



Dr. John D. Barge, State School Superintendent

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

10/11/2011

Section I: Special Functions

***[Topic 3: Tax Tables/Withholding/Control
Information Processing, V2.17]***

Revision History

Date	Version	Description	Author
10/11/2011	2.17	11.03.00 – Updated the <i>Payroll Identification</i> screenshot for the new Enhanced Substitute Pay and Leave System option.	D. Ochala
09/01/2011	2.16	11.03.00 - Updated <i>GHI</i> and <i>Old ERS</i> tax table screenshots for September 2011 coverage.	D. Ochala
07/27/2011	2.15	11.03.00 - Updated <i>GHI</i> tax table screenshots for July 2011 coverage. Updated <i>Old and New ERS</i> tax table screenshots for July 2011 coverage.	D. Ochala
05/04/2011	2.14	11.02.00 - Updated <i>GHI</i> tax table screenshots for May 2011 coverage.	D. Ochala
01/19/2011	2.13	10.04.01 - Added CY2011 <i>FIT</i> , <i>FICA</i> , and <i>AEIC</i> tax table screenshot updates.	D. Ochala
11/29/2010	2.12	10.03.01 - Updated CY2011 <i>GHI</i> tax table screenshot for December, 2010 non-certified employee coverage.	D. Ochala
07/01/2010	2.11	10.02.00 - Updated <i>TRS</i> and <i>GHI</i> tax table screenshots for FY2011 coverage.	D. Ochala
01/06/2010	2.10	09.04.01 - Added new screenshots for CY2010 <i>FIT – Federal Income Tax – Annual Tables</i> , <i>FICA/Medicare Tax Table</i> , and <i>Advance EIC Payments – Annual Tables</i> . Added CY2010 identification record screenshot update.	D. Ochala
11/30/2009	2.9	09.04.00 - Updated CY2010 <i>GHI</i> tax table screenshot for December, 2009 certified employee coverage.	D. Ochala
09/30/2009	2.8	09.03.00 – Updated <i>TRS</i> and <i>GHI</i> tax table screenshots for FY2010 coverage. Updated <i>Payroll Identification Record</i> screenshot.	D. Ochala
06/16/2009	2.7	Pre-09.02.00 - Updated CY2009 <i>GHI</i> tax table screenshot for July, 2009 certified employee coverage.	C. W. Jones
03/10/2009	2.6	Pre-09.01.00 – Updated <i>FIT</i> and <i>AEIC</i> tax tables based on <i>Reinvestment Act of 2009</i> mandates.	C. W. Jones
02/26/2009	2.5	08.04.00 - Added CY2009 <i>GHI</i> tax table screenshot update.	C. W. Jones
01/12/2009	2.4	08.04.00 – Added CY2009 <i>FIT</i> , <i>GHI</i> , and <i>AEIC</i> tax table screenshot updates.	C. W. Jones
12/11/2008	2.3	08.04.00 – Added CY2009 tax table and identification record screenshot updates where appropriate.	C. W. Jones
10/02/2008	2.2	08.03.00 – Updated screenshot examples, <i>Special Functions Menu</i> reorganization.	C. W. Jones
01/03/2007	2.1	07.04.00 – Added new screenshot for CY2009 <i>GHI – Georgia Health Insurance</i> .	C. W. Jones
01/02/2007	2.0	07.04.00 – Added new screenshots for CY2009 <i>FIT – Federal Income Tax – Annual Tables</i> , <i>FICA/Medicare Tax Table</i> , and <i>Advance EIC Payments – Annual Tables</i> .	C. W. Jones

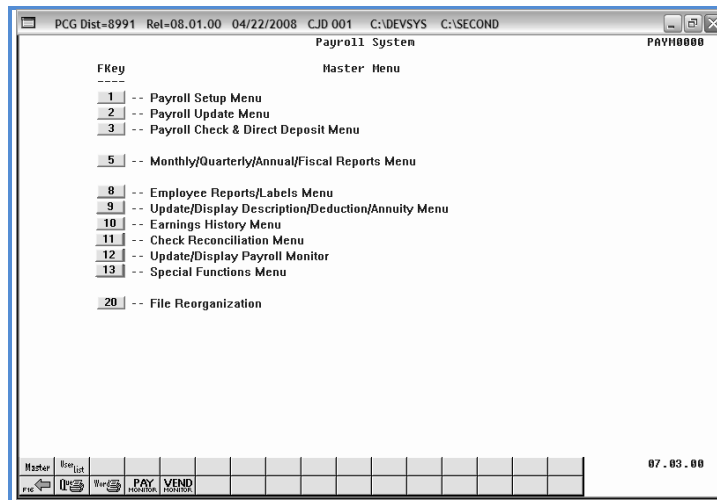
Table of Contents

Overview	1
Procedure A: Display/Update the Payroll Tax and Pension Tables.....	2
A1. Update the Federal Income Tax (FIT) Annual Table	4
A2. Update the FICA/Medicare (OASDI) Tax Table.....	5
A3. Update the ERS Pension Table.....	7
A4. Update the PSERS/TRS Retirement Table	9
A5. Update the Group Health Insurance (GHI) Table	11
A6. Update the State Income Tax (SIT) Annual Tables.....	13
A7. Update the Advanced Earned Income Credit (AEIC) Payments Annual Tables	15
Procedure B: Display/Update the Payroll Identification Record	18

