

Dr. John D. Barge, State School Superintendent

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

10/11/2011

Section B: Payroll Update Processing

***[Topic 3: Update/Display Personnel
Information, V2.10]***

Revision History


Date	Version	Description	Author
010/11/2011	2.10	11.03.00 – Add Substitute Rank. Update screenshots.	D. Ochala
05/24/2011	2.9	11.02.00 – Add EEO-5 Job Code. Change ‘GHI Eligible Date’ to ‘GHI 1 st Day Worked’. Update screenshots.	D. Ochala
01/24/2011	2.8	10.04.01 – Remove AEIC switch from screen. Update screenshots.	D. Ochala
06/30/2010	2.7	10.02.00 – Update State Marital Status Indicator.	D. Ochala
06/17/2009	2.6	09.02.00 – Added employee’s spouse SSN for <i>SHBP</i> Medicare-secondary payer reporting requirements, and FICA switch warning message.	C. W. Jones
03/31/2009	2.5	09.01.00 – Added Data Collection ethnicity code information and instructions, and CPI-3 rd party contractor information reference.	C. W. Jones
12/16/2008	2.4	08.04.00 - Added TRS- <i>Pension Switch ‘R’</i> and <i>DOE Paid ERCON</i> field edit information and instructions.	C. W. Jones
09/26/2008	2.3	08.03.00 – Added <i>Long Term Substitute</i> information and instructions.	C. W. Jones
05/29/2008	2.2	08.02.00 – Added updated <i>Select Employee</i> screen information and instructions.	C. W. Jones
12/19/2007	2.1	07.04.00 – Added new screenshots, procedures unchanged.	C. W. Jones
09/25/2007	2.0	07.03.00 – Added <i>Overview</i> updates to inactive employee information, and GHI option, tier, and deduction code Drop-down selection icon  information and instructions.	C. W. Jones

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Overview

In some instances, PCGenesis disallows payroll updates, such as when payroll is in progress, and when year-to-date updates are complete. Attempts to update employee information during these times generates the “Updates not allowed at this time.” message. In this instance, select *F16* to acknowledge the message and to exit the update procedure.

PCGenesis employee-specific personnel information includes personal and job class information. With the exception of the employee number, PCGenesis allows modifications to the remaining fields on the *Update/Display Personnel Data* screen.

Third Party Contract Employee Information: PCGenesis does not permit access to third-party contractor employees from the PCGenesis payroll module. PCGenesis users must access third-party contractor employees via the Certified/Classified Personnel Information (CPI) module. If the employee payroll class code is changed to a third-party contractor class (**Class Type = 3**) on the *Personnel Data Screen*, PCGenesis displays the error message, “3rd party contractor class not allowed”.

Updates to Inactive Employee Information: PCGenesis displays the warning, “Employee is NOT active! Changes on this screen will not impact payroll.” when the user attempts to update inactive employees’ information. In this instance, select *OK* to save the changes anyway, or *Cancel* to redisplay the screen in response to the prompt.

Employee Biographical Information: As an employee’s certification status changes from classified to certified on the *Display/Update Personnel Data* screen, PCGenesis automatically updates the employee’s CPI biographical salary information to reflect the change.

Teacher Retirement System (TRS)-Mandated Field Entries: The *Retire Elig Date (Retirement Eligibility Date)* field entry identifies the date on which the employee becomes eligible to participate in the assigned retirement plan. The *TRS DOE Paid ERCON (Teacher Retirement System-Georgia Department of Education Paid Employer Contribution)* field identifies the GaDOE as the employer-paid contributor for the specified employee.

State Health Benefit Plan (SHBP)/Georgia Health Insurance (GHI) Requirements: SHBP/GHI eligibility information must be tracked for all employees. GHI participants however, also record SHBP/GHI eligibility and participation, county of residence, coverage dates, coverage option, and the employee’s spouse’s Social Security Number (SSN), where appropriate. SHBP/GHI eligibility tracking allows school districts and systems to prepare for the yearly *Open Enrollment* health insurance period. The entries in the *GHI Eligible?*, *Participate in GHI* and the *GHI Option* and *GHI Tier* fields must correspond. For example, if *N (No)* is entered in the *Participate in GHI?* field, *NC (No Coverage)* or *NE (Not Eligible)* and *00 (No Coverage)* must be entered in the *GHI Option* and *GHI Tier* fields. PCGenesis processes this information when the user creates the *extract* file. *Section C, Topic 4: Print the Payroll Pre-Posting Reports* provides the instructions to print the *Monthly Deduction Register*. Refer to *Section D, Topic 1: Processing Monthly/Quarterly/Annual/Fiscal Reports* for additional SHBP/GHI reporting requirements.

GHI Change Code/GHI Change Date Fields: The GHI change code and change date fields track employee changes impacting GHI processing. PCGenesis defaults to *NEMP (New Employee Hire)* for new employee information, and PCGenesis exports this information when users perform the *GHI Export for State Health Benefits* procedure. Refer to *Section D: Monthly/Quarterly/Annual/Fiscal Report Processing Topic 1: Processing Monthly Reports* for the instructions to perform this procedure.

Terminating Employees: When terminating employees, PCGenesis automatically sets the *GHI Eligible?* and *Participate in GHI ?* flags to *N (No)* for Certified employees. For Classified employees, the *Participate in GHI?* flag will also be set to *N (No)*. The SHBP/GHI option and tier will be set to ‘*NE*’ (*Not Eligible*) and ‘*00*’ (*No Coverage*) respectively.

Inactivating Employee Information: Although inactivating an employee's information excludes the employee from payroll, PCGenesis neither clears the employee's gross data, nor the employee's deduction information.


Certified Substitute Information: After entering the certificate type code information within the PCGenesis-Certified/Classified Personnel Information (CPI) module, PCGenesis displays substitute employees' certificate information on the *Update/Display Personnel Data* screen.




Long Term Substitute Information: Substitute employees, payroll class type 'S', who are employed by the school district for six (6) weeks or more to fill in for a vacant permanent position, or to temporarily replace a regular contractual employee who is currently on leave, are considered "Long Term Substitutes". Although these employees do not receive training and experience compensation, they are included within Certified/Classified Personnel Information (CPI) reporting.

