

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

1/22/2009

Section I: Special Functions

[Topic 1: Pay Schedule Processing, V2.1]

Revision History

Date	Version	Description	Author
1/22/2009	2.1	08.04.00 – Corrected <i>Procedure A</i> sequential order of instructions.	C. W. Jones
10/01/2008	2.0	08.03.00 – Reorganized <i>Special Functions Menu</i> supporting documentation and Web layout.	C. W. Jones

Table of Contents

Overview1

Procedure A: Add a New Pay Schedule2

Procedure B: Display/Modify a Pay Schedule.....8

Procedure C: Delete a Pay Schedule.....14

Procedure D: Mass Update Employee Pay Schedules.....19

Overview

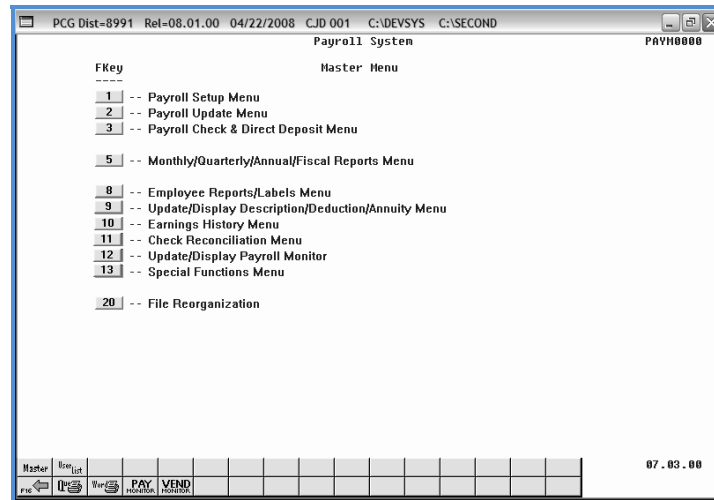
Payroll Schedules are set up on a calendar year basis to track PCGenesis payroll cycle dates. These schedules may be created, modified, and/or deleted, and must contain the dates that the school districts and systems intend for payroll to be posted to Financial Accounting and Reporting (FAR). PCGenesis also allows the addition of payroll dates to the *Calendar Year Pay Schedule* screen as in the case of running an additional payroll during the year. PCGenesis displays additional payroll dates on the screen in the correct payroll cycle order. When processing dates other than the schedule's dates, add the dates by following the steps in *Procedure B: Display/Modify a Pay Schedule*. Do not add these dates during the regular payroll run. When this process is successfully completed, the entries' results display during payroll setup.

Perform PCGenesis allows mass updates for individual pay schedules by payroll class as needed. Because PCGenesis does not require individual updates to employee pay schedules, this process saves time when multiple employees' information requires updating. Always perform this procedure if an entire employee class changes pay schedules. For example, mass update information as in the case of a the custodians pay class change from a twenty-four (24)-cycle pay schedule to a twelve (12)-cycle pay schedule to ensure the entire pay class' information for payroll to post correctly.

Procedure A: Add a New Pay Schedule

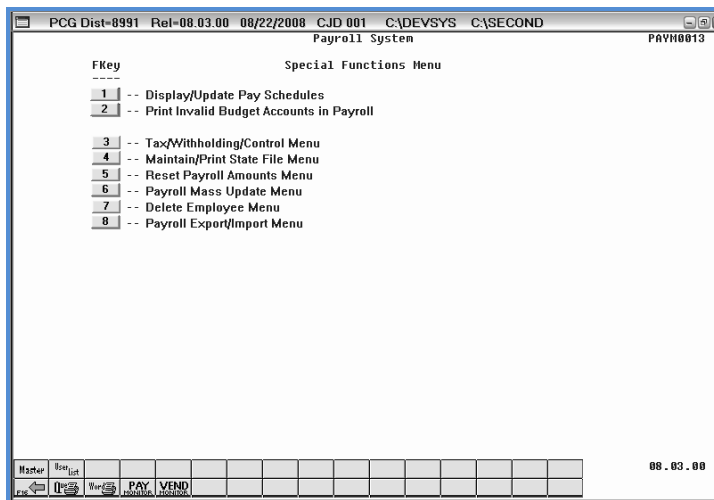
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



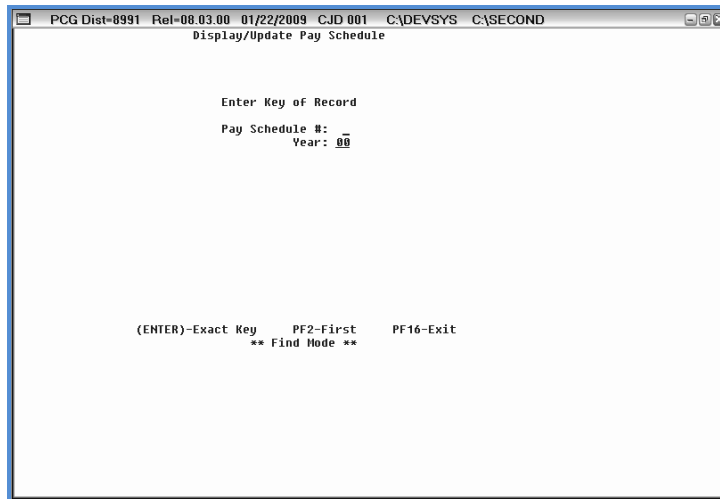
Step	Action
2	Select 13 (F13 - Special Functions Menu).