Overview

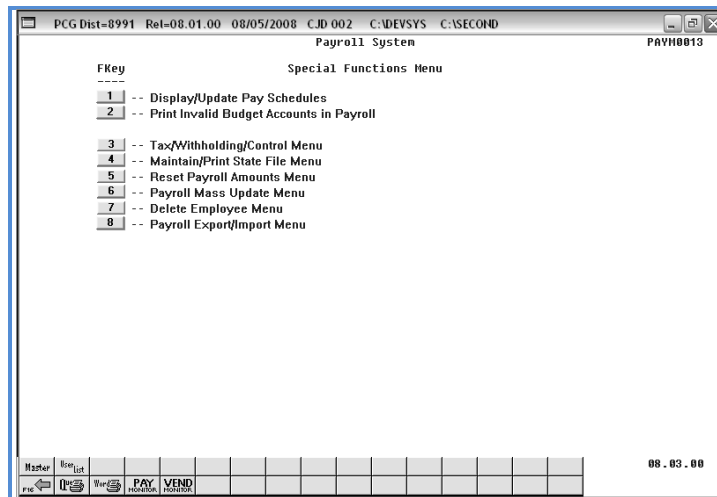
Updating the Payroll system's *Tax Tables* modifies the following tables to reflect current year's figures. PCGenesis users should also modify the *Payroll Identification Record* for normal maintenance purposes, and for National Automated Clearing House Association (NACHA) direct deposit processing.

Procedure A: Display/Update the Payroll Tax and Pension Tables



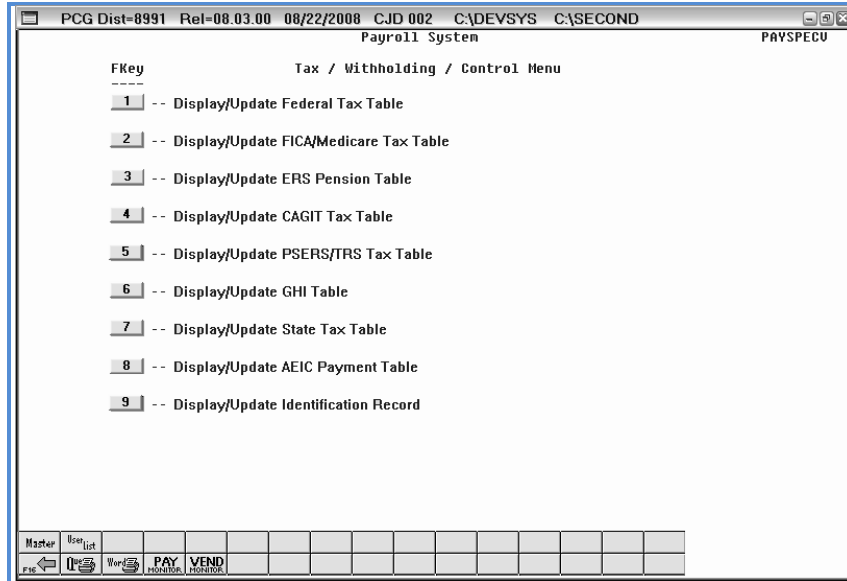
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



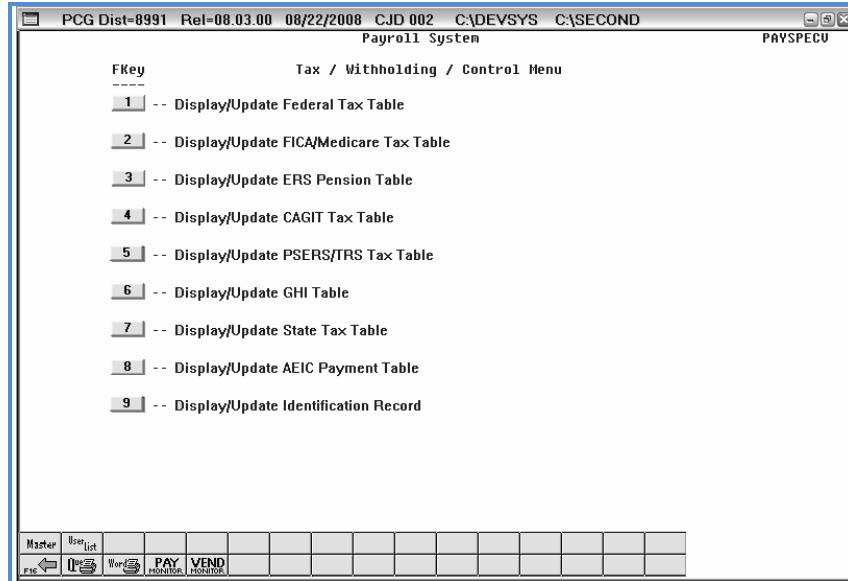
Step	Action
2	Select 3 (F3 – Tax/Withholding/Control Menu).

