed on the screen. All <u>active</u> TRS employees will be affected as described in *Steps 16 - 20*. **NOTE:** The **TRS Service Lock** field on the employee's *Update/Display Gross Data* screen indicates whether or not to lock the **TRS Service Indicator** so that TRS service is not changed during <u>any mass change</u> payroll procedure. If the employee's **TRS Service Lock** field is set to '**Y**', the employee's **TRS Service Indicator** is locked so that TRS service is <u>not</u> changed during the payroll setup procedure.

Step	Action
16	<u>**When the payroll date is in June and TRS is selected for the payroll**</u>:
	If the **Update June?** switch is set to '**Y**' in June, active TRS employees with a **Contract Months** field of **09** and **10** will have TRS service credit turned <u>off</u> (**0**), and will have their *Gross Data* **Pay Reason** codes set to **91** (Summer Accrued Pay). Employees with a **Contract Months** field of **11** will have TRS service credit turned <u>on</u> (**1**), and will have their *Gross Data* **Pay Reason** codes set to **00** (Regular Pay).
	If the **Update June?** switch is set to '**N**' in June, the **TRS Service Indicator** fields will <u>not</u> be mass updated during the payroll setup procedure. All *Gross Data* **Pay Reason** codes are automatically returned to **00** (Regular Pay).
17	<u>**When the payroll date is in July and TRS is selected for the payroll**</u>:
	If the **Update July?** switch is set to '**Y**' in July, active TRS employees with a **Contract Months** field of **09**, **10** and **11** will have TRS service credit turned <u>off</u> (**0**), and will have their *Gross Data* **Pay Reason** codes set to **91** (Summer Accrued Pay).
	If the **Update July?** switch is set to '**N**' in July, the **TRS Service Indicator** fields will <u>not</u> be mass updated during the payroll setup procedure. All *Gross Data* **Pay Reason** codes are automatically returned to **00** (Regular Pay).
18	<u>**When the payroll date is in August and TRS is selected for the payroll**</u>:
	If the **Update August?** switch is set to '**Y**' in August, active TRS employees with a **Contract Months** field of **09** and **10** will have TRS service credit turned <u>off</u> (**0**), and will have their *Gross Data* **Pay Reason** codes set to **91** (Summer Accrued Pay). Employees with a **Contract Months** field of **11** will have TRS service credit turned <u>on</u> (**1**), and will have their *Gross Data* **Pay Reason** codes set to **00** (Regular Pay).
	If the **Update August?** switch is set to '**N**' in August, the **TRS Service Indicator** fields will <u>not</u> be mass updated during the payroll setup procedure. All *Gross Data* **Pay Reason** codes are automatically returned to **00** (Regular Pay).
19	<u>**When the payroll date is in September and TRS is selected for the payroll**</u>:
	If the **Update Sept?** switch is set to '**Y**' in May, active TRS employees with a **Contract Months** field of **09**, **10**, or **11** will have TRS service credit turned <u>on</u> (**1**), and will have their *Gross Data* **Pay Reason** codes set to **00** (Regular Pay).
	If the **Update Sept?** switch is set to '**N**' in September, the **TRS Service Indicator** fields will <u>not</u> be mass updated during the payroll setup procedure. All *Gross Data* **Pay Reason** codes are automatically returned to **00** (Regular Pay).
20	All *Gross Data* **Pay Reason** codes are automatically returned to **00** (Regular Pay) in calendar months September thru May.
21	Select (**Enter**) to continue.

If the TRS mass update option has been set to '**N**', the following warning message will be displayed:

Step	Action
22	**For warning messages:** Select [OK] (**OK**) to continue with the payroll settings as they are. Select [Cancel] (**Cancel**) to return to *Step 15* in order to reset the mass update switch.

The following screen displays:

Step	Action
23	Enter **Y** (Yes) or **N** (No) in the **HOURLY** or **DAILY** fields to identify the type of salary lines to be cleared for the *(Regular) Hours*, *(Regular) Gross,* and *GHI Gross* fields.
24	Select ![ENTER] (**Enter**) to continue.

The following screen displays:

```
  PCG Dist=8991  Rel=16.04.00  01/05/2017  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE          ☐ ☐ ✕
                          Setup Payroll for a New Payroll Run                          PAYDATE


          Enter a 'Y' next to the Gross types to be selected on this payroll run:

                  (1) Regular Gross Types (H,D,S)           Y

                  (2) Special Gross Types (A,B,P,Q,X,Y,Z)  Y


      NOTE: On a normal payroll run, both the REGULAR and SPECIAL gross type fields should be 'Y'.

            On a special/bonus payroll run, only the SPECIAL gross type field should be a 'Y'.
```

Step	Action
25	**"Regular" Payroll Run**: Enter **Y** (Yes) should be entered in the (**Regular**) **Gross Types** (**H, D, S**) and **Special Gross Types** (**A, B, P, Q, X, Y, Z**) fields. **"Special" Payroll Run**: Enter **Y** (Yes) should <u>only</u> be entered in **Special Gross Types** (**A, B, P, Q, X, Y, Z**) field. *Special payroll runs typically apply to a select group of employees.* Regular Gross Types: **S** – Regular salary with pension and taxes **D** – Regular daily with pension and taxes **H** – Regular hourly with pension and taxes Special Gross Types: **A** – Daily/Hourly adjustment NO pension calculation **B** – Salary adjustment NO pension calculation **X** – Daily/Hourly, with FICA, NO pension/annuities or tax calculation **Y** – Salary, with FICA, NO pension/annuities or tax calculation **Q** – Salary adjustment with taxes and pension calculation **P** – Daily/Hourly adjustment with taxes and pension calculation **Z** – Pension adjustment only
26	Select **ENTER** (**Enter**) to continue.

The following screen displays:

The Payroll Setup – Deduction Control screen entries are system-specific, and determine whether employer contributions will be included.

Step	Action
27	Enter **Y** (Yes) or **N** (No) in the appropriate fields to define the deductions to be taken.
28	Select ![ENTER] (**Enter**) to continue. *"**Processing Request**"** briefly displays.*

The following screen displays:

Step	Action
29	Select ![F16] (**F16** - Exit) to return to the *Payroll System Master Menu,* or select ![Master] (**Master**) to return to the *Business Applications Master Menu.*

Topic 2: Set Up Payroll for a Manual/Void Only Payroll Run
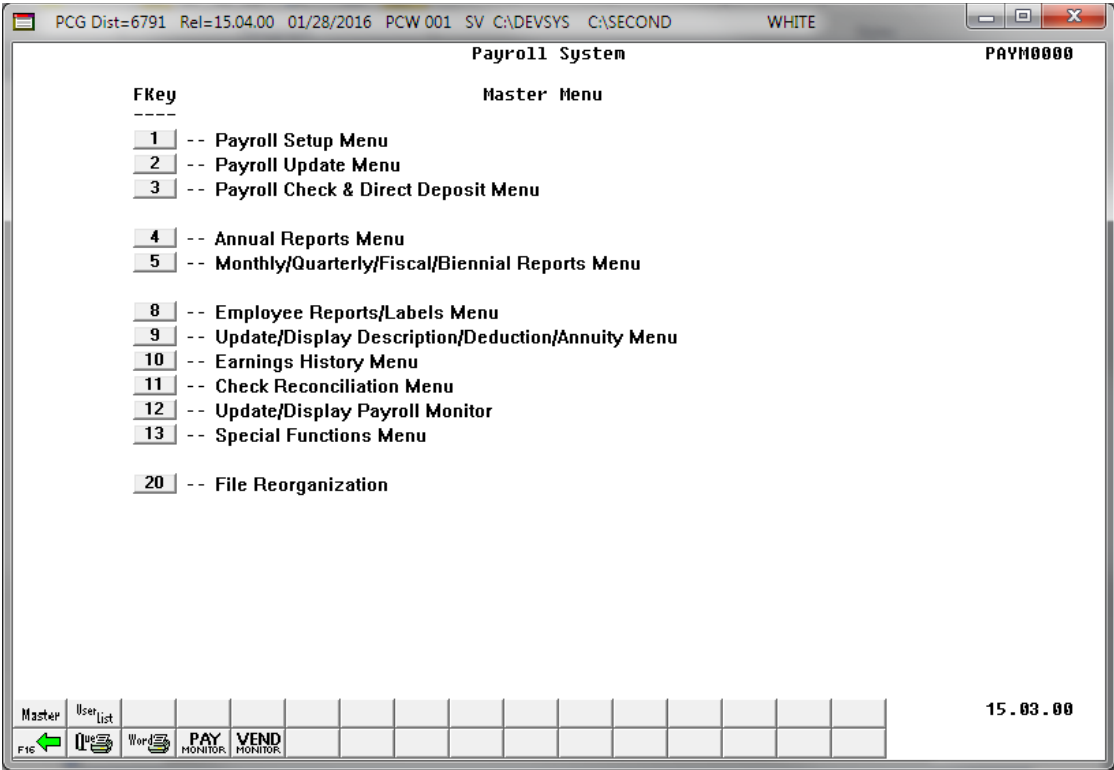
Step	Action
1	Select [1] (**F1** - Payroll Setup Menu).

The following screen displays:

Step	Action
2	Select [2] (**F2** - Setup Manual/Void Check Run Only).