The following screen displays:



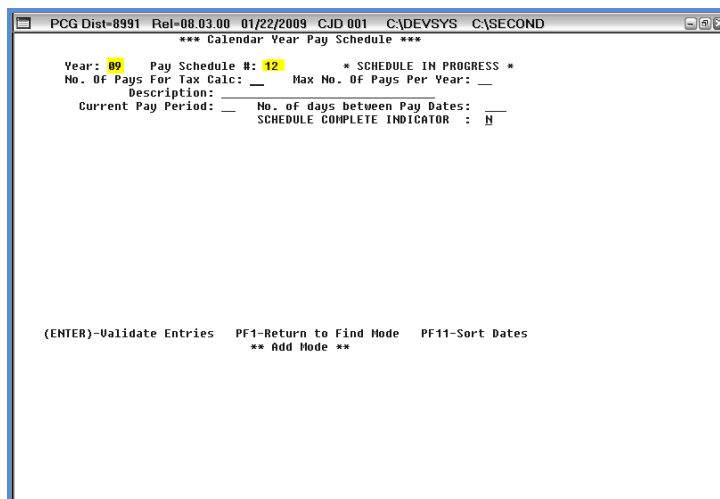
Step	Action
3	Select 1 (F1 - Display/Update Pay Schedules).

The following screen displays:



Step	Action
4	Enter the 2-digit <i>Payroll Schedule</i> number in the Pay Schedule # (Pay Schedule Number) field. <i>Valid entries in the Pay Schedule # field are 01 – 53. These entries must correspond with the Pay Schedule for Type C (Classes) in the Payroll Description file.</i>
5	Enter the 2-digit calendar year (YY) in the Year field.
6	Select Enter (Exact Key).

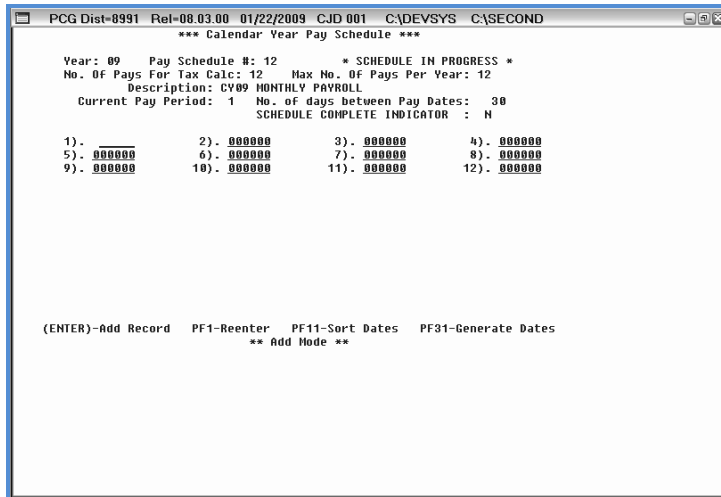
The following screen displays:



Step	Action
7	Verify the 2-digit year (YY) defaults correctly in the Year field.

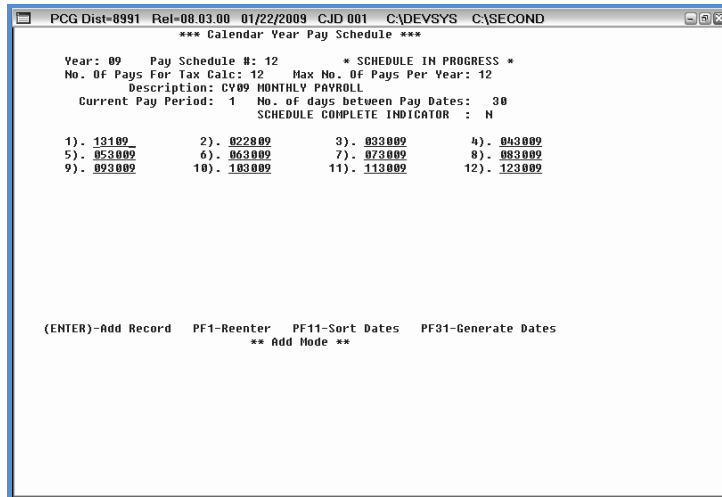
Step	Action
8	Verify the 2-digit <i>Payroll Schedule</i> number (##) defaults correctly in the Pay Schedule # (Payroll Schedule Number) field.
9	Enter the total number of payrolls for income tax calculation in the No. of Pays for Tax Calculation (Number of Payrolls for Tax Calculation) field. <i>For example, Monthly payrolls should be entered as 12, and Semi-Monthly payrolls should be entered as 24, etc.</i>
10	Enter the total number of <u>actual</u> payroll runs for this <i>Payroll Schedule</i> in the Max. No. of Pays Per Year (Maximum Number of Payrolls Per Year) field. <i>The entry within the Max. No. of Pays Per Year field may be <u>greater than</u> the total number of payrolls entered in the No. of Pays for Tax Calculation field.</i>
11	Enter the payroll cycle's description in the Description field. <i>For example, enter "monthly" or "semi-monthly".</i>
12	Enter the next payroll period in the Current Pay Period field. <i>For example, enter "01" for the first payroll period. On the other hand, if "03" (for the third payroll period), were entered in the field, PCGenesis uses the date in field 3.) for the next payroll instead of the dates in fields 1.) ___ and 2.) ___.</i>
13	Enter the number of days between payroll runs in the No. of Days Between Pay Dates (Number of Days Between Pay Dates) field. <i>For "31" field entries, PCGenesis automatically adjusts the dates for months with less than thirty (30) days.</i>
14	For a previous year's Payroll Schedule: Enter Y (Yes) in the Schedule Complete Indicator field. For the current calendar year's Payroll Schedule: Enter N (No) in the Schedule Complete Indicator field.
15	Select Enter (Validate Entries).