The following screen displays:



Step	Action
3	<p>To display/update the Federal Tax Table: Proceed to A1. Update the Federal Income Tax (FIT) Annual Table.</p> <p>To display/update the FICA/Medicare Tax Table: Proceed to A2. Update the FICA/Medicare (OASDI) Tax Table.</p> <p>To display/update ERS Pension Table: Proceed to A3. Update the ERS Pension Table.</p> <p>To display/update the PSERS/TRS Table: Proceed to A4. Update the PSERS/TRS Retirement Table.</p> <p>To display/update the GHI Table: Proceed to A5. Update the Group Health Insurance (GHI) Table.</p> <p>To display/update the State Tax Table: Proceed to A6. Update the State Income Tax (SIT) Annual Tables.</p> <p>To display/update the AEIC Payment Table: Proceed to A7. Update the Advanced Earned Income Credit (AEIC) Payments Annual Tables.</p>

A1. Update the Federal Income Tax (FIT) Annual Table



Step	Action
4	Select 1 (F1 - Display/Update Federal Tax Table).

The following screen displays for **calendar year 2011**:

Single			Married				
	Base Wage	Fixed Tax Amt	Add'l Percent		Base Wage	Fixed Tax Amt	Add'l Percent
1	0	.00	.000	1	0	.00	.000
2	0	.00	.000	2	0	.00	.000
3	0	.00	.000	3	0	.00	.000
4	2100	.00	.100	4	7900	.00	.100
5	10600	850.00	.150	5	24900	1700.00	.150
6	36600	4750.00	.250	6	76900	9500.00	.250
7	85700	17025.00	.280	7	147250	27087.50	.280
8	176500	42449.00	.330	8	220200	47513.50	.330
9	381250	110016.50	.350	9	387050	102574.00	.350

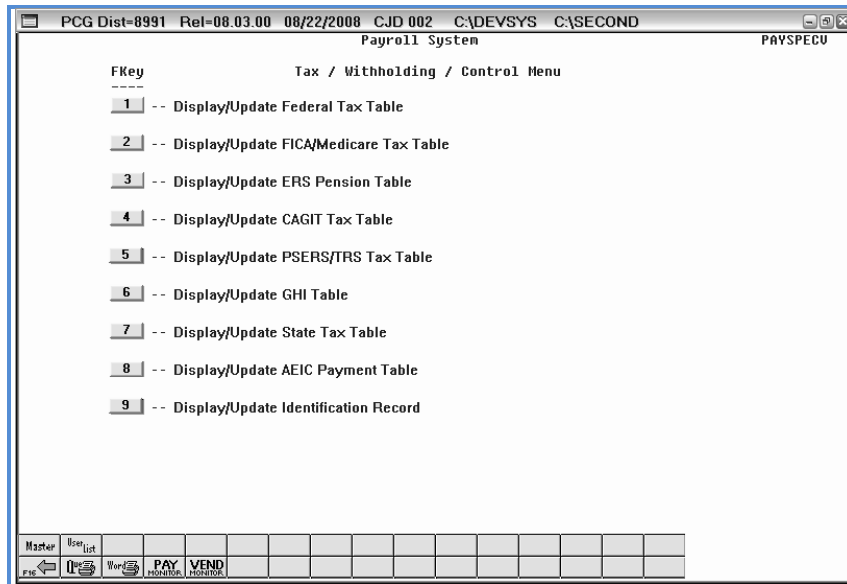
Federal Tax Exempt Amount: 3700.00 Fed ID# (EIN): 511000001

ENTER=Update, F16=Exit 10.04.01

Tax Table updated on 01/14/2011.

Step	Action
5	Using the <i>FIT - Federal Income Tax - Annual Tables</i> screenshot example, verify the information is the same, or enter the appropriate information, and select Enter (Update). <i>Although the FED ID# will differ, the remaining entries are standard.</i>

A2. Update the FICA/Medicare (OASDI) Tax Table



Step	Action
6	Select 2 (F2 - Display/Update FICA/Medicare Tax Table).