For systems that do NOT have the *Enhanced Substitute Pay and Employee Leave System* enabled, the following screen will be displayed when setting up a ***Manual/Void Only*** check run:
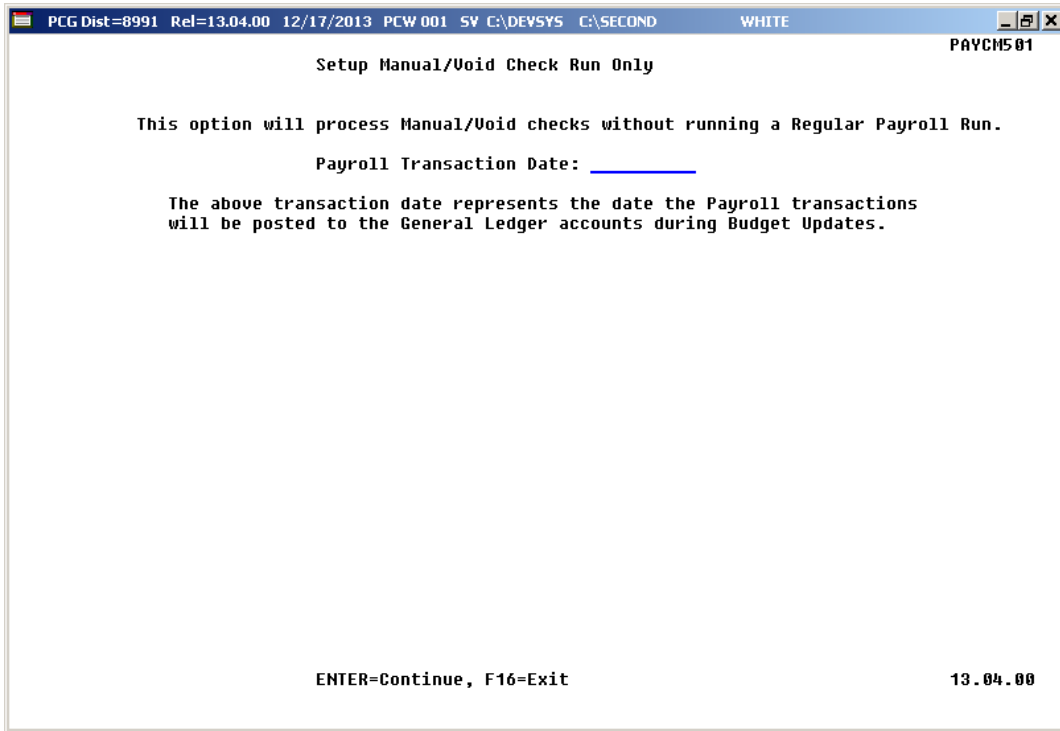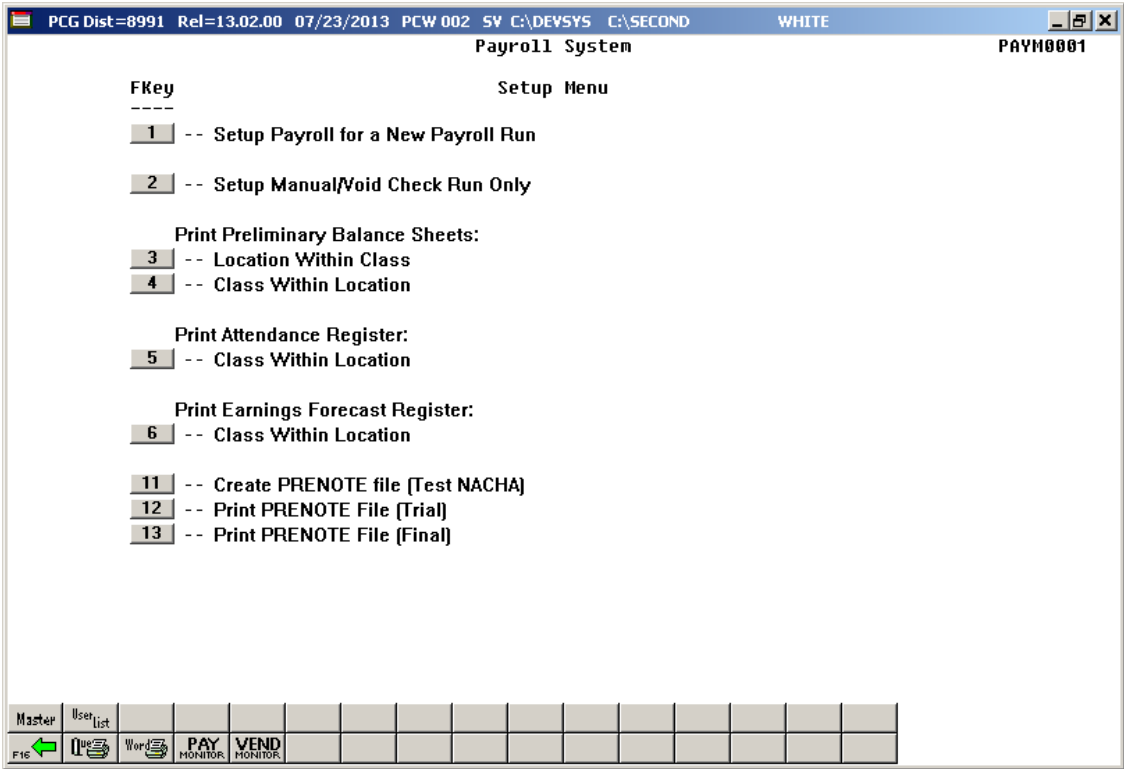
For systems with the *Enhanced Substitute Pay and Employee Leave System* enabled, the following screen will be displayed when setting up a ***Manual/Void Only*** check run:

Step	Action
3	Enter the *General Ledger (G/L)* payroll transaction posting date (MM/DD/CCYY) in the **Payroll Transaction Date** field.
4	**For systems with the *Enhanced Substitute Pay and Employee Leave System* enabled**: Enter **Y** (Yes) in the **To post employee leave** field, if there is employee leave which needs to be posted. Enter **N** (No) if there is <u>no</u> employee leave which needs to be posted. If the *Enhanced Substitute Pay and Employee Leave System* is enabled, the *Setup Manual/Void Check Run Only* screen provides an option to allow employee leave to be posted during the *Manual/Void Only* check run. At the end of the **Leave Plan Year**, there might be the need to enter leave before the next normal payroll run. This feature allows users to post any outstanding leave taken by employees between the last normal payroll run of the leave plan year, and the end of the plan year. Without this option, if the leave cutoff date for the June payroll run was June 15th, and all leave taken through June 15th was posted in the June 30th payroll, users did not have a way to enter the leave taken between June 15th and June 30th into the leave system, before running the *Plan Year Rollover* and the *Leave Advance* processes. The option to post leave on a *Manual/Void Only* check run solves this problem. Even when there are no manual checks or voids which need to be entered, leave can still be posted as long as the user executes all of the steps required for a *Manual/Void Only* check run. Setting the leave option to '**Y**' will allow employee leave to be entered into the *Enhanced Substitute Pay and Employee Leave System*, but will NOT allow substitute pay to be entered during the *Manual/Void Only* check run. Substitutes cannot be paid during a *Manual/Void Only* check run.
5	Select **Enter** <u>twice</u>.

The following screen displays:
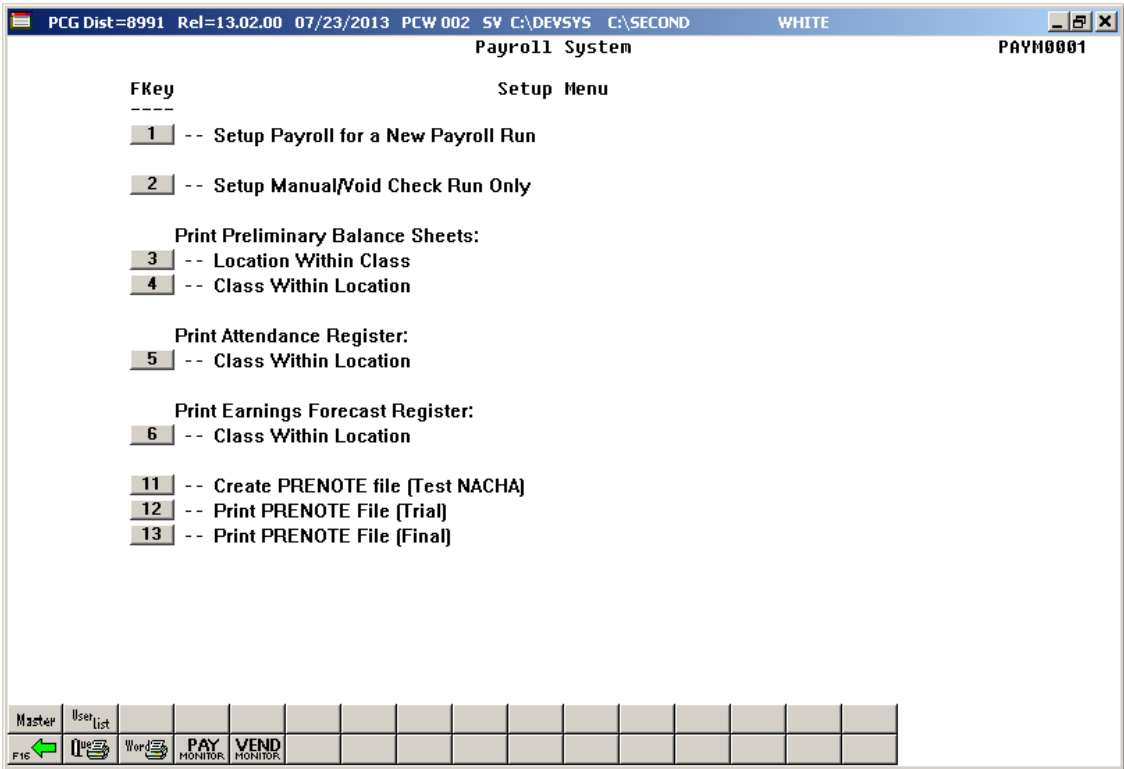

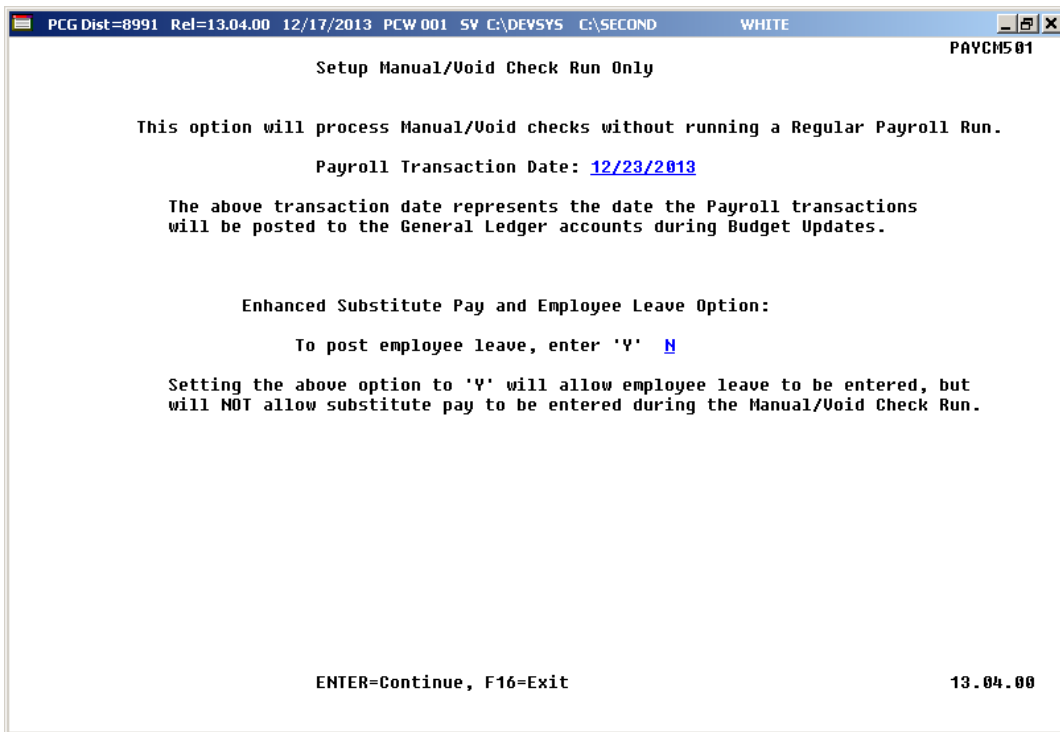| Step	Action
6	Select (**F16** - Exit) to return to the *Payroll System Master Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*

Topic 3: Printing the Preliminary Balance Sheets

Step	Action
1	Select ▣**1** (**F1** - Payroll Setup Menu).