The following screen displays:



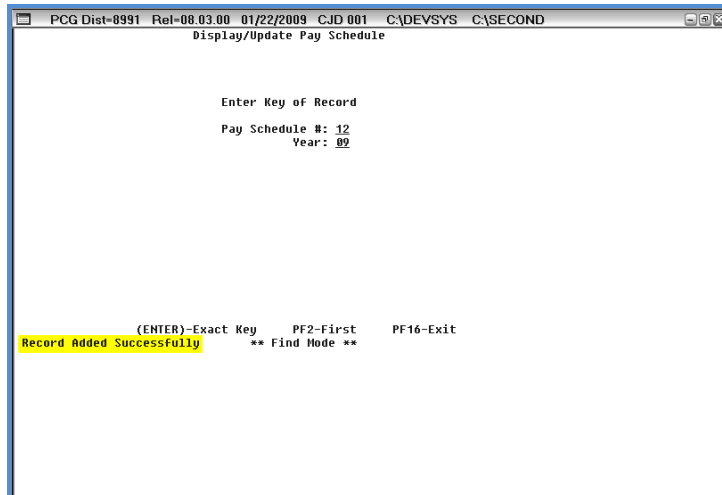
Step	Action
16	<p>Verify the screen's entries, and select the appropriate option:</p> <p>For automatic date calculations: Enter the <u>first</u> payroll run date (MMDDYY) in the first field <u>only</u>, and select F31 (Generate Dates).</p> <p>For manual date entries Enter the payroll run dates (MMDDYY) in <u>each</u> of the fields.</p> <p><i>If the information is incorrect, select F1, make the appropriate modifications, and select Enter.</i></p>
17	<p>Select Enter (Add Record).</p>

The following screen displays:



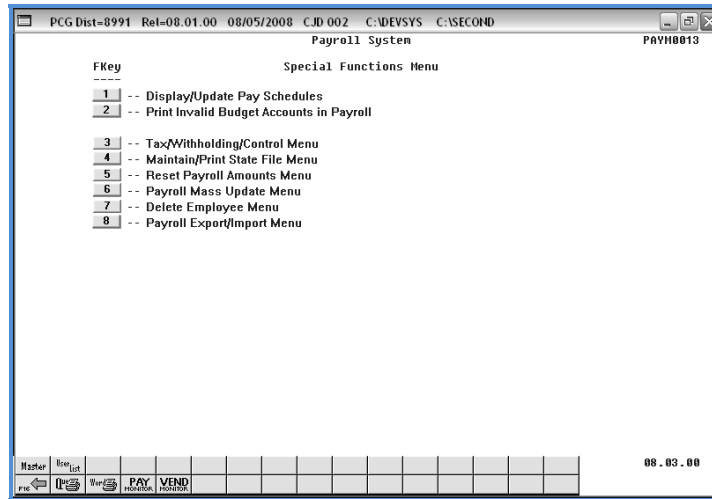
Step	Action
18	Verify the screen's entries are correct, and select Enter (Add Record). <i>If the information is incorrect, select F1, make the appropriate modifications, and select Enter.</i>



The following screen displays:




Step	Action
19	Select F16 (Exit) to return to the <i>Payroll System – Special Functions Menu</i> .

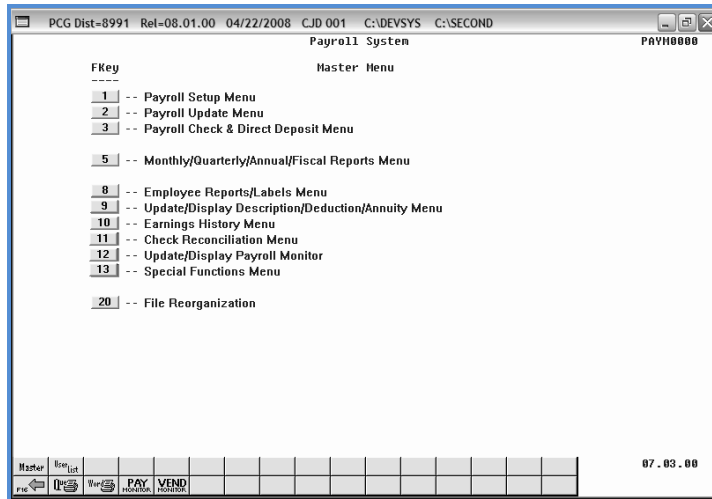
The following screen displays:



Step	Action
20	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> .