Account Number Codes: Entries within the **Acct# Yr Fnd F Prgm Fnct Object Fcty B Addt'l** fields must exist in the *Budget Account Master* file. Refer to the Financial Accounting and Reporting (FAR) System Operations Guide, Section A: Budget Account Master Processing for instructions.

Payroll/Annuity Codes: All description codes must exist in the *Payroll Description* file and all annuity company codes must exist in the *Payroll Annuity* file before using the codes to update employees' payroll information. Refer to *Section F: Payroll Description/Deduction/Annuity File Processing* for instructions.

Ethnicity Code Change Information: To meet Federal and CPI reporting requirements for calendar year 2010, the *Display/Update Personnel Data* screen displays race/ethnicity definitions. CPI processing now requires a two-question format to collect data on ethnicity and race and requires two distinct responses. The first question concerns the broad category of ethnicity, and the second question is concerned with the less broad designation of an employee's specific race category. The first part asks the respondent to identify his or her ethnicity as a Hispanic or Latino. The second part asks the respondent to identify his or her race or races. The user must select at least one race code.

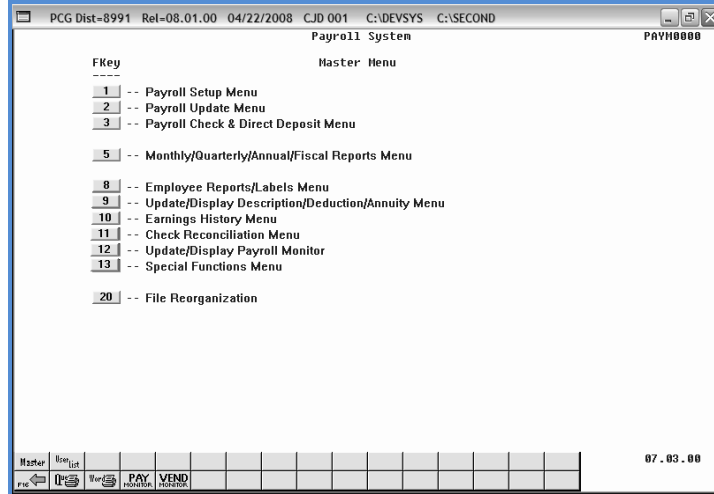
Screen Print: The screen print feature allows the user to obtain a screen print of the *Update/Display Personnel Information* screen. The screen print feature is available on display/inquiry screens which have the  button. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

Selecting the Drop-down selection icon ,  (F15 – Code Lookup) or  (F28 – Help Screens) when offered provides additional assistance with the entry of information.

Procedure A: Setting/Clearing Employee Search Criteria

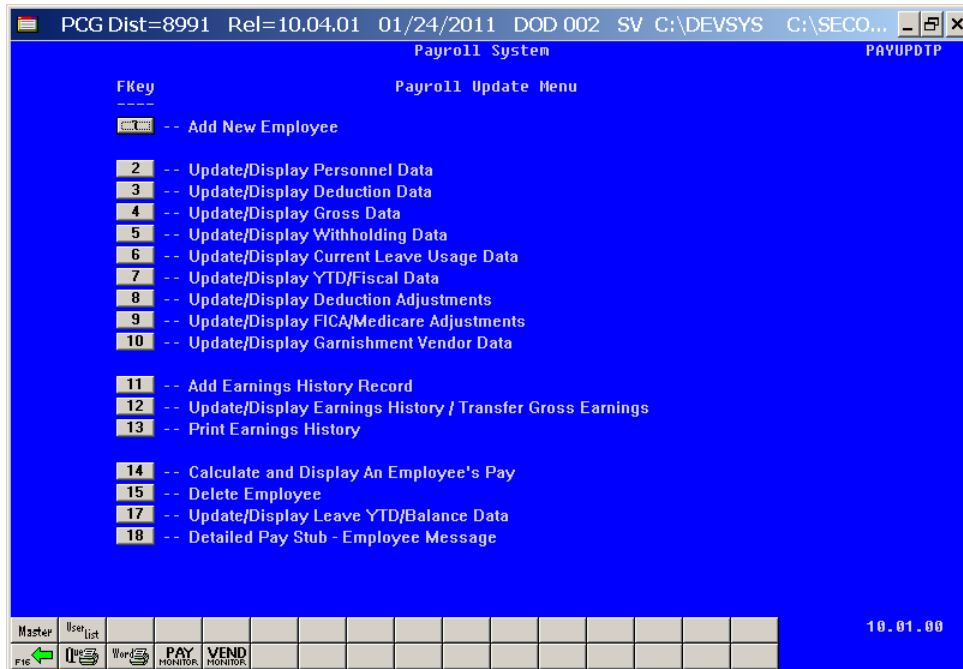
Refer to Topic 1: Set/Clear Employee Search Criteria for instructions.

Procedure B: Updating/Displaying Employee Personnel Information



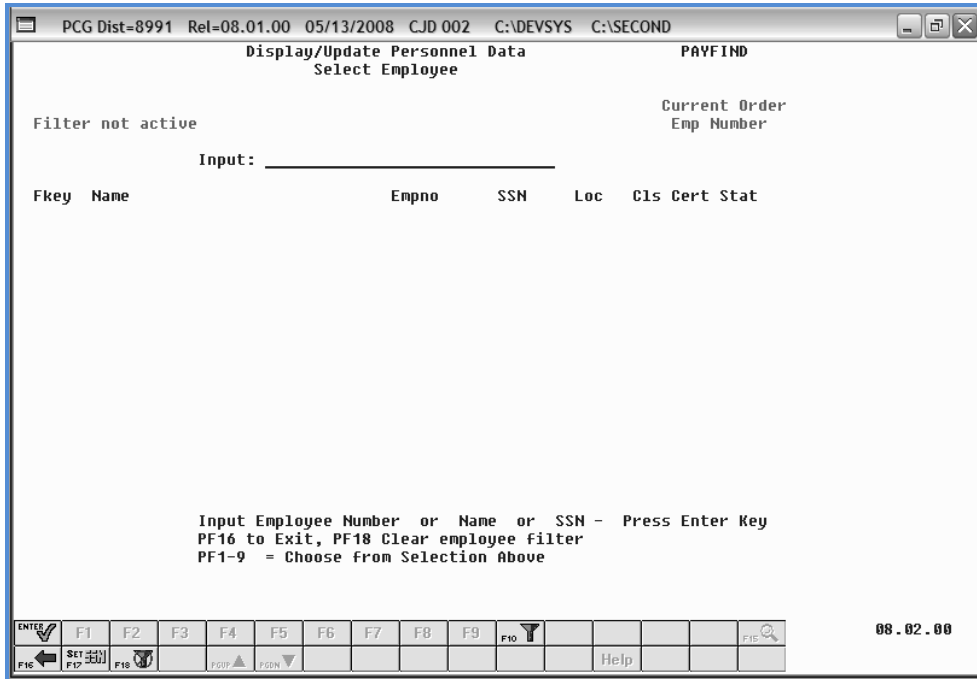
Step	Action
1	Select 2 (F2 - Payroll Update Menu).