The following screen displays:

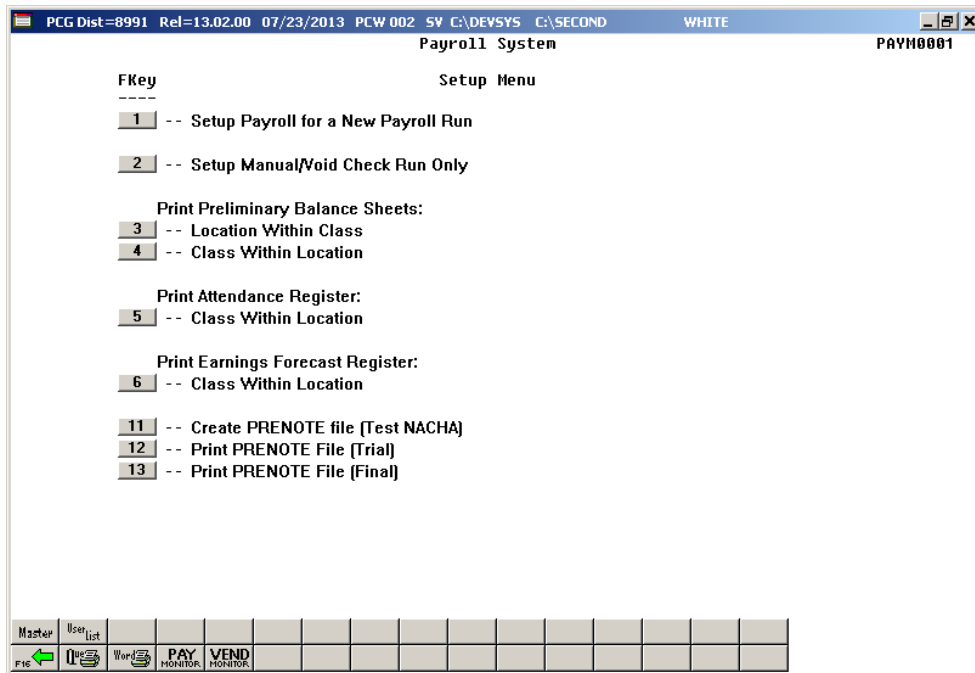| Step	Action
2	Select the appropriate option: [3] (**F3** - Print Preliminary Balance Sheets: Location within Class) or [4] (**F4** - Print Preliminary Balance Sheets: Class within Location). *The Payroll System – Setup Menu redisplays.*
3	**To print the report via the Uqueue Print Manager:** Select [Que] (**Uqueue**). **To print the report via Microsoft® Word:** Select [Word] (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
4	Select [F16] (**F16** - Exit) to return to the *Payroll System Master Menu,* or select [Master] (**Master**) to return to the *Business Applications Master Menu.*

3A. Preliminary Balance Sheets – Location within Class – Example

```
   REPORT ID:  PAYR-PAYBAL1/PAYBAL          PAYROLL BALANCE *** PRELIMINARY - LOCATION WITHIN CLASS                    PAGE:   69
   PERIOD END:  05/31/2016                                                                            REPORT DATE: 09/23/2016

LOC  EMP#  CL  NAME            RATE    REG-HRS   OVT-HRS    REG-AMT    OVT-AMT    GHI-DIST       ACCOUNT  NUMBER

0100 87469 31  DA4LING, SH4BA
  DA4LING, SH4BA                                            126.17                            S 16-100-0-2041-1000-14000-0195-1-000000
  DA4LING, SH4BA                                            497.86                            S 16-100-0-2041-1000-14000-0100-1-000000
     **      EMPLOYEE TOTAL                                 624.03

0100 88290 31  LE7IN, AB7
  LE7IN, AB7                                                600.24                            S 16-100-0-2061-1000-14000-0100-1-000000
  LE7IN, AB7                    9.84                                                          H 16-100-0-2061-1000-14000-0100-1-000000
  LE7IN, AB7                                                375.00                            S 16-100-0-9990-2100-14600-0108-1-000000
  LE7IN, AB7                                                166.67                            S 16-100-0-9990-2100-14600-0108-1-000000
     **      EMPLOYEE TOTAL                                1141.91

0100 88163 31  MO6TANEZ, JA6AAL
  MO6TANEZ, JA6AAL             61.25                                                          D 16-402-0-1750-1000-19900-8010-0-000000

     **    LOCATION - TOTAL                                1765.94


0108 89643 31  RO6ENTHAL, SE6ASTIAN
  RO6ENTHAL, SE6ASTIAN                                      698.64                            S 16-100-0-9990-2100-14200-0108-1-000000
  RO6ENTHAL, SE6ASTIAN          9.84                                                          H 16-100-0-9990-2100-14200-0108-1-000000
     **      EMPLOYEE TOTAL                                 698.64

     **    LOCATION - TOTAL                                 698.64


0195 89853 31  WO4DALL, EL4IOTT
  WO4DALL, EL4IOTT                                          402.56                            S 16-100-0-2041-1000-14000-0195-1-000000
  WO4DALL, EL4IOTT              7.48                                                          H 16-100-0-2041-1000-14000-0195-1-000000
     **      EMPLOYEE TOTAL                                 402.56

     **    LOCATION - TOTAL                                 402.56


6790 88038 31  MA3RIGAL, CU3
  MA3RIGAL, CU3                23.34                                                          H 16-514-0-6030-2300-14200-8010-0-000000
  MA3RIGAL, CU3                23.34                                                          H 16-603-0-9990-3100-14200-8010-0-000000
     **      EMPLOYEE TOTAL

6790 88806 31  MO3EY, WE3DOLYN
  MO3EY, WE3DOLYN              20.00                                                          H 16-404-0-2824-2100-17700-8010-0-000000

     **    LOCATION - TOTAL


     **      CLASS - TOTAL                                 2867.14
```

```
   REPORT ID:  PAYR-PAYBAL1/PAYBAL          PAYROLL BALANCE *** PRELIMINARY - LOCATION WITHIN CLASS                    PAGE:   74
   PERIOD END:  05/31/2016                                                                            REPORT DATE: 09/23/2016

LOC  EMP#  CL  NAME            RATE    REG-HRS   OVT-HRS    REG-AMT    OVT-AMT    GHI-DIST       ACCOUNT  NUMBER

     ****  GRAND - TOTAL                               1055305.25
```

Topic 4: Printing the Attendance Register
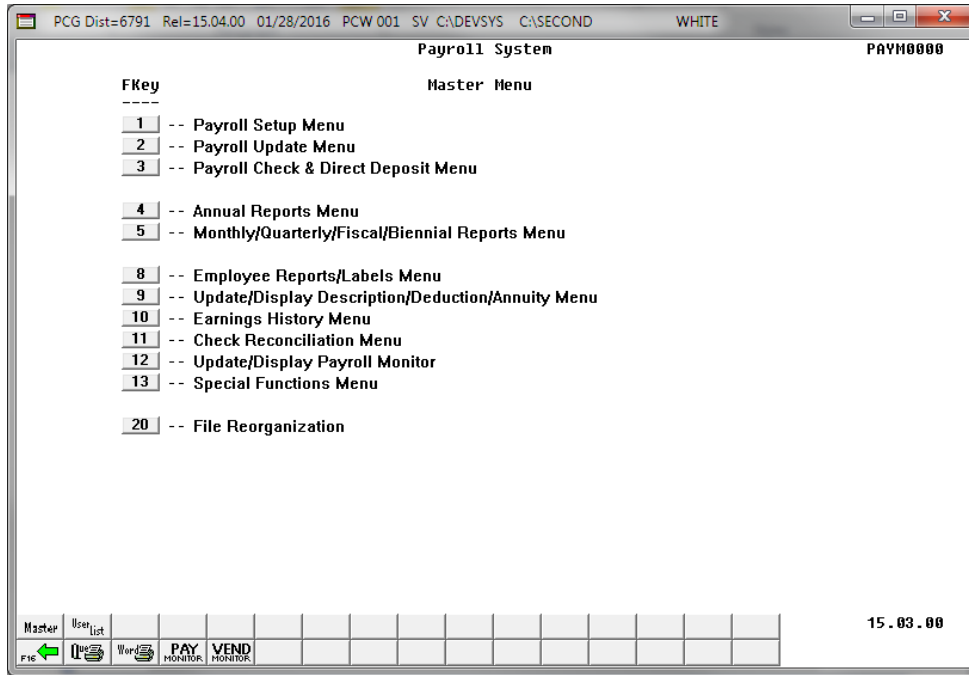
Step	Action
1	Select ![1] (**F1** - Payroll Setup Menu).

The following screen displays:
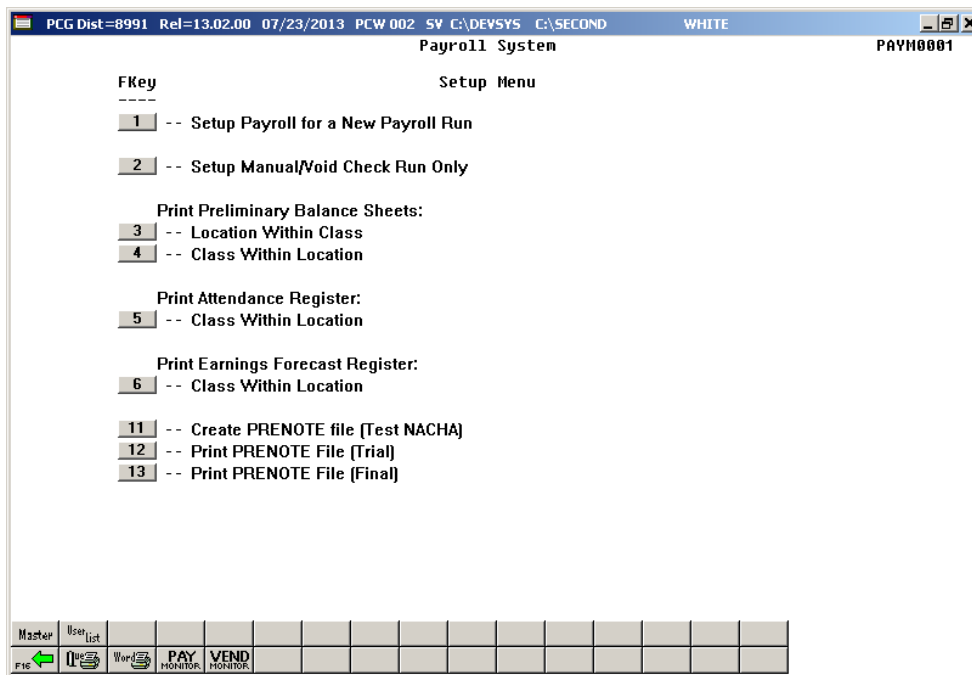
Step	Action
2	Select ⬜ 5 (**F5 -** Print Attendance Register: Class within Location).