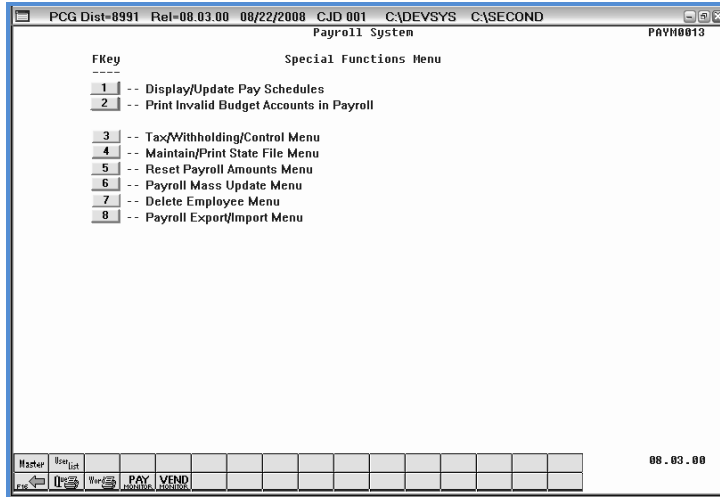
Procedure B: Display/Modify a Pay Schedule

Step	Action
1	<p>For Pay Schedule modifications: Select  (Pay Monitor) to verify the current payroll run is complete.</p> <p><i>Section H: Update/Display the Payroll Sequence Monitor provides detailed payroll update instructions where appropriate.</i></p>



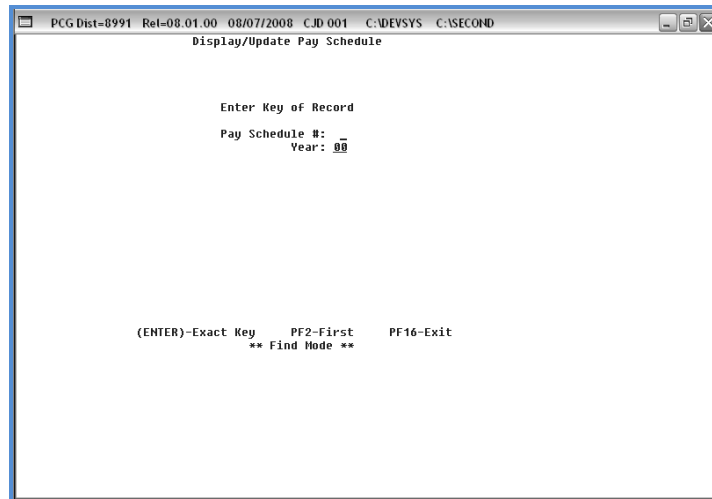
Step	Action
2	Select  (F13 - Special Functions Menu).

The following screen displays:



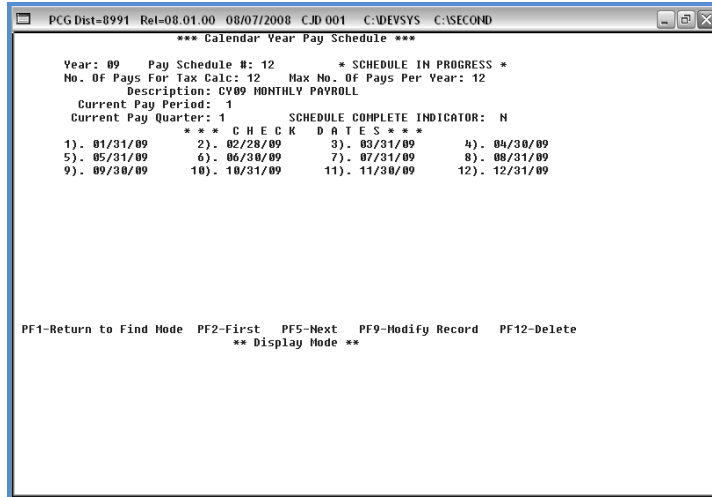
Step	Action
3	Select 1 (F1 - Display/Update Pay Schedules).

The following screen displays:



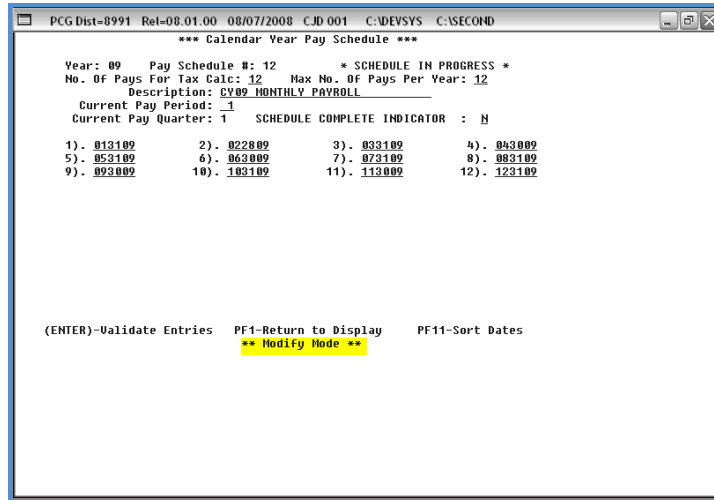
Step	Action
4	Enter the 2-digit <i>Payroll Schedule</i> number in the Pay Schedule # (Pay Schedule Number) field. <i>Valid entries in the “Pay Schedule #” field are 01 – 53. These entries must correspond with the Pay Schedule for Type C (Classes) in the Payroll Description file.</i>
5	Enter the 2-digit calendar year (YY) in the Year field.
6	Select Enter (Exact Key).