The following screen displays:



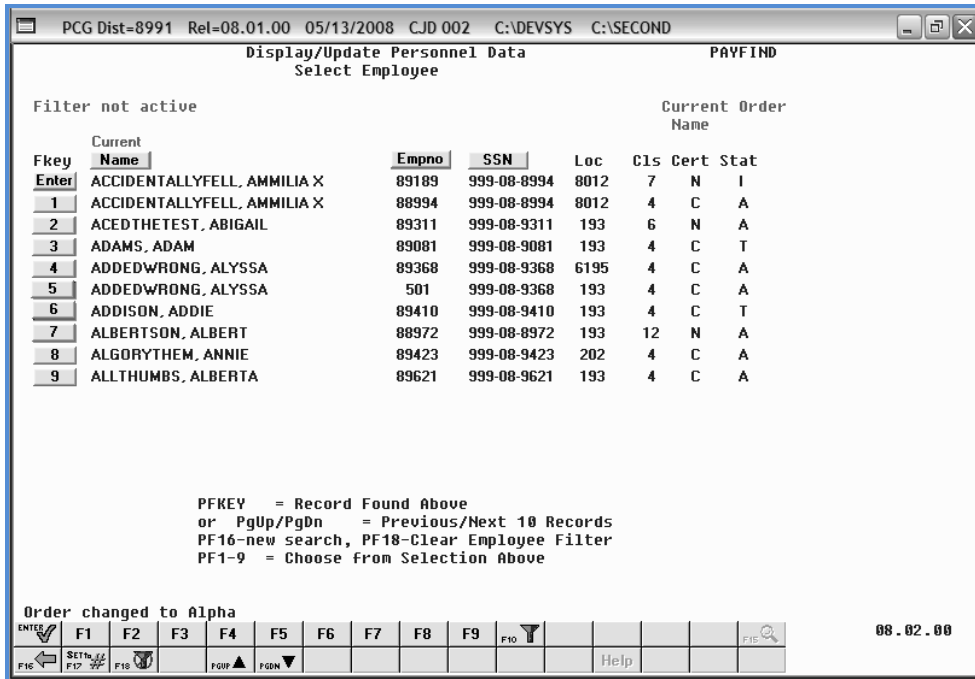
Step	Action
2	Select 2 (F2 - Update/Display Personnel Data).




The following screen displays:



Step	Action
3	<p>Enter the number in the Input field, select  (Enter - Continue), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number is unknown, enter the employee's complete or partial name, or the Social Security Number in the "Input" field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>

The following screen displays:



Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

For classroom teachers, the following screen displays:

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PCG Dist=8991 Rel=11.02.01 09/21/2011 DOD 002 C:\DEV5YS C:\SECOND
Display/Update Personnel Data PAY02
Status A -- Active AL2N20, MA2YBELLE
Emp. no. 88423 Pay Loc 3050 Location 003050 Class 9 TEACHERS
Sex Code M Work Loc 3050 Location 003050 Job 114 GRADES 9-12 COMBIN
Mar Stat M SSN 999 08 8423 EE0-5 Job 000 Undefined
EE0-5 Ethnic 2 WHITE

NAME First MA2YBELLE Middle Hispanic/Latino Ethnicity?
Last AL2N20 Suffix Prefix Race (Select all that apply)
Address 2627 MAIN STREET Certificate Type T4
Address L2 CS1 Job (from CPI) 114
City/State SMITH , GA Include on CPI ? Y
Zip Code 33333 County 160 Sick Bank ? Y
Phone (999)555-1577 Out of State Substitute rank
Hours Per Day

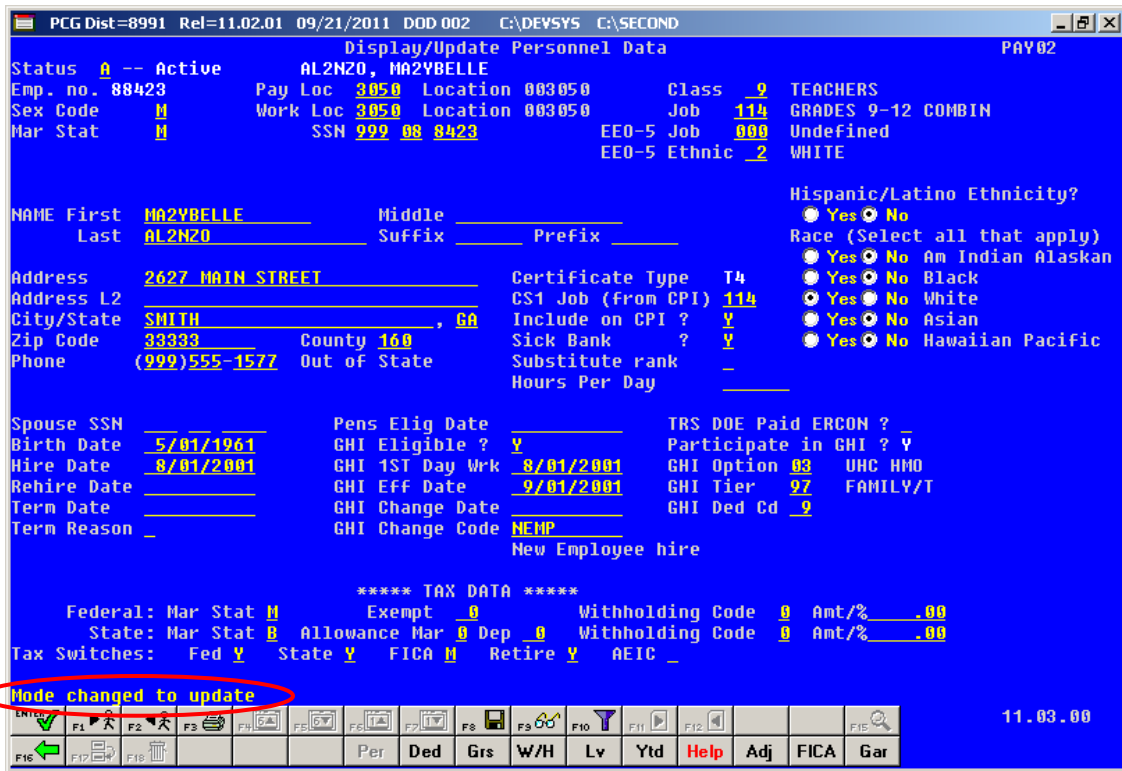
Spouse SSN Pens Elig Date TRS DOE Paid ERCON ?
Birth Date 5/01/1961 GHI Eligible ? Y Participate in GHI ? Y
Hire Date 8/01/2001 GHI 1ST Day Wrk 8/01/2001 GHI Option 03 UHC HMO
Rehire Date GHI Eff Date 9/01/2001 GHI Tier 97 FAMILY/T
Term Date GHI Change Date GHI Ded Cd 9
Term Reason GHI Change Code NEMP
New Employee hire