The following screen displays for **calendar year 2011**:

PCG Dist=8991 Rel=10.04.00 01/06/2011 DOD 005 SV C:\DEVSYS C:\SECO... PAYTAXES

** FICA/Medicare Tax Table **

OASDI

Employee: Share: .0420 Max Ded: 4485.60 Max Wage: 106800.00
 Employer: Share: .0620 Max Ded: 6621.60

Health Insurance (HI)

Employee: Share: .0145
 Employer: Share: .0145

FICA Deduction Sort: 02 Medicare Only Deduction Sort: 02


Employer Blnc: 0421 Object: 22000

Withholding

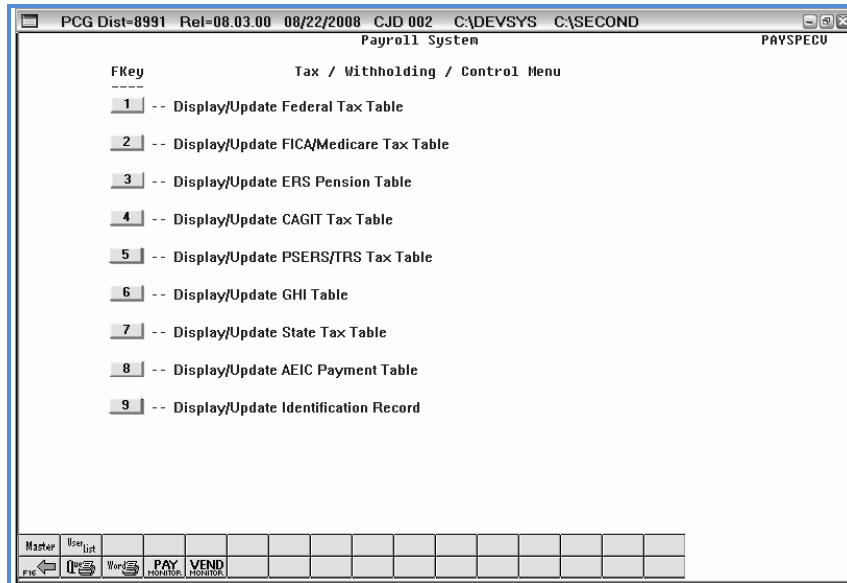
Vendor:	Blnc:	Exp	Acct:	Fnd F	Prgm	Fnct	Rev	Acct:	Fnd F	Prgm	Srcce	
<u>007045</u>	<u>0477</u>			<u>199</u>	<u>0</u>	<u>9990</u>	<u>9000</u>		<u>199</u>	<u>0</u>	<u>9990</u>	<u>9000</u>

ENTER=Update, F16=Exit 10.04.01

Tax Table updated on 01/14/2011.

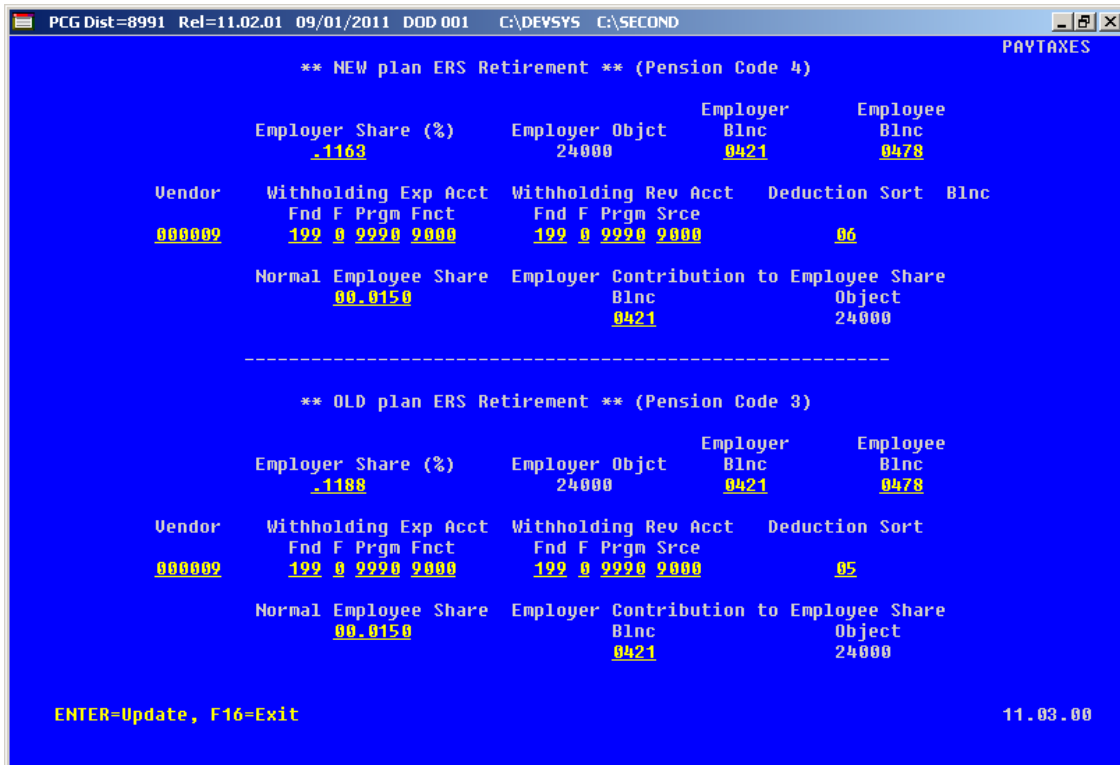
Step	Action
7	Using the <i>FICA/Medicare Tax Table</i> screenshot example, verify the information is the same, or make the appropriate entries as needed.
8	<p>Enter the vendor's number in the Vendor field where appropriate.</p> <p><i>If the vendor's number is unknown, select the Drop-down selection icon  or select F15 (Search). Within the PCG Select Value dialog box, enter the complete or partial vendor name in the "Enter complete or partial Vendor name and select Enter" field, and select Enter. The entry of a partial name in the field displays the results most closely matching the search criteria entered. Use the scrollbar or the Page Up/Page Dn keys to locate the intended record.</i></p> <p><i>If changing the vendor number on the FICA/Medicare Tax Table screen, also change the vendor number on the AEIC screen <u>if the vendor is the same</u>. The vendor number is school district or system specific.</i></p>
9	After verifying the screen's entries are correct, select Enter (Update).