The following screen displays:

```
PCG Dist=8991  Rel=13.02.00  07/23/2013  PCW 002  SV C:\DEVSYS  C:\SECOND        WHITE            _ | 8 | X |
                                                                                          PAY11EXT
                              PAYROLL ATTENDANCE REGISTER


        Enter the pay cycle for the report:  _ _




















        ENTER = Continue,   F16 = Exit

                                                                                        12.03.00
```
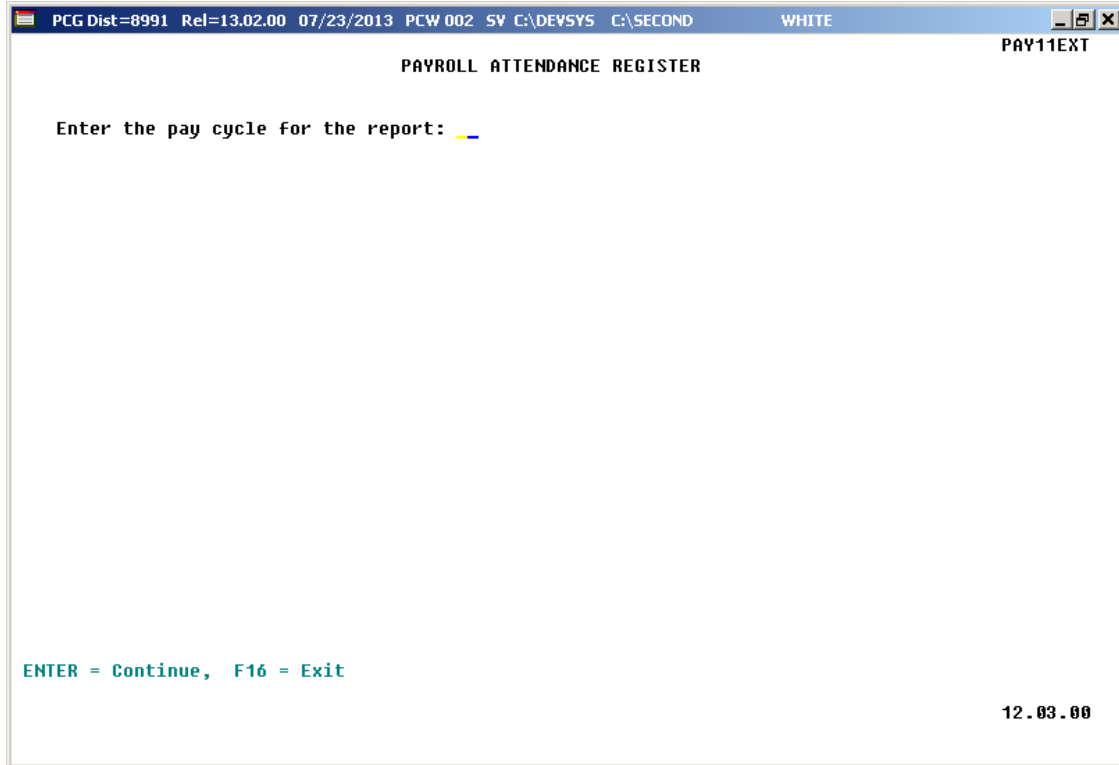
Step	Action
3	Enter the payroll cycle in the field, and select **Enter** (Continue).

The following screen displays:

```
 PCG Dist=8991  Rel=13.02.00  07/23/2013  PCW 002  SV C:\DEVSYS  C:\SECOND        WHITE                    _|e|X|
                                                                                                  PAY11EXT
                                     PAYROLL ATTENDANCE REGISTER

     Enter the pay cycle for the report:  12   MONTHLY PAYROLL


                     The 'Selected Classes' are shown below for this pay cycle.
                     Any CLASS which should not be reported, blank out.

             1_  2  3  4  5  6  7  8  9 10 11 12 13 14 15 16 17 20 21 22

             23 __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

                __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

                __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

                __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __





     ENTER = Continue,  F16 = Exit
                                                                                              12.03.00
```
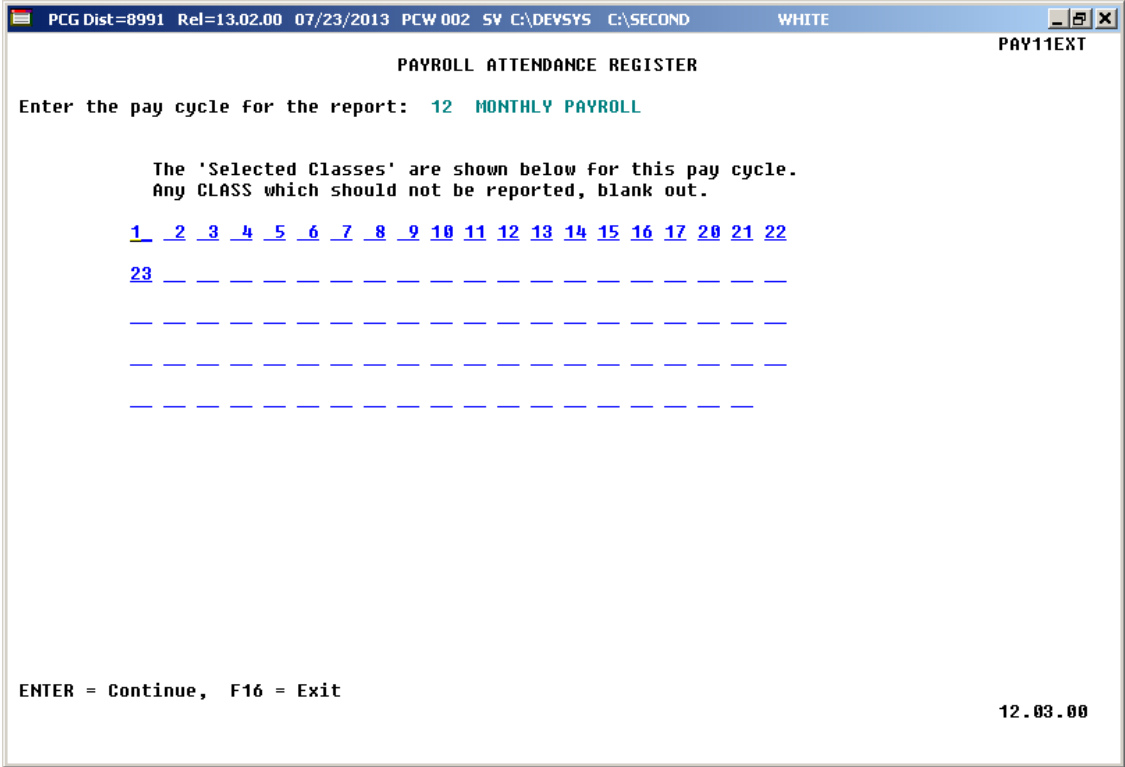
Step	Action
4	**To omit specific payroll cycles:** Select the spacebar continuously within the field(s). *The pay classes displayed within the Payroll Attendance Register – Selected Classes section have defaulted from your selection during payroll setup.*
5	Select **Enter**. *"* * * Processing Request * * *" briefly displays.*

The following screen displays:

```
  PCG Dist=8991  Rel=13.02.00  07/23/2013  PCW 002  SV C:\DEVSYS  C:\SECOND        WHITE                _ | a | X
_                                                                                                PAY11PRT



                         PAYROLL ATTENDANCE REGISTER

                         For Pay Cycle  12   MONTHLY PAYROLL

                         Pay Period   2   01/31/13   02/28/13

















 Continue - Enter                                            Exit - F16
 Change Pay Period - F2                                      Change Dates - F3
                                                                                        12.03.00
```

Step	Action
6	Verify the information displayed is correct.
	If the information is correct: Select **Enter**, and proceed to *Step 10*.
	If the Pay Period is incorrect: Select **F2** (Change Pay Period), enter the correct information in the **Pay Period** field, and select **Enter**.
	If the Dates are incorrect: Select **F3** (Change Dates), enter the date rate range (MM/DD/YY) in the fields, and select **Enter**.
	" * Processing Request * *" briefly displays.*

The following screen displays:

Step	Action
7	**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 *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
8	Select (**F16** - Exit) to return to the *Payroll System Master Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*

4A. Attendance Register – Class within Location – Example

```
REPORT DATE 07/13/2012                        SMITH CITY BOARD OF EDUCATION                                    PAGE    17
                                  PAYROLL ATTENDANCE REGISTER FROM 05-01-12 THRU 05-31-12     PAY CYCLE: 12  MONTHLY
*** 0100 Location 000100
EMP # EMPLOYEE NAME                                                -------------------- ABSENCE TOTALS --------------------
                                                                  SICK     PERS     VAC     OTHER     LWOP   STAFF SICK BK

88381 MU4RY, GL4YDS            PAY CLASS: 09                      36.25                                                       :STATE
                                                                                                                             :LOCAL
          01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
TIME-RECORD:  TU WE TH FR SA SU MO TU WE TH FR SA SU MO TU WE TH FR SA SU MO TU WE TH FR SA SU MO TU WE TH

88625 DO8E, RO8ELEE           PAY CLASS: 09                      57.00                                                       :STATE
                                                                                                                             :LOCAL
          01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
TIME-RECORD:  TU WE TH FR SA SU MO TU WE TH FR SA SU MO TU WE TH FR SA SU MO TU WE TH FR SA SU MO TU WE TH

89456 HA9P, WI9FORD           PAY CLASS: 09                      60.00             3.00                                      :STATE
                                                                                                                             :LOCAL
          01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
TIME-RECORD:  TU WE TH FR SA SU MO TU WE TH FR SA SU MO TU WE TH FR SA SU MO TU WE TH FR SA SU MO TU WE TH
```

Topic 5: Printing the Earnings Forecast Register
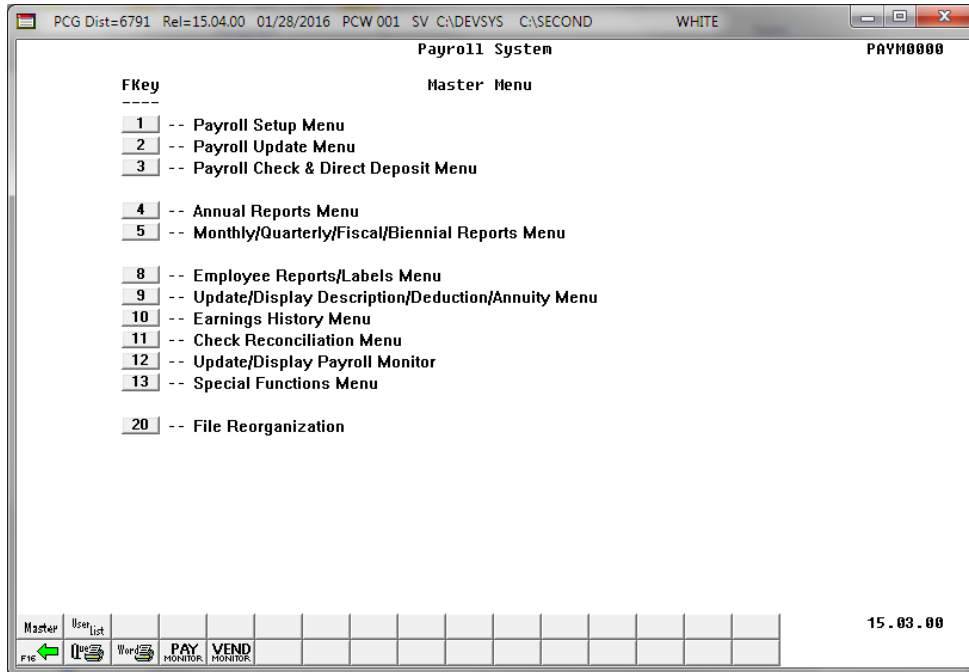
Step	Action
1	Select ▭ (**F1** - Payroll Setup Menu).