***** TAX DATA *****
Federal: Mar Stat M Exempt 0 Withholding Code 0 Amt/% .00
State: Mar Stat B Allowance Mar 0 Dep 0 Withholding Code 0 Amt/% .00
Tax Switches: Fed Y State Y FICA M Retire Y AEIC



11.03.00
    
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Step	Action
5	Select  (F9 – Switch to Update Mode).



The following screen displays:





Step	Action
6	<p>Verify “Mode changed to update” displays.</p> <p>Although these instructions refer primarily to the entry of information, if the fields already contain information, or are automatically populated with information during the selection a PF key, verify the fields’ entries are correct for the employee. If the information is incorrect, make the appropriate modifications to the field entries.</p>
7	<p>Enter the employee’s status in the Status field.</p> <p>Valid codes are A (Active), I (Inactive) and T (Terminated).</p> <p><u>To “inactivate” an employee:</u> Enter I (Inactive) in the field, and enter the termination date (MM/DD/CCYY) and termination code in Step 24.</p> <p><u>To reactivate an employee:</u> Enter A (Active) in the field and the rehire date (MM/DD/CCYY) in the Rehire Date field at Step 23.</p>
8	<p>Verify the Pay Loc (Pay Location), Class, Sex Code, Work Loc (Work Location), Job, Mar Stat (Marital Status), and SSN (Social Security Number) field entries are correct.</p> <p>If the information is incorrect, make the appropriate modifications. Valid gender codes include F (Female) and M (Male). Valid Marital Status codes include M (Married), and S (Single). If the SSN is unknown, enter all 9’s temporarily. Before calendar year end W-2 processing or TRS, PSERS or GHI reporting however enter a valid SSN in the field.</p>

Step	Action
9	<p>Enter the code or select the Drop-down selection icon  in the EEO-5 Job field to choose the employee's EEO-5 job code.</p> <p><i>The EEO-5 job code is necessary in order to support EEO-5 reporting and file transmission to the Federal government.</i></p>
10	<p>Enter the code or select the Drop-down selection icon  in the EEO-5 Ethnic field to choose the employee's ethnicity.</p> <p><i>The EEO-5 ethnic code is necessary in order to support EEO-5 reporting and file transmission to the Federal government.</i></p>
11	<p>Select the <input type="radio"/> (Radio Button) to left of the appropriate response in the Hispanic/Latino Ethnicity? field.</p>
12	<p>Select the <input type="radio"/> (Radio Button) to left of all of the responses which apply in the Race (Select all that apply) fields.</p> <p><i>Select at least one response.</i></p>
13	<p>Enter the name and complete mailing address in the Name, Address, Address L2, City/State, and Zip Code fields.</p> <p><i>Enter Zip+4 codes in the Zip Code field where appropriate. Enter up to thirty-two (32) characters within each of the remaining fields.</i></p>
14	<p>SHBP/GHI (Required): Enter the county of residence code in the County field.</p> <p><i>PCGenesis defaults to the school district's county. Refer to the Georgia County Code Listing for a complete listing of Georgia counties.</i></p>
15	<p>Enter the employee's telephone number, including the area code in the Phone field.</p>
16	<p>Certified employees: Verify the employee's certificate type has defaulted correctly in the Certificate Type field from the employee's <i>Certificate</i> record.</p> <p><i>A complete listing of CPI job codes is located at http://app.doe.k12.ga.us/ows-bin/owa/cpi_pack_codes01.entry_form. If the information is incorrect, select F16 to exit this procedure. Refer to the <i>CPI System Operations Guide, Section A: Displaying/Updating Individual Employee Information</i> for the instructions to correct the employee's certificate type. Repeat this procedure beginning at Step 1 in this instance.</i></p>
17	<p>Enter the employee's job code in the CS1 Job (from CPI) field.</p> <p><i>A complete listing of CPI job codes is located at http://app.doe.k12.ga.us/ows-bin/owa/cpi_pack_codes01.entry_form.</i></p>
18	<p>Enter Y (Yes) or N (No) in the Include on CPI? field.</p> <p><i>For Long Term Substitutes, enter Y (Yes) in the field.</i></p>