A3. Update the ERS Pension Table




Step	Action
10	Select 3 (F3 - Display/Update ERS Pension Table).

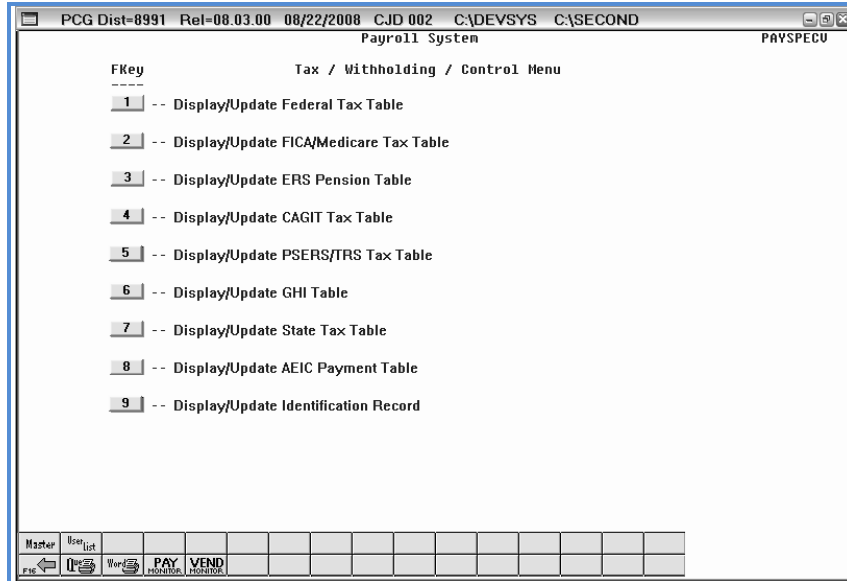
The following screen displays for **calendar year 2011**:



Tax Table updated on 07/01/2011. The New and Old ERS employer contribution percentage goes into effect July 2011.