The following screen displays:
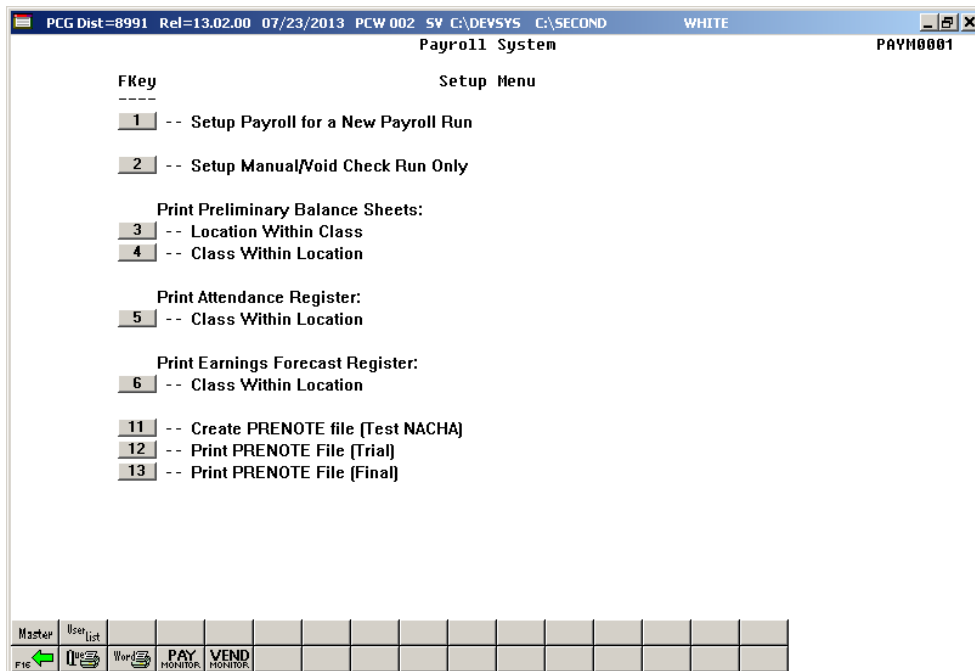
Step	Action
2	Select ⬚ **6** (**F6 -** Print Earnings Forecast Register: Class within Location).

The following screen displays:

```
 A   PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV K:\SYSTEM  K:\SECOND       WHITE          —    □    ×
                            Print Earnings Forecast Register                            EARNFOR1


              Enter Pay Schedule to Print: Year: 23 Sched:  0
```

```
                         ENTER = Continue, PFKEY 16 = Exit                              23.04.00
```
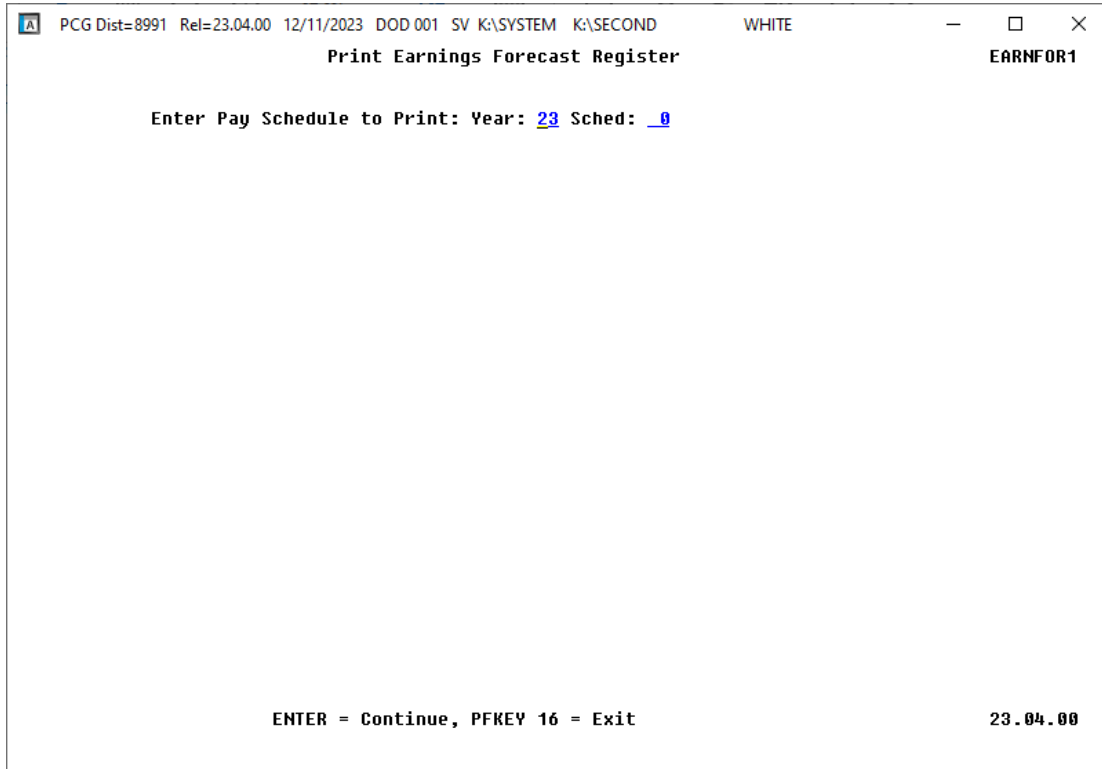
Step	Action
3	Enter the year (YY) and payroll schedule number in the **Enter Pay Schedule to Print: Year** and **Sched** (Schedule) fields.
4	Select **Enter** (Continue).

The following screen displays:

```
 A   PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV K:\SYSTEM  K:\SECOND        WHITE          —    □    ✕
                             Print Earnings Forecast Register                              EARNFOR1

         Pay Schedule being Printed: Year: 23 Sched: 12 2023 PAYROLL YEAR


                       The pay classes shown below will indicate which
                       employees are to be paid during this payroll run:

                 1_  2  3  4  5  6  7  8  9 10 11 13 15 16 20 21 22 28 __ __

                 __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

                 __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

                 __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

                 __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __










                          ENTER = Continue, PFKEY 16 = Exit                            23.04.00
```
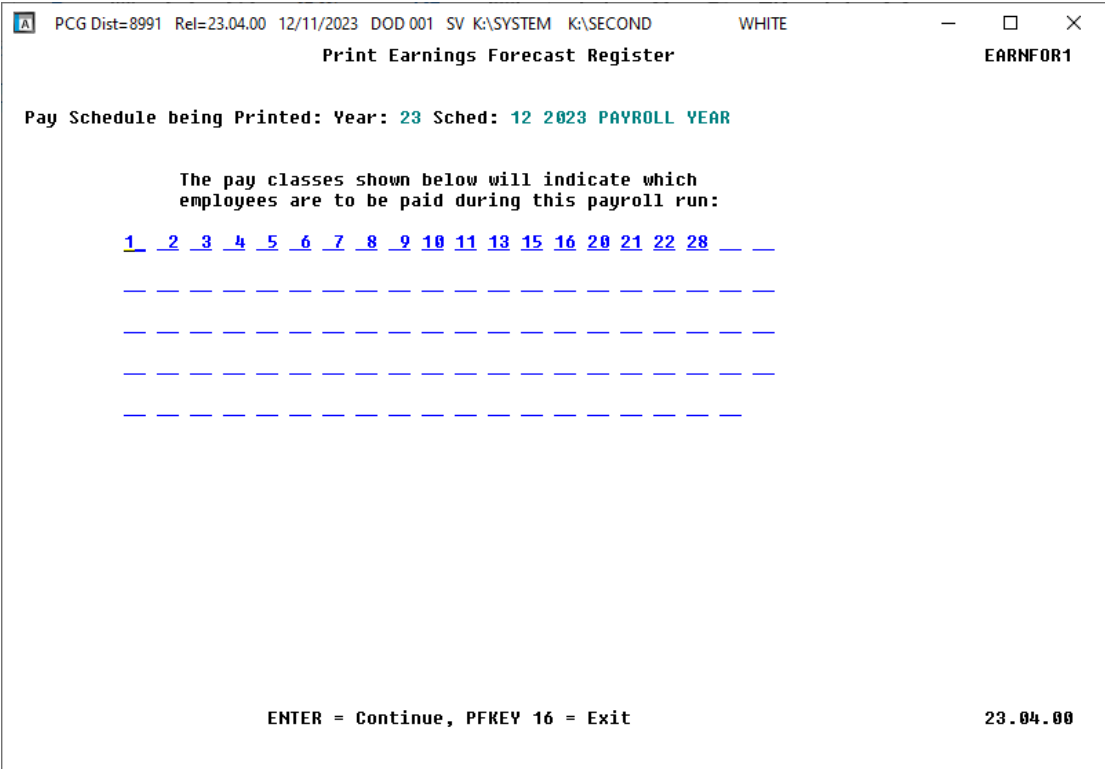
Step	Action
5	**To omit specific payroll cycles:** Select the spacebar continuously within the field(s). *The pay classes displayed within the Payroll Attendance Register – Selected Classes section have defaulted from your selection during payroll setup.*
6	Select **Enter** (Continue).