Step	Action
19	Enter Y (Yes) or N (No) in the Sick Bank? field. A response of Y (Yes) indicates that the employee participates in the sick bank and a response of N (No) indicates that the employee does NOT participate in the sick bank.
20	<p>Required field for substitutes: Enter the code or select the Drop-down selection icon  in the Substitute Rank field to choose the substitute's rank. The Substitute Rank will determine the rate of pay for the substitute in the Enhanced Substitute and Leave System.</p> <p><i>The Substitute Rank code is necessary when the Enhanced Substitute Pay and Leave System has been enabled on the Tax/Withholding/Control Menu.</i></p>
21	<p>Hours Per Day: Optional</p> <p>Enter the number of hours per day the employee works in the Hours Per Day field.</p> <p><i>The Hours Per Day field is necessary when the Enhanced Substitute Pay and Leave System has been enabled on the Tax/Withholding/Control Menu. This field allows the system to convert hours to days when entering time off in the Substitute Pay and Leave System.</i></p>
22	Enter the Social Security Number of the employee's spouse in the Spouse SSN (Spouse Social Security Number) field.
23	<p>Enter the appropriate dates (MM/DD/CCYY) in the Birth Date, Hire Date, and the Rehire Date fields where applicable.</p> <p><i>When reactivating an employee, make the appropriate entry within the Rehire Date field.</i></p>
24	Verify the entries in the Term Date (Termination Date) and the Term Reason (Termination Reason) fields are correct.
25	Enter the appropriate date (MM/DD/CCYY) in the Pens Elig Date (Pension Eligibility Date) field.
26	<p>SHBP/GHI (Required): Enter Y (Yes – Employee is eligible to receive benefits) or N (No – Employee is not eligible to receive benefits) in the GHI Eligible? field to identify the employee's plan eligibility.</p> <p><i>Certified employees <u>must participate</u> in GHI. For certified employees, systems are required to pay the employer's share for GHI regardless of whether the employee elects to take advantage of the benefit. Because of this across-the-board requirement, this field is not modifiable for Certified employees.</i></p> <p><i>When entering N (No), proceed to Step 31. Otherwise proceed to Step 27.</i></p>
27	GHI 1st Day Wrk (GHI First Day Worked) field – SHBP/GHI Required if Y (Yes) defaulted/was entered in Step 26: Enter the first date (MM/DD/CCYY) for which the employee is compensated.
28	GHI Eff Date field – SHBP/GHI Required if Y (Yes) defaulted/was entered in Step 26: Enter the date (MM/DD/CCYY) the employee's coverage begins.

Step	Action
29	GHI Change Date field - SHBP/GHI Required if Y (Yes) defaulted/was entered in Step 26: Enter the date (MM/DD/CCYY) the employee's coverage change becomes effective.
30	GHI Change Code field - SHBP/GHI Required if Y (Yes) defaulted/was entered in Step 26: Select the Drop-down selection icon  within the field to identify the reason for the employee's GHI coverage change.
<i>When the Step 45-Tax Switches: Retire field's entry is 'R' (TRS: Employer Pays <u>both</u> employer and employee shares), the Step 31-'TRS DOE Paid ERCON' (Department of Education pays the Employer's Contribution) field <u>may not contain</u> Y (Yes) as the two settings are mutually exclusive.</i>	
31	Enter Y (Yes) or N (No) in the TRS DOE Paid ERCON? (Teacher Retirement System-Georgia Department of Education Paid Employer Contribution) to identify the Georgia Department of Education's employer-paid contribution to the school district's retirement plan.
32	For Classified and Substitute Employees: Enter Y (Yes) or N (No) in the Participate in GHI? field. <u>For Classified employees:</u> <ul style="list-style-type: none"> • Enter N (No) if the employee option in <i>Step 33</i> will be NC (No Coverage) or NE (Not Eligible), and the tier will be 00 (No Coverage). • Enter Y (Yes) if the employee option and tier in <i>Step 33</i> will be codes other than NC (No Coverage) or NE (Not Eligible) and 00 (No Coverage).
33	SHBP/GHI (Required) for Step 26-Y (Yes) entries: Enter or select the Drop-down selection icon  within the GHI Option and GHI Tier fields to choose the GHI option and tier. <i>For Classified employees participating in GHI, the Option and Tier fields can neither be NE (Not Eligible) nor 00 (No Coverage).</i>
34	SHBP/GHI (Required) for Step 26-Y (Yes) entries: Enter the appropriate deduction code in the GHI Ded Cd (GHI Deduction Code) field. <i>An invalid entry in this field will generate the "Deduction Code not valid or not set up as SHBP Deduction" message. Refer to Section F: Description/Deduction/Annuity File Processing for instructions on the entry of this code.</i>
35	Verify or enter the employee's federal income tax marital status code in the Federal: Mar Stat (Federal: Marital Status) field. Valid Values: M = Married S = Single
36	Verify or enter the number of federal income tax exemptions in the Federal: Exempt (Federal: Exemptions) field. <i>When the number of federal income tax exemptions exceeds ten (10), submit the employee's W-4 form to the Internal Revenue Service. Refer to Line 5 of the W-4 form for the Federal: Exempt field's information.</i>

Step	Action
37	<p>Verify or enter the employee's federal income tax withholding code in the Federal: Withholding Code field.</p> <p>Valid Values: 0 = Normal Federal tax from tax table 1 = Normal Federal tax from tax table + flat amount 2 = Flat amount only 3 = Flat percentage only</p>
38	<p>The Federal: Amt/% field is used in conjunction with the Federal Withholding Code. If the Federal: Amt/% value is a whole number, it will be treated as a flat amount (codes 1 & 2). If the value is less than 1, it will be treated as a percentage (code 3). Verify or enter the employee's additional federal income tax amount <u>or</u> the tax percentage in the Federal: Amt/% (Federal: Amount/Percentage) field, where appropriate.</p> <p><i>Required for Step 37 (1, 2, or 3 entries). Values less than 1.00 are regarded as percentages (%).</i></p>
39	<p>Verify or enter the employee's state income tax marital status code in the State: Mar Stat (State: Marital Status) field.</p> <p>Valid Values: A = Single B = Married Filing Joint, both spouses working C = Married Filing Joint, one spouse working D = Married Filing Separate E = Head of Household 8 = Exempt – Servicemembers Civil Relief Act</p> <p>A marital status of '8' will cause all wages to be exempt from reporting for Georgia state wages, and will cause zero Georgia tax to be withheld from the employee's paycheck. The <i>Department of Labor Quarterly Payroll Report and Wages Data File</i>, and the W-2 forms will both treat any wages on the Earnings History records with a Georgia marital status of '8' as Georgia exempt wages, and these wages will not be included in these tax reports.</p>
40	<p>Verify or enter the total number of dependent allowances in the State: Allowance Mar (State: Allowance Marital Status) field, and the sum total of both dependent and additional allowances in State: Allowance Dep (State: Allowance Dependents) field.</p> <p><i>When the number of State of Georgia income tax exemptions exceeds fourteen (14), submit the employee's G-4 form to the Georgia Department of Revenue. Refer to Line 4 and Line 5 of the G-4 form for State: Allowance information.</i></p>
41	<p>Verify or enter the state income tax withholding code in the State: Withholding Code field.</p> <p>Valid Values: 0 = Normal state tax from tax table 1 = Normal state tax from tax table + flat amount 2 = Flat amount only 3 = Flat percentage only</p>