The following screen displays:



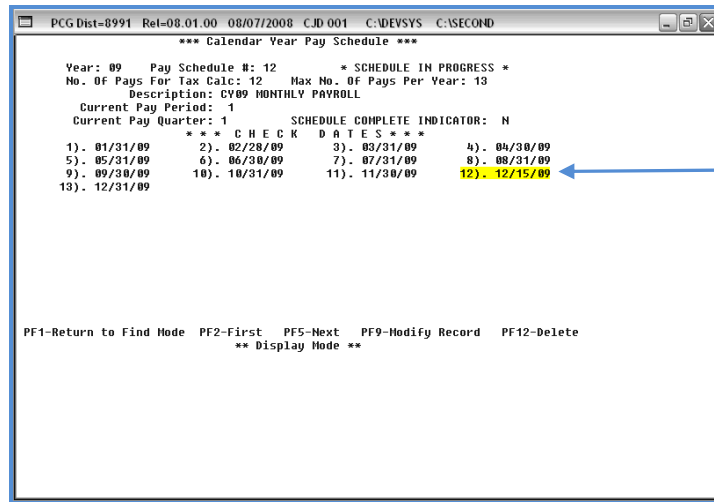
Step	Action
7	<p>For Pay Schedule modifications: Select F9 (Modify Record), and proceed to <i>Step 8</i>.</p> <p>If displaying the Pay Schedule: Review the information on the <i>Calendar Year Pay Schedule</i> screen.</p> <p><i>Select F2 (First) to view the first Pay Schedule record on file. Select F5 (Next Record) to view additional Pay Schedule records. Proceed to Step 10.</i></p>

For pay schedule modifications, the following screen displays:



Step	Action
8	<p>Make the appropriate modifications within the fields, and select Enter <u>twice</u>.</p> <p><i>For payroll cycle additions:</i> Enter the number in the “Max. No. of Pays Per Year” field, and select Enter. Enter the additional payroll run date(s) in the added ‘000000’ fields which display following the last pay date already entered. Select Enter and F11 (Sort Dates). , and select Enter. Verify the screen’s entries are correct, and select Enter. If the information is incorrect, select F1, make the appropriate modifications, and select Enter.</p> <p>The entry within the “Max. No. of Pays Per Year” field may be <u>greater than the total number of payrolls entered in the “No. of Pays for Tax Calculation” field.</u></p>

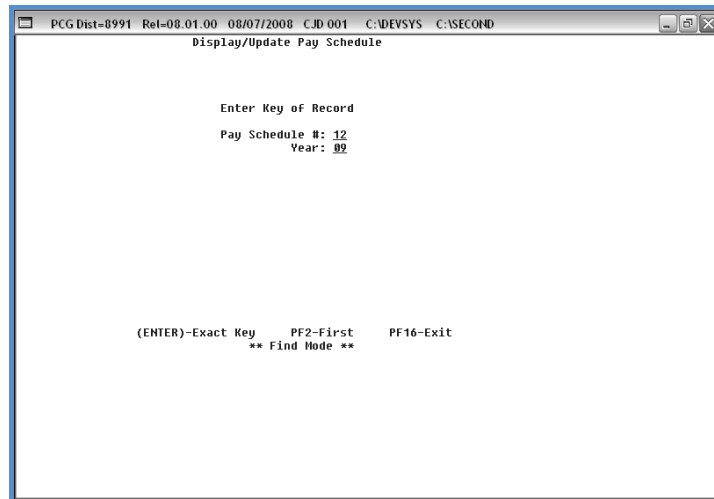
The following screen displays:



Payroll cycle added in Step 8.

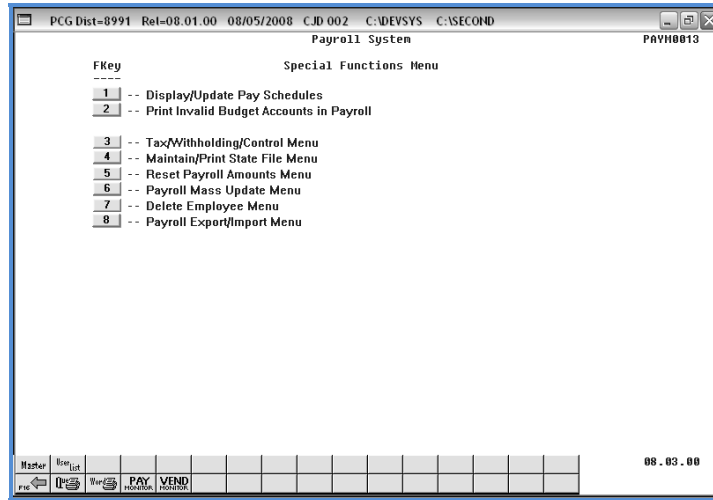
Step	Action
9	Select F1 (Return to Find Mode).



The following screen displays:



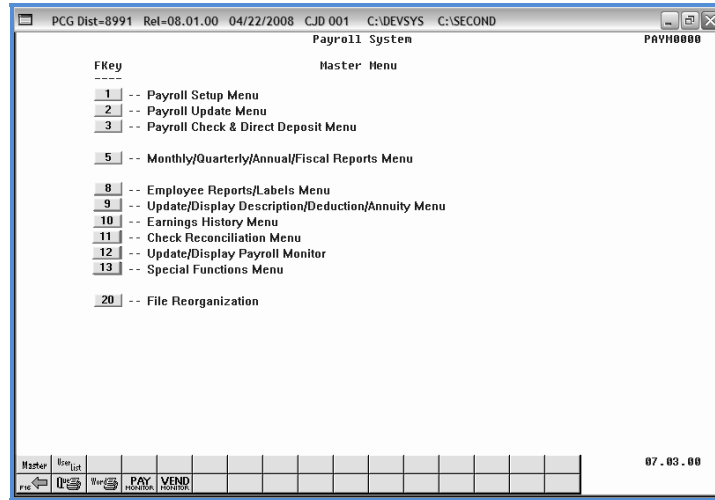
Step	Action
10	Select F16 (Exit) to return to the <i>Payroll System – Special Functions Menu</i> .