The following screen displays:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ A  PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV K:\SYSTEM  K:\SECOND      WHITE         —    □    ×  │
│                    Print Earnings Forecast Register                      EARNFOR1 │
│          Enter a 'Y' next to the pension types to be deducted                │
│          on this payroll run:                                                │
│                                                                              │
│                              (1) OLD PSERS      N                            │
│                                                                              │
│                              (2) TRS            Y                            │
│                                                                              │
│                              (3) OLD ERS        Y                            │
│                                                                              │
│                              (4) NEW ERS        Y                            │
│                                                                              │
│                              (5) NEW PSERS      N                            │
│                                                                              │
│                              (6) GSEPS          Y                            │
│                                                                              │
│          Should leave data be printed on Earnings Forecast? _ (Y/N)          │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│     ENTER = Continue, PFKEY 16 = Exit                              23.04.00  │
│                                                                              │
└─────────────────────────────────────────────────────────────────────────────┘
```
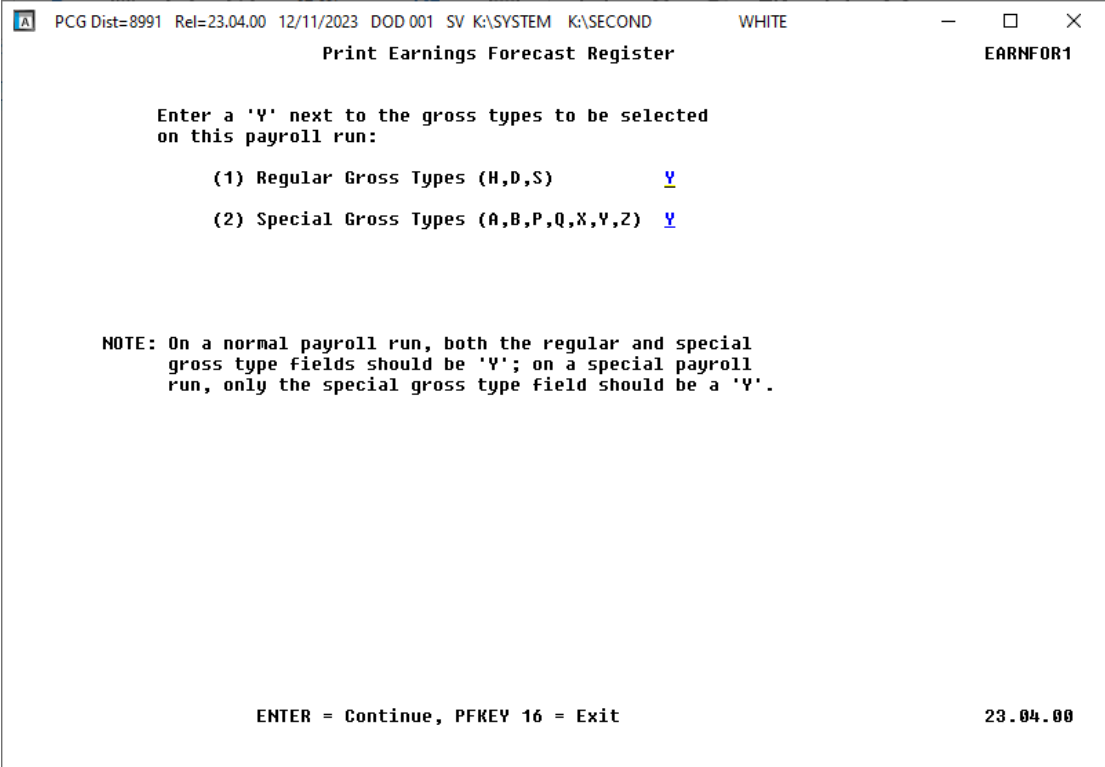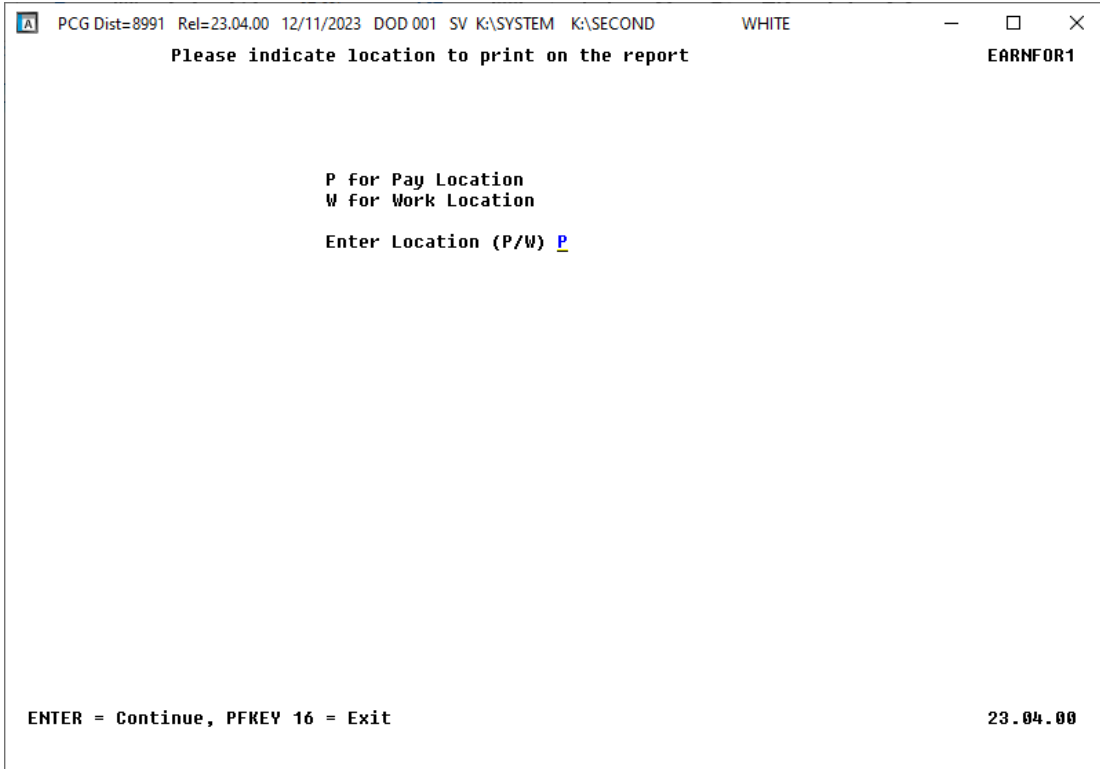
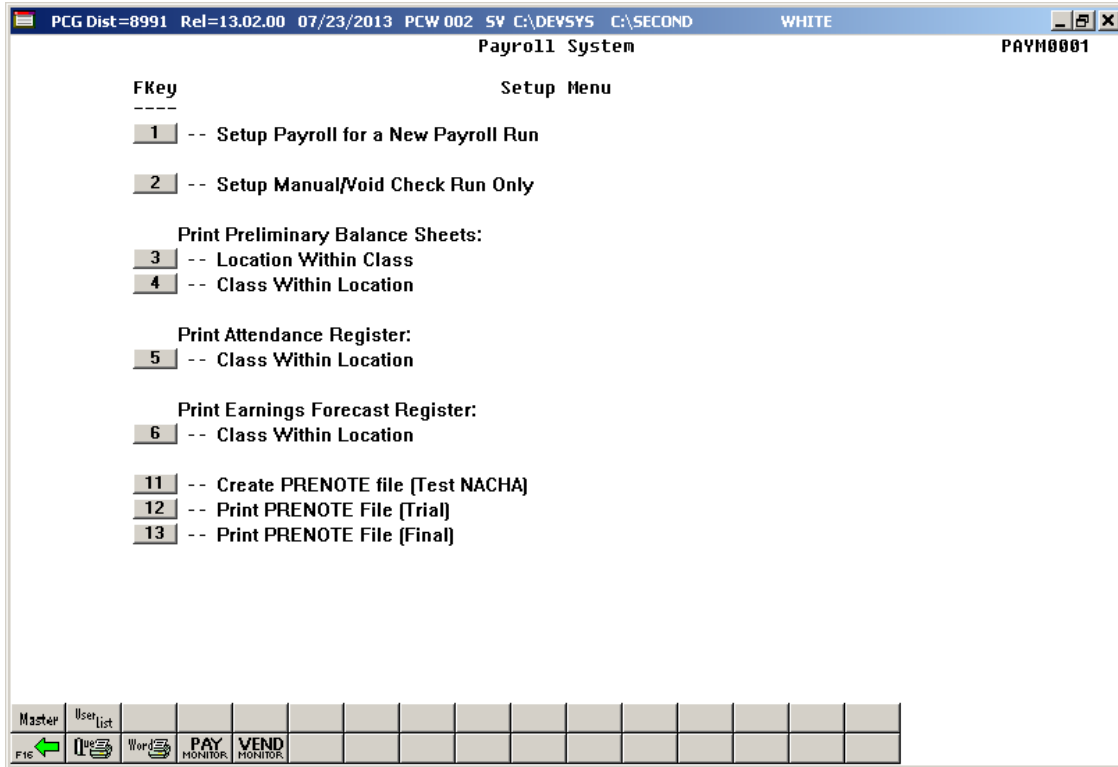| Step	Action
7	Enter **Y** (Yes) or **N** (No) in the appropriate fields to identify the pension type calculations.
8	Enter **Y** (Yes) or **N** (No) in the **Should leave data be printed on Earnings Forecast?** field to identify whether the employees' leave balances display within the report's results.
9	Select **Enter** (Continue).

The following screen displays:

```
A  PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV K:\SYSTEM  K:\SECOND      WHITE        —    □    ✕
                          Print Earnings Forecast Register                             EARNFOR1

               Enter a 'Y' next to the gross types to be selected
               on this payroll run:

                  (1) Regular Gross Types (H,D,S)            Y

                  (2) Special Gross Types (A,B,P,Q,X,Y,Z)   Y

            NOTE: On a normal payroll run, both the regular and special
                  gross type fields should be 'Y'; on a special payroll
                  run, only the special gross type field should be a 'Y'.

                          ENTER = Continue, PFKEY 16 = Exit                         23.04.00
```

Step	Action
10	**Regular Payroll Run**: Enter **Y** (Yes) in the (**Regular**) **Gross Types** (**H, D, S**) and **Special Gross Types** (**A, B, P, Q, X, Y, Z**) fields. **Special Payroll Run:** Enter **Y** (Yes) <u>only</u> in the **Special Gross Types** (**A, B, P, Q, X, Y, Z**) field. *Special payroll runs typically apply to a select group of employees.* <u>Regular Gross Types:</u> **S** – Regular salary with pension and taxes **D** – Regular daily with pension and taxes **H** – Regular hourly with pension and taxes <u>Special Gross Types:</u> **A** –Daily/Hourly adjustment NO pension calculation **B** –Salary adjustment NO pension calculation **X** –Daily/Hourly, with FICA, NO pension/annuities or tax calculation **Y** –Salary, with FICA, NO pension/annuities or tax calculation **Q** –Salary adjustment with taxes and pension calculation **P** – Daily/Hourly adjustment with taxes and pension calculation **Z** – Pension adjustment only
11	Select **Enter** (Continue).

The following screen displays:

```
A   PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV K:\SYSTEM  K:\SECOND       WHITE         —    □    ×
             Please indicate location to print on the report                              EARNFOR1




                           P for Pay Location
                           W for Work Location

                           Enter Location (P/W) P

















    ENTER = Continue, PFKEY 16 = Exit                                               23.04.00
```

Step	Action
12	Enter **P** (Pay Location) or **W** (Work Location) in the **Enter Location** (**P/W**) (Enter Pay Location/Work Location) field to define the employees' location.
13	Select **Enter**. *"* * * Processing Request * * *" briefly displays.*

The following screen displays:

Step	Action
14	**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 *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
15	Select (**F16** - Exit) to return to the *Payroll System Master Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*

5A. Payroll Earnings Forecast Register – Example

```
REPORT DATE: 01/10/2020           PAYROLL EARNINGS FORECAST *** PAY DATE 09/30/19                           PAGE 199
REPORT ID:   EARNFOR1/EARNFOR2

*** 8010 Location 008010


LOC  EMP#  CL  NAME          RATE     REG-HRS    OVT-HRS      REG-AMT      OVT-AMT      GHI-DIST      ACCOUNT NUMBER
------------------------------------------------------------------------------------------------------------------------