Step	Action
42	<p>The State: Amt/% field is used in conjunction with the State Withholding Code. If the State: Amt/% value is a whole number, it will be treated as a flat amount (codes 1 & 2). If the value is less than 1, it will be treated as a percentage (code 3). Verify or enter the additional state income tax amount <u>or</u> the total percentage in the State: Amt/% (State: Amount/Percentage) field is correct, where appropriate.</p> <p><i>Required for Step 41 (1, 2, or 3 entries). Values less than 1.00 are regarded as percentages (%).</i></p>
43	<p>Enter Y (Yes) or N (No) in the Tax Switches: Fed (Federal) <u>and</u> Tax Switches: State fields.</p> <p>Valid Values: Y = Compute withholding N = Do NOT compute withholding</p>
44	<p>Enter the appropriate response or code in the Tax Switches: FICA (Federal Insurance Contributions Act Tax Switches) field.</p> <p>Valid Values: Y = Compute OASDI/Medicare N = Do NOT compute OASDI/Medicare M = Compute Medicare only</p>
45	<p>Enter Y (Yes), N (No) or R (Retired) in the Tax Switches: Retire (Retirement) field.</p> <p><i>House Bill 210/Senate Bill 327 (HB 210/SB327) allows retired Teachers to return to the teaching profession without a loss in TRS benefits. Although these Teachers do not have to contribute to TRS, school districts must still pay all TRS employer contributions as if the retiree was an active member of TRS. The retirement Switch for these employees must be set to "R" (Retired). Note that the "R" (Retired) Switch is only valid for Pension Code 2 (TRS) on the employee's Gross Data screen. This retirement Switch/pension code combination allows only the calculation of the employer's share for TRS. GHI is also required for these returning teachers.</i></p>
46	<p>Enter the appropriate code in the AEIC (Advanced Earned Income Credit) Tax Switches field or leave the field blank where applicable.</p> <p>Valid Values: BLANK = Do NOT compute AEIC</p> <p><i>According to IRS Publication 15 (Circular E), Employer's Tax Guide 2011, the option of receiving advance payroll payments of Earned Income Credit (EIC) expired on December 31, 2010. Therefore, entry of an AEIC switch on the employee record is no longer allowed and <u>must be blank</u>.</i></p>
47	<p>Select  (Enter).</p> <p>Select  (F17 – Print this data) to obtain a screen print of the <i>Update/Display Personnel Information</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p>

The following screen displays:

PCG Dist=8991 Rel=11.02.01 09/21/2011 DOD 002 C:\DEV\SYS C:\SECOND

Display/Update Personnel Data PAY02

Status A -- Active AL2N20, MA2YBELLE

Emp. no. 88423 Pay Loc 3050 Location 003050 Class 9 TEACHERS

Sex Code M Work Loc 3050 Location 003050 Job 114 GRADES 9-12 COMBIN

Mar Stat M SSN 999 08 8423 EEO-5 Job 000 Undefined

EEO-5 Ethnic 2 WHITE

NAME First MA2YBELLE Middle _____ Hispanic/Latino Ethnicity?

Last AL2N20 Suffix _____ Prefix _____ Yes No

Address 2627 MAIN STREET Certificate Type T4 Yes No Am Indian Alaskan

Address L2 _____ GS1 Job (From CPI) 114 Yes No Black

City/State SMITH, GA Include on CPI ? Y Yes No White

Zip Code 33333 County 160 Sick Bank ? Y Yes No Asian

Phone (999)555-1577 Out of State _____ Substitute rank _____ Yes No Hawaiian Pacific

Hours Per Day _____

Spouse SSN _____ Pens Elig Date _____ TRS DOE Paid ERCON ? _____

Birth Date 5/01/1961 GHI Eligible ? Y Participate in GHI ? Y

Hire Date 8/01/2001 GHI 1ST Day Wrk 8/01/2001 GHI Option 03 UHC HMO

Rehire Date _____ GHI Eff Date 9/01/2001 GHI Tier 97 FAMILY/T

Term Date _____ GHI Change Date _____ GHI Ded Cd 9

Term Reason _____ GHI Change Code NEMP

New Employee hire

***** TAX DATA *****

Federal: Mar Stat M Exempt 0 Withholding Code 0 Amt/% .00


State: Mar Stat B Allowance Mar 0 Dep 0 Withholding Code 0 Amt/% .00

Tax Switches: Fed Y State Y FICA M Retire Y AEIC _____

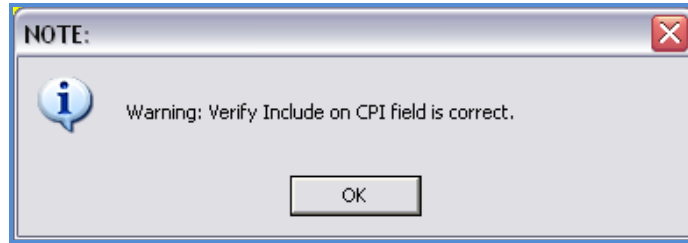
Validations passed. Save your changes.