The following screen displays:



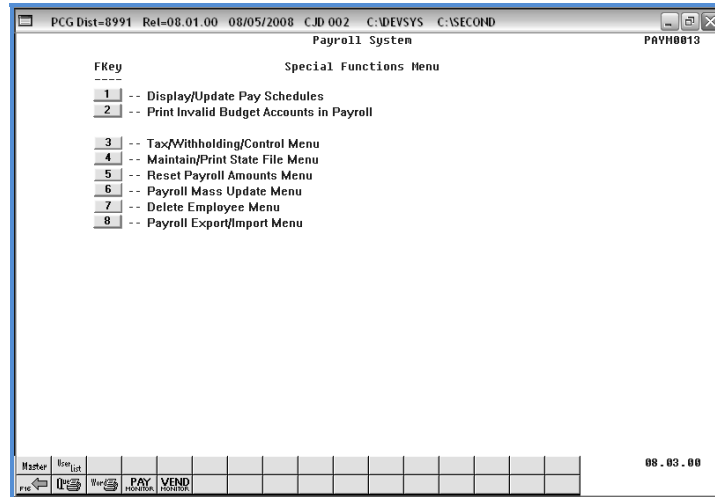
Step	Action
11	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure C: Delete a Pay Schedule



Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



Step	Action
2	Select 1 (F1 - Display/Update Pay Schedules).

The following screen displays:

PCG Dist-8991 Rel-08.01.00 08/07/2008 CJD 001 C:\DEV\SYS C:\SEC\COND

Display/Update Pay Schedule

Enter Key of Record

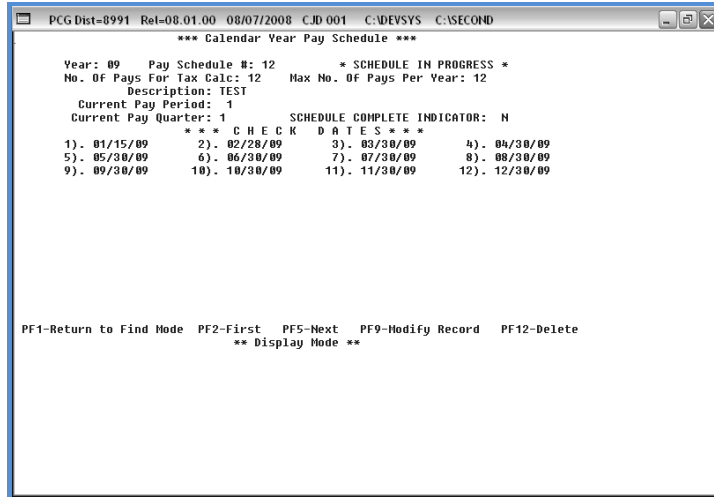
Pay Schedule #: _

Year: 00

(ENTER)-Exact Key PF2-First PF16-Exit
** Find Mode **

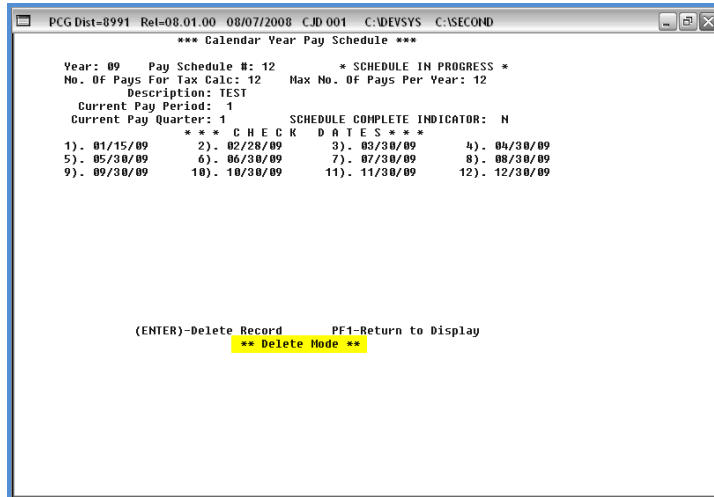
Step	Action
3	Enter the 2-digit <i>Payroll Schedule</i> number in the Pay Schedule # (Pay Schedule Number) field. <i>Valid entries in the Pay Schedule # field are 01 – 53. These entries must correspond with the Pay Schedule for Type C (Classes) in the Payroll Description file.</i>
4	Enter the 2-digit calendar year (YY) in the Year field.
5	Select Enter (Exact Key).

The following screen displays:



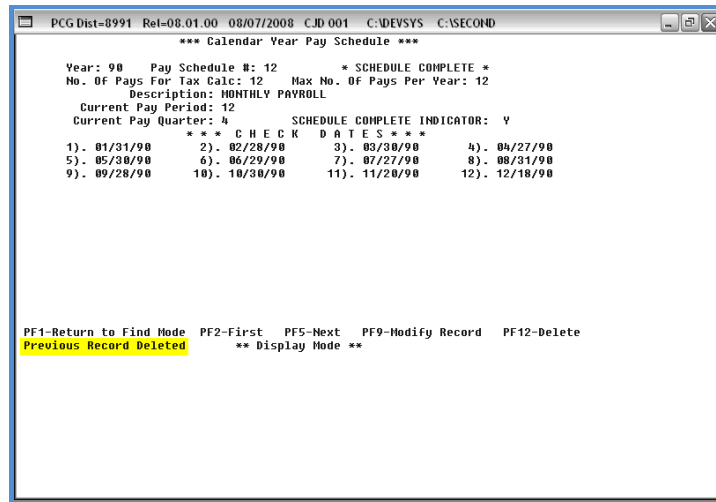
Step	Action
6	Select F12 (Delete).