8010 89867 08  ME4NS, ER4IE
     ME4NS, ER4IE                                             4,635.69                              S 20100099902210190000801000000000
     ME4NS, ER4IE                                               246.92                              S 20100099902210190000801000000000
     ME4NS, ER4IE                                               243.98                              S 20100099902210190000801000000000
     ME4NS, ER4IE                                               384.62                              S 20100016382100191008010000000000
  **    EMPLOYEE TOTAL                                        5,511.21

                                     Fed W/H: M-00  2020 W-4-N  Two jobs-N Depend    .00 Other inc    .00 Ded    .00
CUR DED:      TRS                 6.00 %  St W/H: B-MAR 0-DEP 01
         49 - VENDOR 005948        12.50
         50 - VENDOR 005949        11.75
         51 - VENDOR 005949        43.00
         66 - VENDOR 004373        26.30
         67 - VENDOR 004373        34.54
         68 - VENDOR 004373         9.31

** PRESENT LEAVE:        /SICK        /PERS        /VAC         /OTHER        /LWOP        /STAFF        /S BNK   : STATE
CURRENT BALANCES:   1.25 /SICK   .00 /PERS   .00 /VAC     .00 /OTHER   .00 /LWOP   .00 /STAFF   .00 /S BNK   : STATE
** PRESENT LEAVE:        /SICK        /PERS        /VAC         /OTHER        /LWOP        /STAFF                 : LOCAL
CURRENT BALANCES:    .00 /SICK   .00 /PERS   .00 /VAC     .00 /OTHER   .00 /LWOP   .00 /STAFF                   : LOCAL

------------------------------------------------------------------------------------------------------------------------

  **  CLASS 08 - TOTAL      1                                5,511.21

------------------------------------------------------------------------------------------------------------------------

8010 87139 22  CU8VER, KA8HARYN
     CU8VER, KA8HARYN                                         4,767.85                              S 20100020112100171008010000000000
     CU8VER, KA8HARYN                                           254.38                              S 20100020112100171008010000000000
     CU8VER, KA8HARYN                                           250.94                              S 20100020112100171008010000000000
     CU8VER, KA8HARYN                                           230.77                              S 20100020112100171008010000000000
  **    EMPLOYEE TOTAL                                        5,503.94

                                     Fed W/H: M-01  2020 W-4-N  Two jobs-N Depend    .00 Other inc    .00 Ded    .00
CUR DED:      TRS                 6.00 %  St W/H: B-MAR 1-DEP 00

** PRESENT LEAVE:        /SICK        /PERS        /VAC         /OTHER        /LWOP        /STAFF        /S BNK   : STATE
CURRENT BALANCES:   1.25 /SICK   .00 /PERS   .00 /VAC     .00 /OTHER   .00 /LWOP   .00 /STAFF   .00 /S BNK   : STATE
** PRESENT LEAVE:        /SICK        /PERS        /VAC         /OTHER        /LWOP        /STAFF                 : LOCAL
CURRENT BALANCES:    .00 /SICK   .00 /PERS   .00 /VAC     .00 /OTHER   .00 /LWOP   .00 /STAFF                   : LOCAL

------------------------------------------------------------------------------------------------------------------------

  **  CLASS 22 - TOTAL      1                                5,503.94

------------------------------------------------------------------------------------------------------------------------
```

Topic 6: National Automated Clearing House Association (NACHA) Prenote File Processing

NACHA (**National Automated Clearing House Association**) **Processing:** Enabling NACHA allows ACH (Automated Clearing House) batch processing in order to deposit employees' pay into either a single account, or into multiple banks and bank accounts. PCGenesis does not allow for a split of an employee's pay between a printed payroll check and a direct deposit. The employee must elect one method of payment, or the other, but not both. For example, an employee could not request ½ of his pay on a printed payroll check and ½ to an ACH deposit account. However, if direct deposit is requested, then the employee may elect to split his payment between multiple ACH banks and bank accounts. Direct deposit processing requires your system's NACHA information be defined on the *Payroll Control Information* screen. Also, each direct deposit bank defined on employees' *Update/Display Withholding Data* screen must contain a routing number defined in the *Payroll Alpha Description File*.

NACHA File Save Feature – Payroll Setup: PCGenesis creates the *NACHA* file within the *GOSEND* directory, and saves up to ten (10) *NACHA* files in the directory. The first file will be *NACHA,* the remaining files renamed and numbered sequentially as *NACHA01 – NACHA 09*. This feature substantially benefits systems processing multiple payroll runs, because PCGenesis will save the files instead of overwriting the files. Similarly, since PCGenesis saves the files, this measure allows multiple file submission, as needed, to the local bank. If the *NACHA* file from the previous payroll set up does not exist, renaming does not occur.

PCGenesis will continue to archive the Prenote file to the PRENOTE directory that is also located within the SECOND directory.

Prenote Processing: PCGenesis processing creates the NACHA-formatted prenote file, and prints the file's *Trial* and *Final* reports. The local bank may request this process to ensure the required banking information is correct, to convert to the NACHA format from another format, or to confirm recent changes to employees' direct deposit configurations.

To verify a requested change to an employee's direct deposit bank, bank account, or bank account type on the Update/Display Withholding Data screen, PCGenesis automatically flags the employee's record for prenote processing when the direct deposit data is modified on that screen.

The first time the *Prenote* file is run, affected employees' withholding screen **Prenote** flag will automatically change from 'Y' (Yes, Prenote required) to 'P' (included once in Prenote) each time the *Prenote* file runs. When a new payroll is set up, the 'P' *Prenote* flags will change to 'N' (No).

The bank official authorizing the submission of the NACHA-formatted direct deposit information signs the *final* report. When making changes after the local bank has reviewed the *Final* Prenote file, recreate the file to include all file changes.

Procedure 6A: Creating a National Automated Clearing House Association (NACHA)-Formatted Test Run Export File
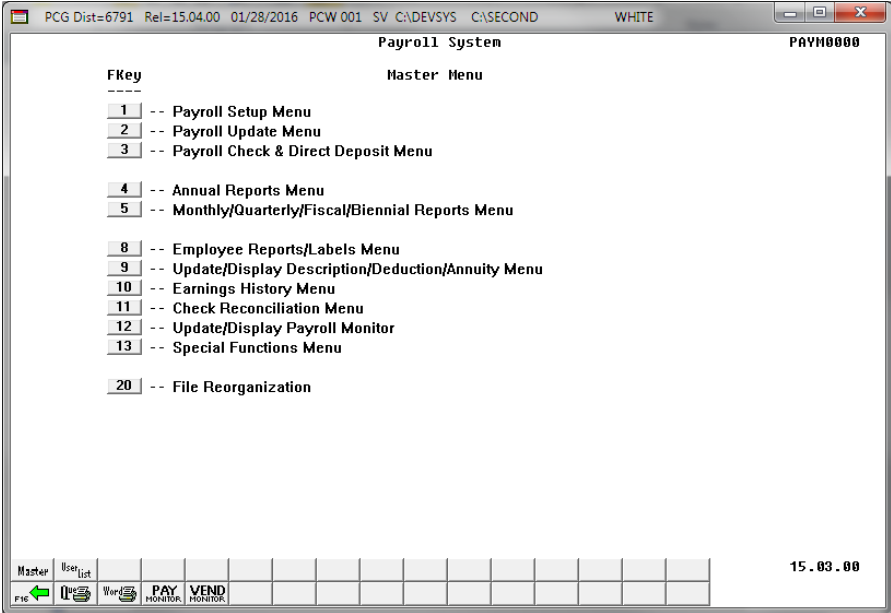
Step	Action
1	Select ___1___ (**F1** - Payroll Setup Menu).

The following screen displays:
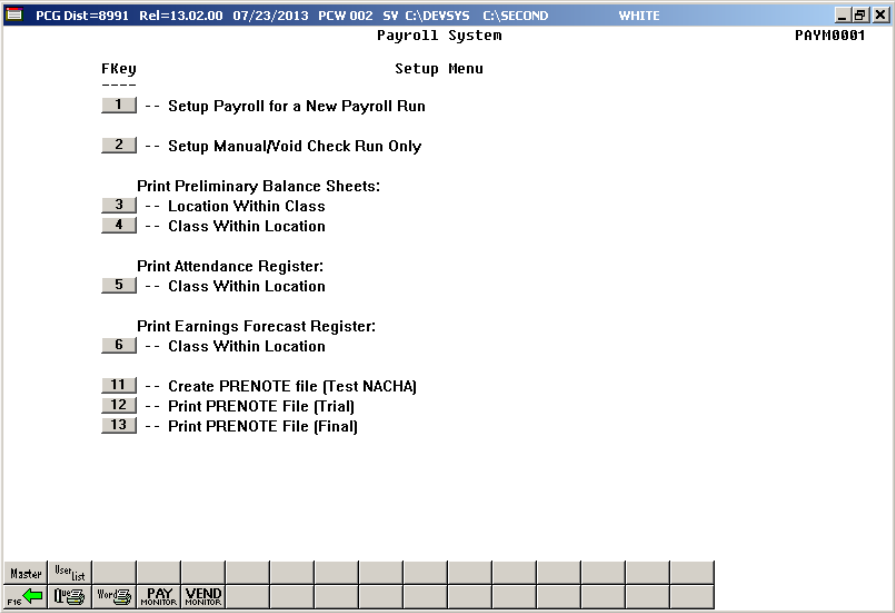
Step	Action
2	Select __11__ (**F11 -** Create PRENOTE file (test NACHA))**.**

The following screen displays:

Enter "X" here to include employees flagged for Prenote since the last FINAL *Prenote Report* was created.

Enter "X" here to include employees flagged for Prenote since the last payroll was set up.

```
PCG Dist=8991  Rel=16.03.00  09/23/2016  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE                  _ □ X

                                                                                                PAYPM202
                              Create PRENOTE File

          Select One:
            X   Employees with a "Y" PRENOTE flag
                    (This will be only employees flagged for PRENOTE
                     since the last FINAL PRENOTE report was generated).

                Employees with a "Y" or "P" PRENOTE flag
                    (This will be all employees flagged for PRENOTE
                     since the last payroll setup.)