11.03.00

Function keys: F1, F2, F3, F4, F5, F6, F7, F8 (Save), F9, F10, F11, F12, F13, F14, F15, F16, F17, F18, F19, F20, F21, F22, F23, F24, F25, F26, F27, F28, F29, F30, F31, F32, F33, F34, F35, F36, F37, F38, F39, F40, F41, F42, F43, F44, F45, F46, F47, F48, F49, F50, F51, F52, F53, F54, F55, F56, F57, F58, F59, F60, F61, F62, F63, F64, F65, F66, F67, F68, F69, F70, F71, F72, F73, F74, F75, F76, F77, F78, F79, F80, F81, F82, F83, F84, F85, F86, F87, F88, F89, F90, F91, F92, F93, F94, F95, F96, F97, F98, F99, F100, F101, F102, F103, F104, F105, F106, F107, F108, F109, F110, F111, F112, F113, F114, F115, F116, F117, F118, F119, F120, F121, F122, F123, F124, F125, F126, F127, F128, F129, F130, F131, F132, F133, F134, F135, F136, F137, F138, F139, F140, F141, F142, F143, F144, F145, F146, F147, F148, F149, F150, F151, F152, F153, F154, F155, F156, F157, F158, F159, F160, F161, F162, F163, F164, F165, F166, F167, F168, F169, F170, F171, F172, F173, F174, F175, F176, F177, F178, F179, F180, F181, 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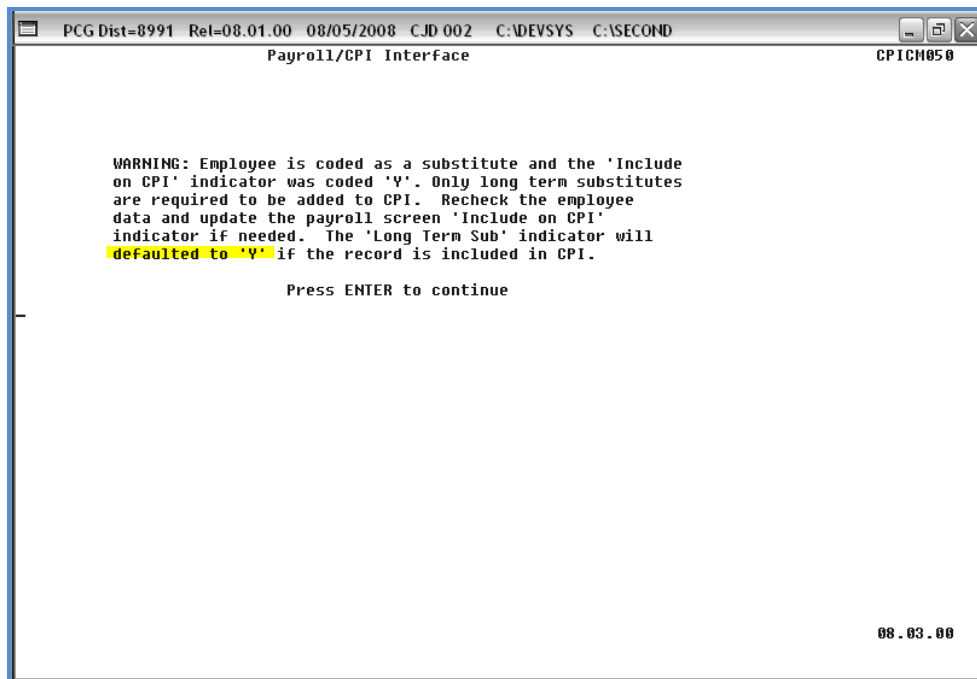
Step	Action
48	Verify "Validations passed. Save your changes." displays and select  (F8 – Save changes). For Long Term Substitutes, proceed to Step 49. For Certified and Non-Long Term Substitute employees, proceed to Step 50.


For Classified (Non-certified) employees (Long Term Substitutes), the following dialog box displays:



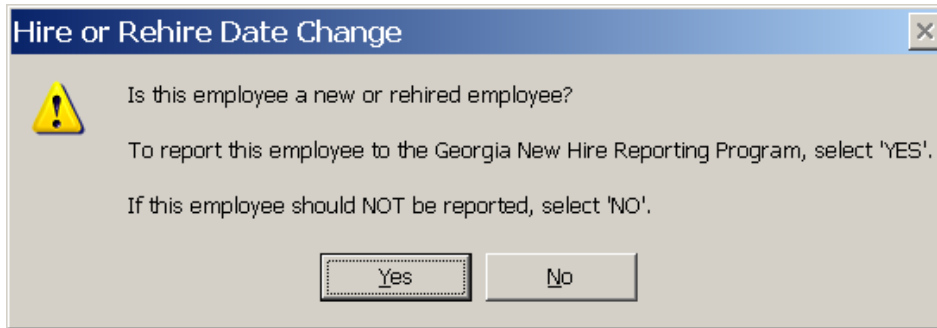
Step	Action
49	Select  (OK).

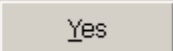
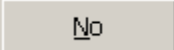
The following screen displays:



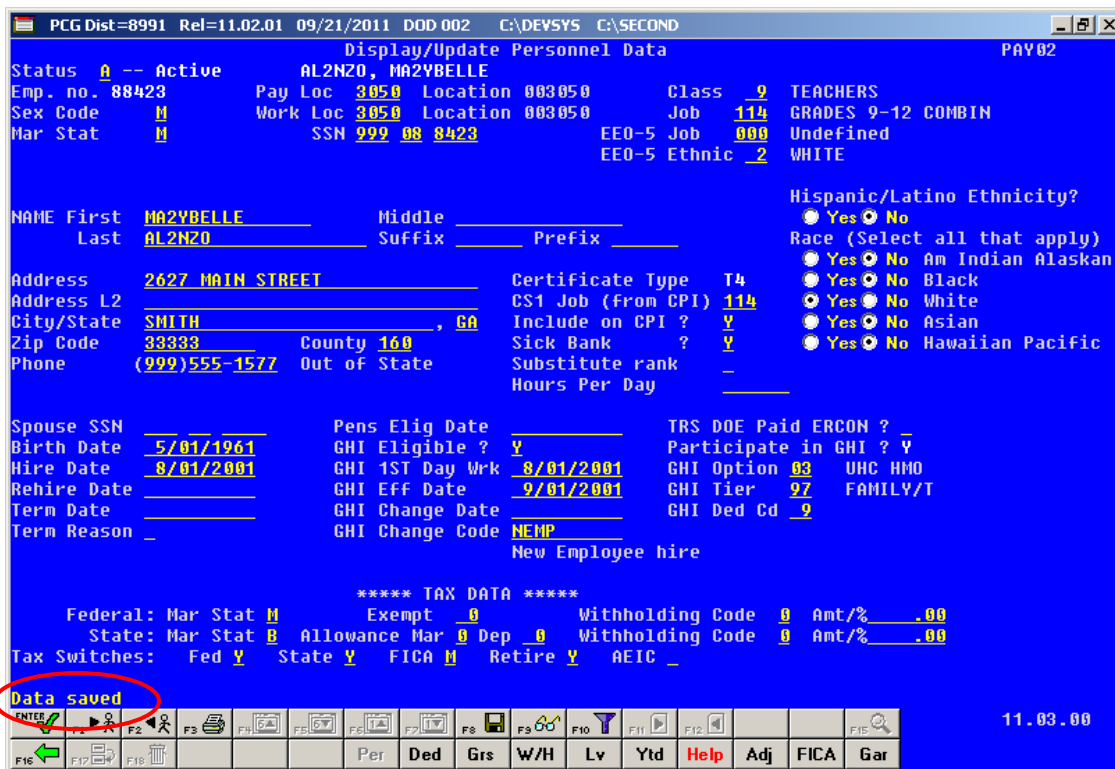
Step	Action
50	Review the <i>Payroll/CPI Interface</i> screen's information, and select Enter . <i>When changing the employee's "Include on CPI?" flag from 'N' (no) to 'Y' (yes), the preceding screen displays after  (Enter) is selected in Step 47.</i>