The following screen displays:



Step	Action
7	Select Enter (Delete Record).

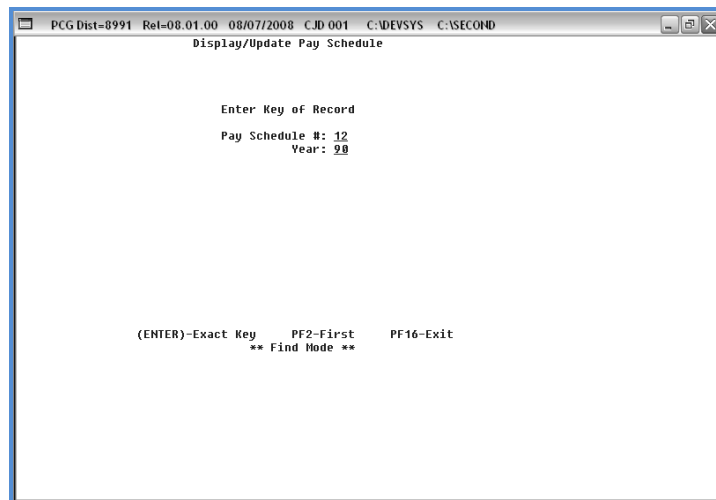
The following screen displays:



PCGenesis displays the next Pay Schedule record on file.

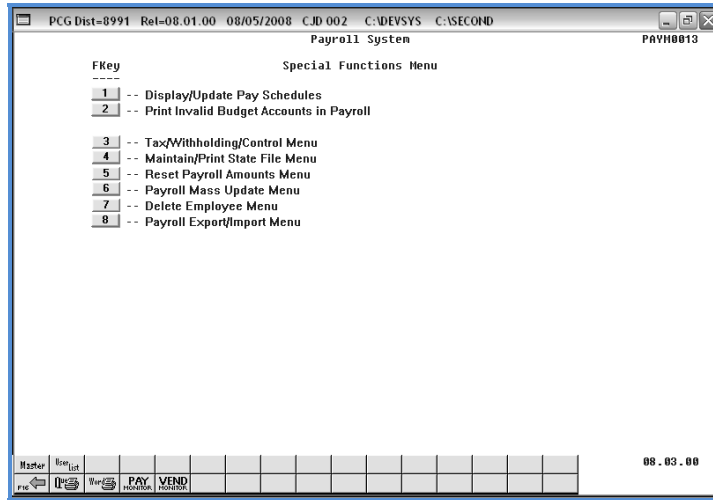
Step	Action
8	Select F1 (Return to Find Mode).



The following screen displays:



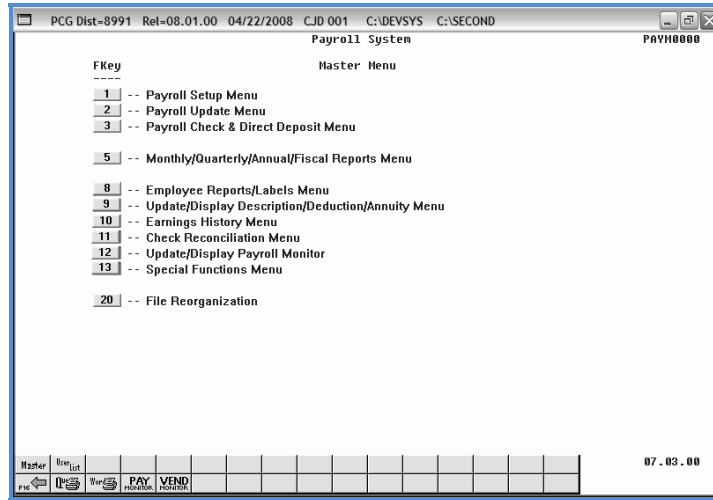
Step	Action
9	Select F16 (Exit) to return to the <i>Payroll System – Special Functions Menu</i> .

The following screen displays:



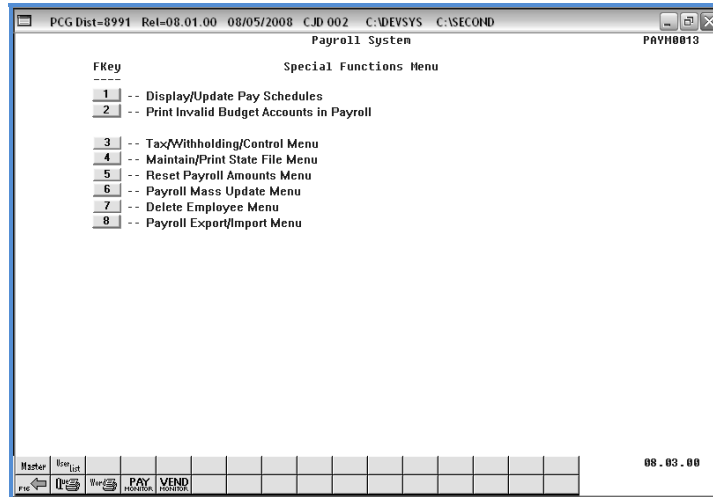
Step	Action
10	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure D: Mass Update Employee Pay Schedules