          Prenote effective date:  _____






          Enter = continue    or    F16 = Exit                                              16.03.00
```

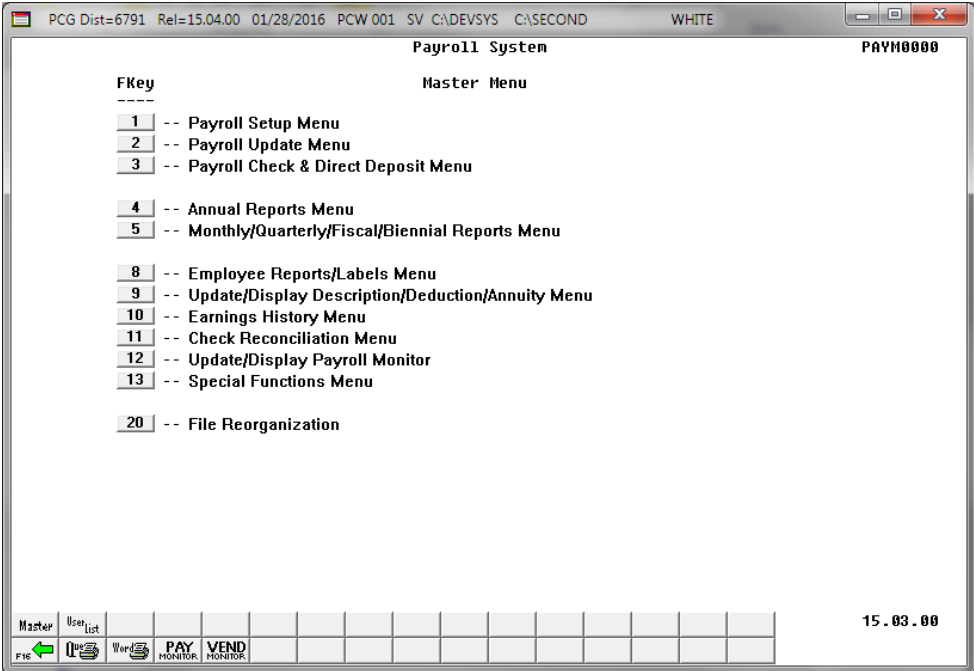| Step	Action
3	Enter **X** in the appropriate field to define the type of employee information to be included in the file.
	The <u>first time</u> the *Prenote* file is run, affected employees' withholding screen *Prenote* flag will automatically change from '**Y**' (Yes, Prenote required) to '**P**' (included once in Prenote) each time the *Prenote* file runs. When a new payroll is set up, the '**P**' *Prenote* flags will change to '**N**' (No).
	To create a prenote file with only employees flagged for PRENOTE since the last _FINAL Prenote_ Report: Select the '**Employees with a "Y" PRENOTE flag**' option. This option can be used to submit multiple distinct prenote files to the NACHA bank during one payroll cycle.
	To create a prenote file with all employees flagged for PRENOTE since the last payroll setup: Select the '**Employees with a "Y" or "P" PRENOTE flag**' option. This option can be used if: 1) the prenote file has already been created at least <u>once</u> during the payroll cycle, 2) the file has not yet been submitted to the NACHA bank, and 3) additional employee records have been flagged for prenote.

Step	Action
4	Enter the prenote effective date in the **Prenote effective date** field. The **Prenote effective date** field allows users to create a prenote NACHA test file with a future date.
	The National Automated Clearing House Association, better known as NACHA has adopted a rule to provide a new, ubiquitous capability for moving ACH payments faster. The rule is **Same Day processing** for virtually any ACH payment.
	For some banks, NACHA file processing has been updated to <u>reject</u> current-day or past-dated transactions. These banks will reject current-day and past-dated ACH transactions for all customers/members not configured to allow same-day ACH.
	IMPORTANT! For some banks, ACH transactions <u>without a future effective date</u> will be rejected. To address this problem, the PCGenesis NACHA pre-note processing options have been updated to allow the user to input a future date for the pre-note NACHA file.
5	Select **Enter** (Continue).
	Correct the error(s) where appropriate and repeat the steps in this procedure. For some errors, the "Prenote file was not processed. Correct errors and rerun." message displays. When there are description file errors, the "Bank Record not in Description file for Bank ## Employee ######" message displays. In these instances, correct these errors before proceeding. When there are no additional errors, the Payroll System - Setup Menu redisplays.

The following screen displays:

Step	Action
6	Select (**F16** - Exit) to return to the *Payroll System Master Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*
7	File a copy of all reports with the school district or system's secured payroll records.
8	Proceed to *Procedure 6B: Printing a TRIAL Prenote Automated Clearing House (ACH) Summary Report*.

Procedure 6B: Printing a TRIAL Prenote Automated Clearing House (ACH) Summary Report

Step	Action
1	Select [1] (**F1** - Payroll Setup Menu).

The following screen displays:

Step	Action
2	Select ⬚ **12** (**F12** - Print PRENOTE file (TRIAL)). *Correct the error(s) where appropriate and repeat the steps in this procedure. For some errors, the "Prenote file was not processed. Correct errors and rerun." message displays. When there are description file errors, the "Bank Record not in Description file for Bank ## Employee ######" message displays. In these instances, correct these errors before proceeding. When there are no additional errors, the Payroll System - Setup Menu redisplays.*

The following screen displays:

Step	Action
3	**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 *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
4	Select ⬚ (**F16** - Exit) to return to the *Payroll System Master Menu,* or select ⬚ (**Master**) to return to the *Business Applications Master Menu.*

Step	Action
5	Verify the information on the *TRIAL Prenote Automated Clearing House (ACH) Summary Report* is correct. *Where appropriate, make the appropriate corrections, and repeat the steps outlined within Procedure 6A: Creating A National Clearing House Association (NACHA)-Formatted Test Run Export File.*
6	File a copy of all reports with the school district or system's secured payroll records.

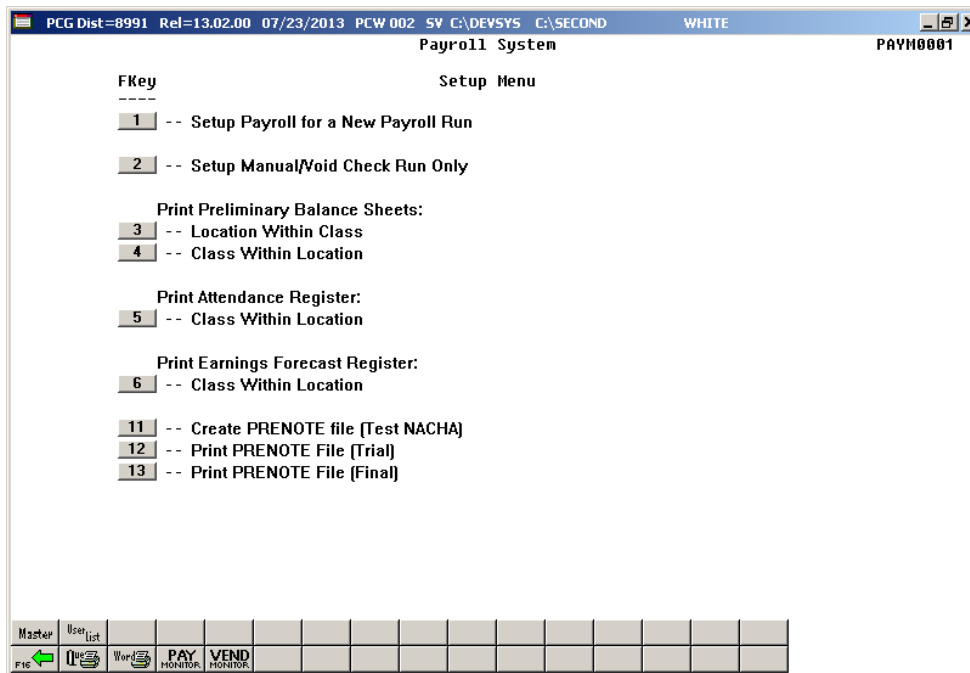## *6B.1. TRIAL Prenote Automated Clearing House (ACH) Summary Report – Example*

```
REPORT DATE 07/13/2012                    ACH REPORT                         PRENOTE

   FILE HEADER
   ===========

TYPE DESTINATION   ORGIN     TRAN DATE   TRANTIME ID MOD DESTINATION NAME    ORIGIN NAME
  1   999888779  999888669  07/13/2012   10:24     A   NACH DEST BANK        NACH ORIG BANK
---------------------------------------------------------------------------------------------

   BATCH HEADER
   ============

TYPE   SER CLASS  COMPANY          CO ID   ENTRY CLASS  ENTRY DESC.  ENTRY DATE   ODFI
  5      200      SMITH CITY BOARD 1586000267 PPD        PAYROLL      07/13/2012 99988866
---------------------------------------------------------------------------------------------

   DETAIL
   ==========

TYPE   TRANSCODE  BANK ID     ACCOUNT              AMOUNT   INDIV ID         INDIV NAME
  6       33      900000019   11 1111 111496        0.00  999087839       BA2DA, JO2QUIN

  6       23      900000359   11 1111 111364        0.00  999088459       AL6EY, SA6E

  6       23      900000019   11 1111 111291        0.00  999088943       AN2LIN, DE2ETRIUS

  6       33      900000029   11 1111 111239        0.00  999089391       AL2NSO, JO2TTE
---------------------------------------------------------------------------------------------

   BATCH CONTROL
   =============

TYPE              TOTAL DR                   TOTAL CR
  8                $0.00                      $0.00
---------------------------------------------------------------------------------------------

   FILE CONTROL
   ============

TYPE   BATCH COUNT   ENTRY COUNT          TOTAL DR       TOTAL CR
  9      000001          4                 $0.00          $0.00
```

Procedure 6C: Printing a FINAL Prenote Automated Clearing House (ACH) Summary Report

Step	Action
1	Select ___1___ (**F1** - Payroll Setup Menu).

The following screen displays:

Step	Action
2	Select ![13] (**F13 -** Print PRENOTE File (Final)). *Correct the error(s) where appropriate and repeat the steps in this procedure. For some errors, the "Prenote file was not processed. Correct errors and rerun." message displays. When there are description file errors, the "Bank Record not in Description file for Bank ## Employee ######" message displays. In these instances, correct these errors before proceeding. When there are no additional errors, the Payroll System - Setup Menu redisplays.*
3	**To print the report via the Uqueue Print Manager:** Select ![Uqueue] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word] (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
4	Select ![F16] (**F16** - Exit) to return to the *Payroll System Master Menu*, or select ![Master] (**Master**) to return to the *Business Applications Master Menu*.
5	Verify the information on the *FINAL Prenote Automated Clearing House (ACH) Summary Report* is correct. *Where applicable, make the appropriate corrections, and repeat the steps outlined in this procedure.*
6	Forward the *FINAL Prenote Automated Clearing House (ACH) Summary Report* and file to the local payroll bank. *The local bank's official must sign the original copy of the FINAL Report of All Direct Deposit Employees. When making changes after the local payroll bank has reviewed the Final Prenote file, recreate this file to include all file changes.*
7	File a copy of all reports with the school district or system's secured payroll records.

6C.1. FINAL Prenote Automated Clearing House (ACH) Summary Report – Example

```
REPORT DATE 07/13/2012                    ACH SUMMARY REPORT                       PRENOTE

    FILE HEADER
    ===========

TYPE DESTINATION   ORGIN     TRAN DATE   TRANTIME ID MOD DESTINATION NAME   ORIGIN NAME
  1   999888779  999888669  07/13/2012   10:24     A   NACH DEST BANK      NACH ORIG BANK
---------------------------------------------------------------------------------------------------

    FILE CONTROL
    ============

TYPE   BATCH COUNT    ENTRY COUNT              TOTAL DR        TOTAL CR
  9      000001           4                     $0.00           $0.00




    AUTHORIZED SIGNATURE :
```