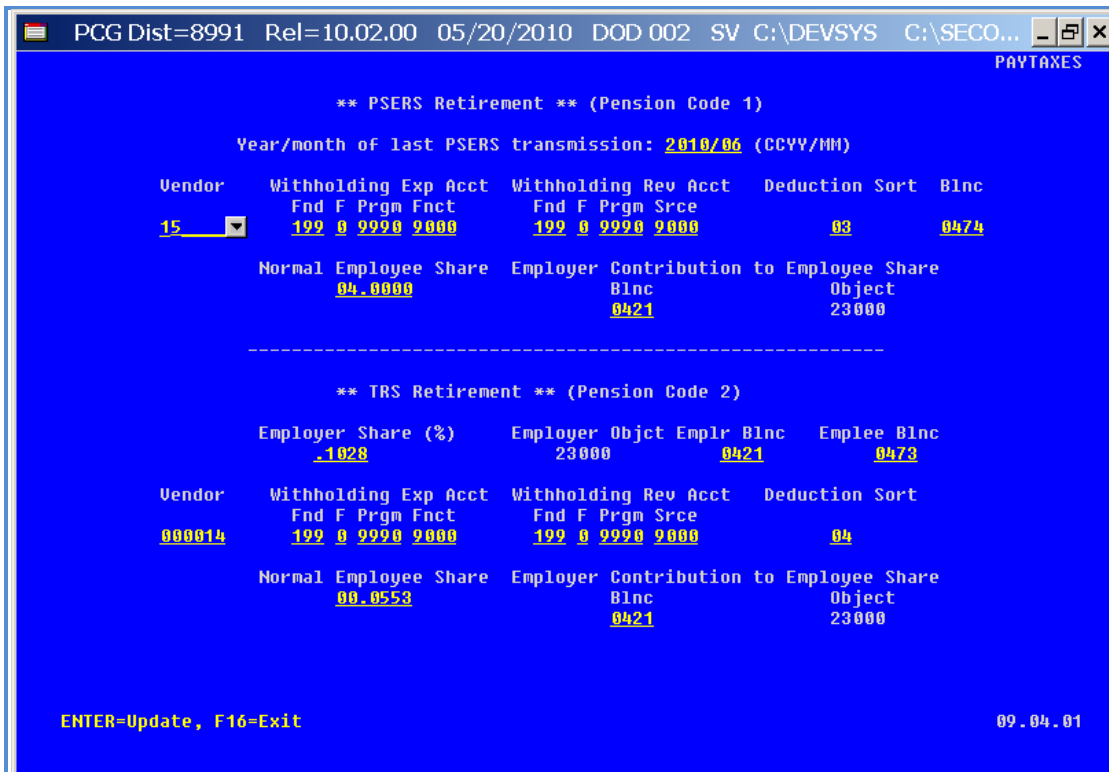
Step	Action
11	Using the <i>New Plan/Old Plan ERS Retirement Table</i> screenshot example, verify the information is the same, or make the appropriate entries as needed. <i>The vendor number is school district or system specific.</i>
12	Enter the vendor's number in the Vendor field where appropriate. <i>If the vendor's number is unknown, select the Drop-down selection icon  or select F15 (Search). Within the PCG Select Value dialog box, enter the complete or partial vendor name in the "Enter complete or partial Vendor name and select Enter" field, and select Enter. The entry of a partial name in the field displays the results most closely matching the search criteria entered. Use the scrollbar or the Page Up/Page Dn keys to locate the intended record.</i>
13	After verifying the screen's entries are correct, select Enter (Update).

A4. Update the PSERS/TRS Retirement Table




Step	Action
14	Select 5 (F5 - Display/Update PSERS/TRS Table).

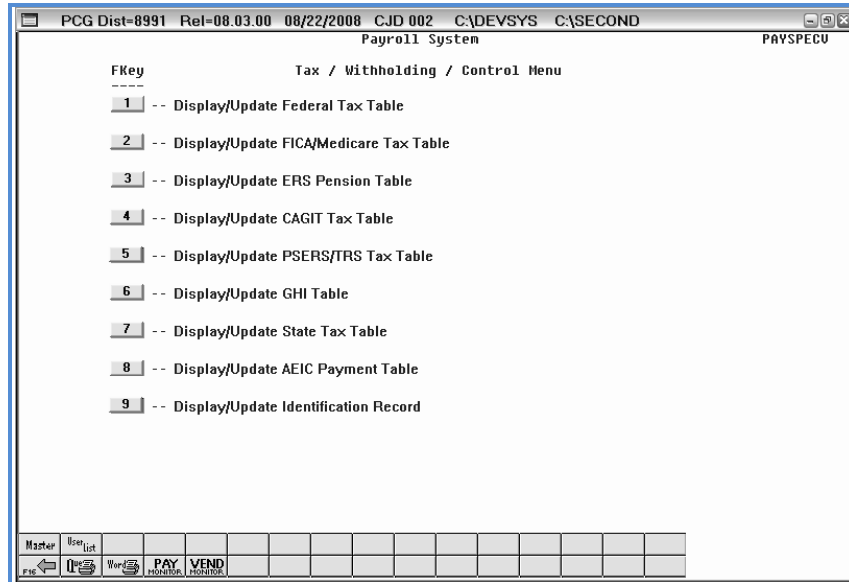
The following screen displays for **fiscal year 2011**:



Tax Table updated on 06/30/2010. The TRS employee and employer contribution percentage for certified employees goes into effect July, 2010. The vendor number is school district or system specific.