If the employee's hire or rehire date has changed, the following dialog box displays:



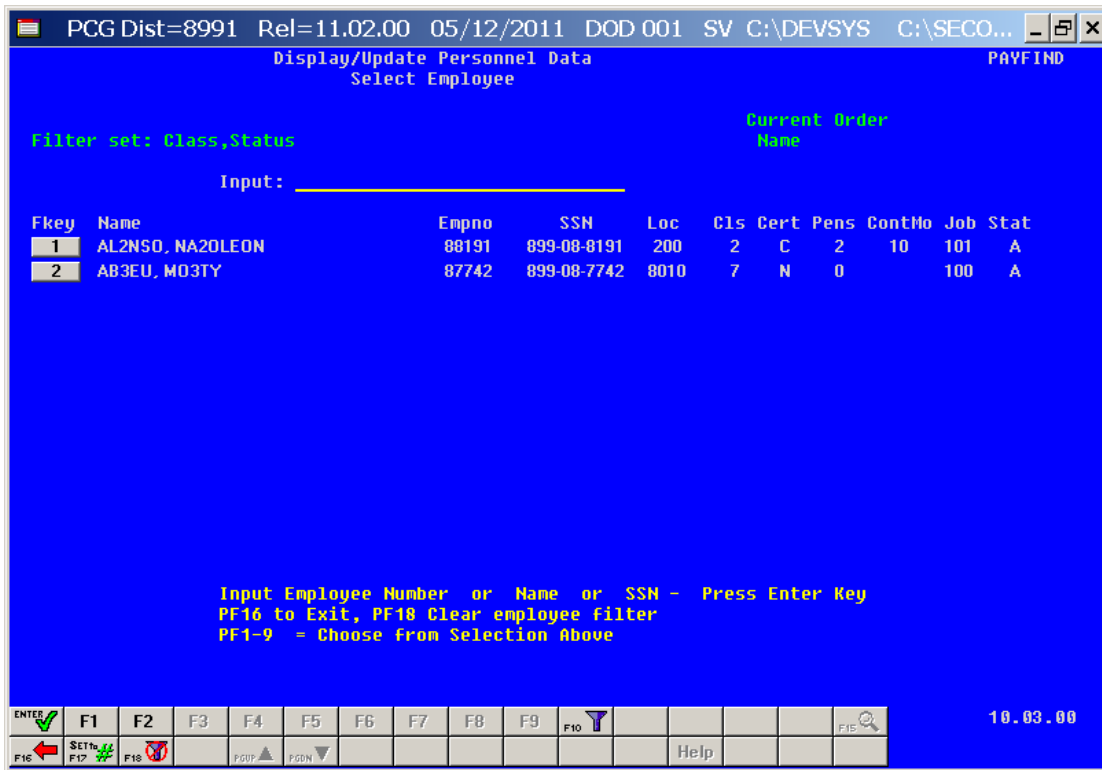
Step	Action
51	<p>Hire or rehire date change: If the system detects a change to either the employee's hire date or rehire date, the <i>Hire or Rehire Date Change</i> dialog box will be displayed. If this employee is a new employee or a rehired employee, select  (Yes). If this employee is NOT a new employee or a rehired employee, select  (No).</p> <p><i>If Yes is selected, the employee will be reported to the Georgia New Hire Reporting Program. Refer to Payroll System Operations Guide, Section I: Special Functions, Topic 8: Payroll Export and Import File Processing, Topic 8E: Payroll New Hire Export and Import File Processing for additional information on the New Hire Export.</i></p>


The following screen displays:



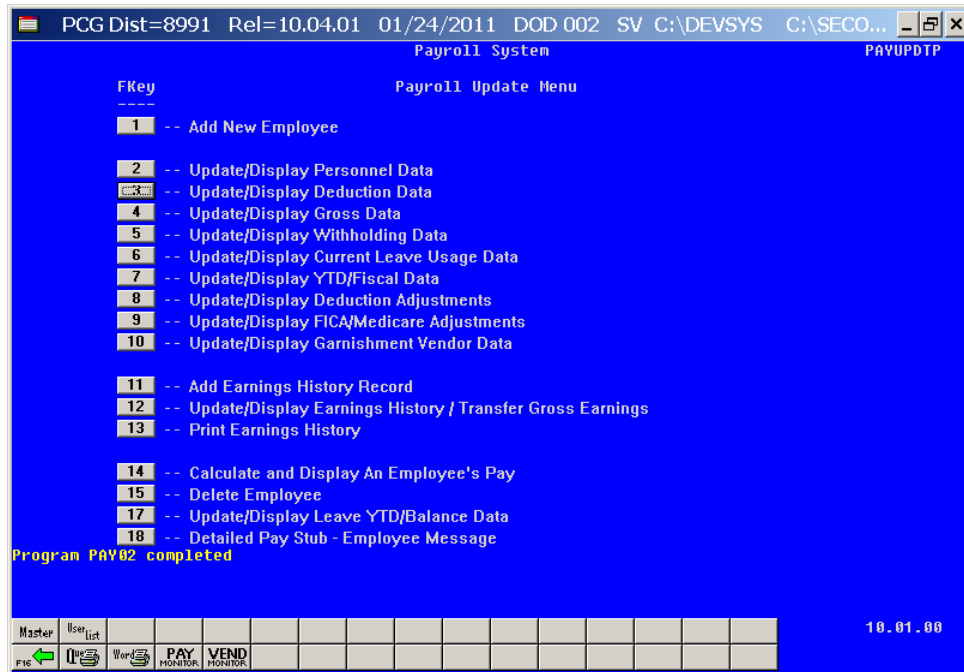
Step	Action
52	Verify "Data saved" displays, and select  (F16 – Exit) to the <i>Display/Update Personnel Data - Select Employee</i> screen.



The following screen displays:



Step	Action
53	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:



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