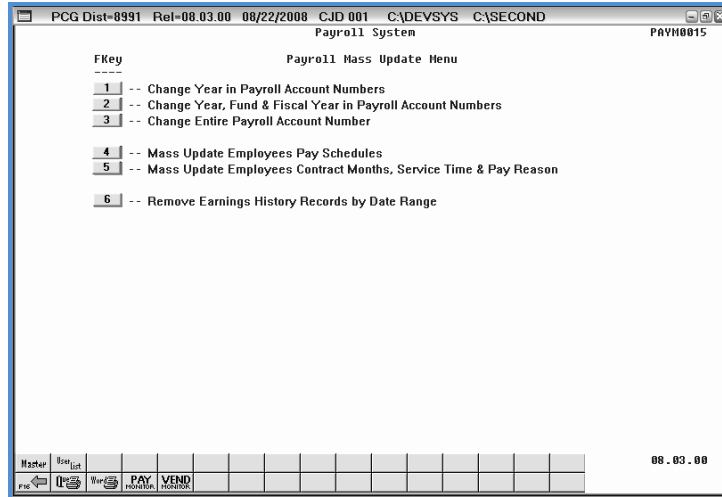
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



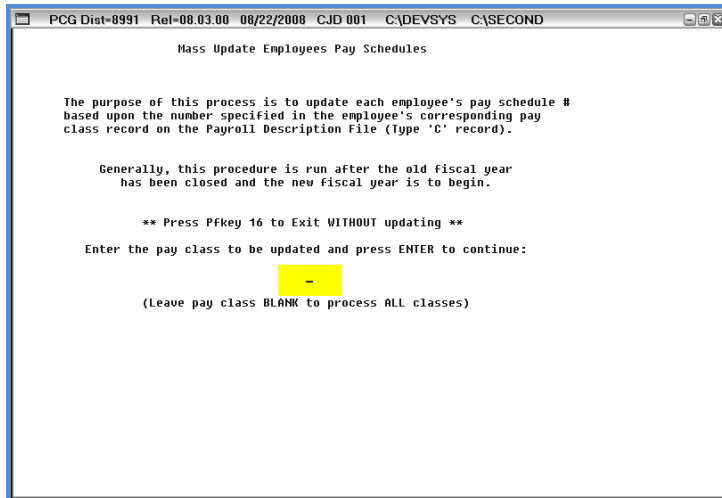
Step	Action
2	Select 6 (F6 - Payroll Mass Update Menu).

The following screen displays:



Step	Action
3	Select 4 (F4 - Mass Update Employees Pay Schedules).

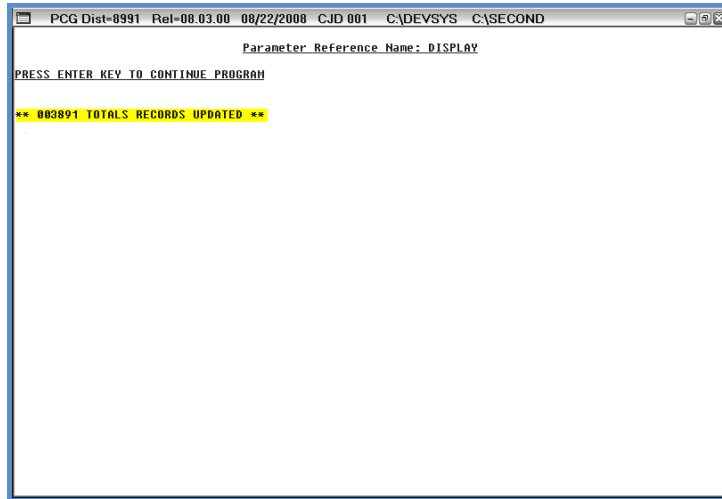
The following screen displays:



Step	Action
4	Review the information on the <i>Mass Update Employees Pay Schedules</i> screen.
5	<p>For individual pay class updates: Enter the pay class code in the Enter the pay class to be updated and select Enter to continue field.</p> <p>To update all pay classes: Leave the Enter the pay class to be updated and select Enter to continue field blank.</p>

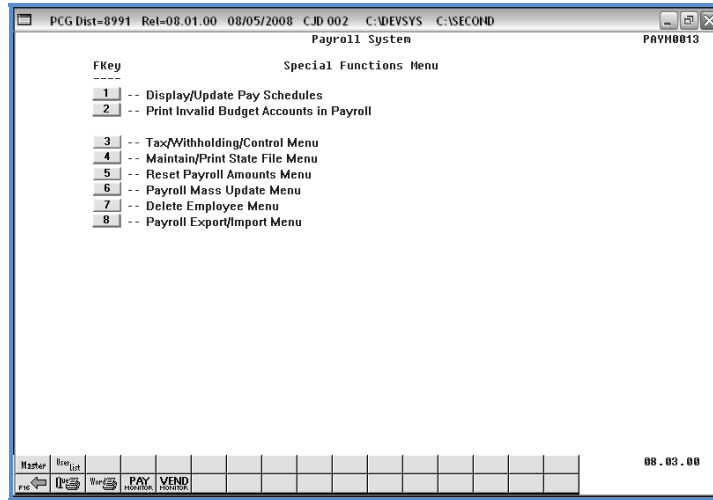
Step	Action
6	<p>For individual pay class updates: Enter the pay class code in the Enter the pay class to be updated and select Enter to continue field.</p> <p>To update all pay classes: Leave the Enter the pay class to be updated and select Enter to continue field blank.</p>
7	<p>Select Enter (to Continue).</p> <p><i>“** Processing Request**” briefly displays.</i></p>



The following screen displays:



Step	Action
8	<p>Review the screen’s information, or screen-print the screen where appropriate, and select Enter (to Continue).</p>

The following screen displays:



Step	Action
9	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> .