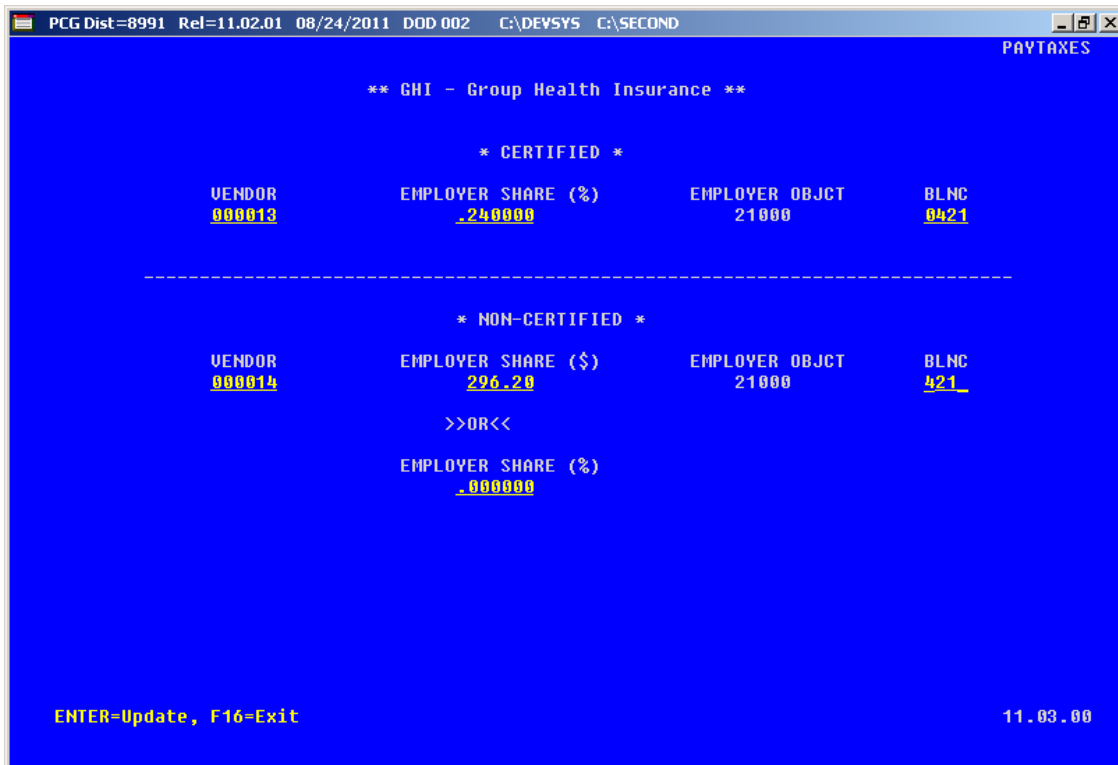
Step	Action
15	<p>Verify the calendar year and month (CCYYMM) in the Year/month of last PSERS transmission is correct.</p> <p><i>PCGenesis automatically updates this field when generating the PSERS reports.</i></p>
16	<p>Using the <i>PSERS/TRS Retirement Table</i> screenshot example, verify the information is the same, or make the appropriate entries as needed.</p>
17	<p>Enter the vendor's number in the Vendor field where appropriate.</p> <p><i>If the vendor's number is unknown, select the Drop-down selection icon  or select F15 (Search). Within the PCG Select Value dialog box, enter the complete or partial vendor name in the "Enter complete or partial Vendor name and select Enter" field, and select Enter. The entry of a partial name in the field displays the results most closely matching the search criteria entered. Use the scrollbar or the Page Up/Page Dn keys to locate the intended record.</i></p>
18	<p>After verifying the screen's entries are correct, select Enter (Update).</p>

A5. Update the Group Health Insurance (GHI) Table




Step	Action
19	Select 6 (F6 - Display/Update GHI Table).

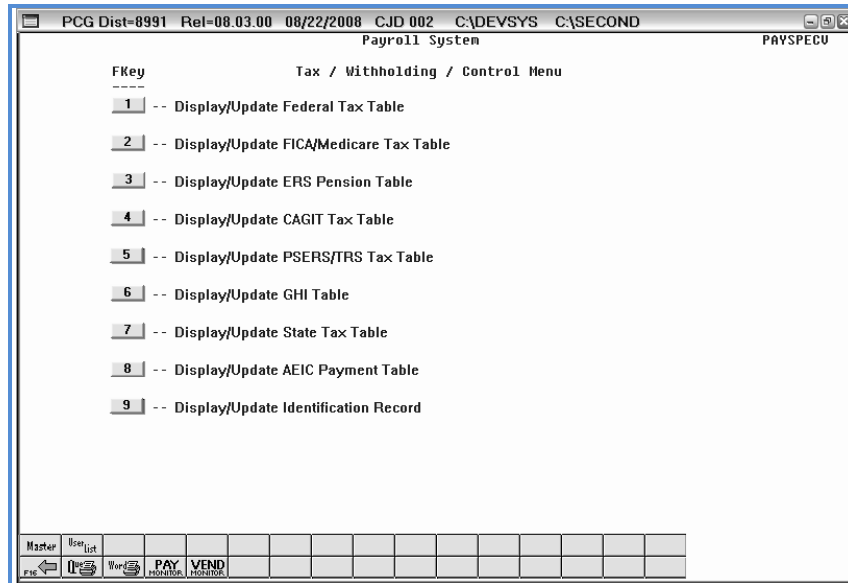
The following screen displays for **calendar year 2011**:



Tax Table updated on 09/01/2011. The GHI employer contribution percentage for certified employees goes into effect August 2011 (for September 2011 coverage). The GHI employer contribution dollar amount for non-certified employees goes into effect September 2011 (for October 2011 coverage).

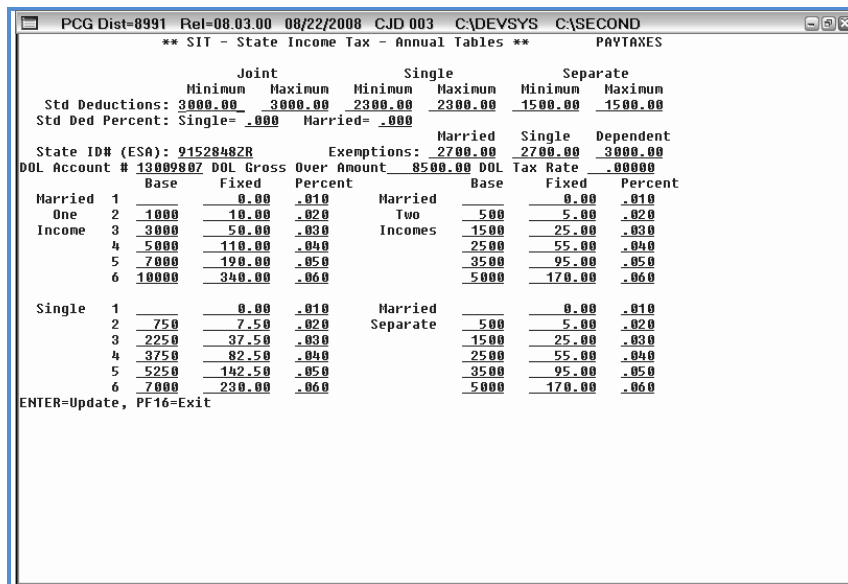
Step	Action
20	Using the <i>GHI - Group Health Insurance Table</i> screenshot example, verify the information is the same, or make the appropriate entries as needed.
21	Enter the vendor's number in the Vendor field where appropriate. <i>If the vendor's number is unknown, select the Drop-down selection icon  or select F15 (Search). Within the PCG Select Value dialog box, enter the complete or partial vendor name in the "Enter complete or partial Vendor name and select Enter" field, and select Enter. The entry of a partial name in the field displays the results most closely matching the search criteria entered. Use the scrollbar or the Page Up/Page Dn keys to locate the intended record.</i>
22	After verifying the screen's entries are correct, select Enter (Update).

A6. Update the State Income Tax (SIT) Annual Tables



Step	Action
23	Select 7 (F7 - Display/Update State Tax Table).

The following screen displays for **calendar year 2011**:

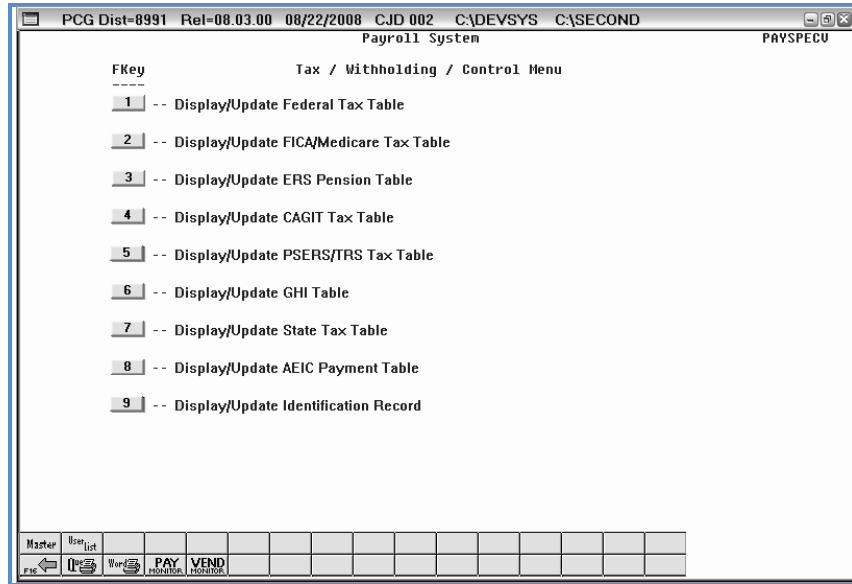


No changes for calendar year 2011. (As of 01/14/2011.)

Step	Action
24	Verify the information in the State ID# (ESA) and the DOL Account # fields are correct. If the information is incorrect, make the appropriate modifications.

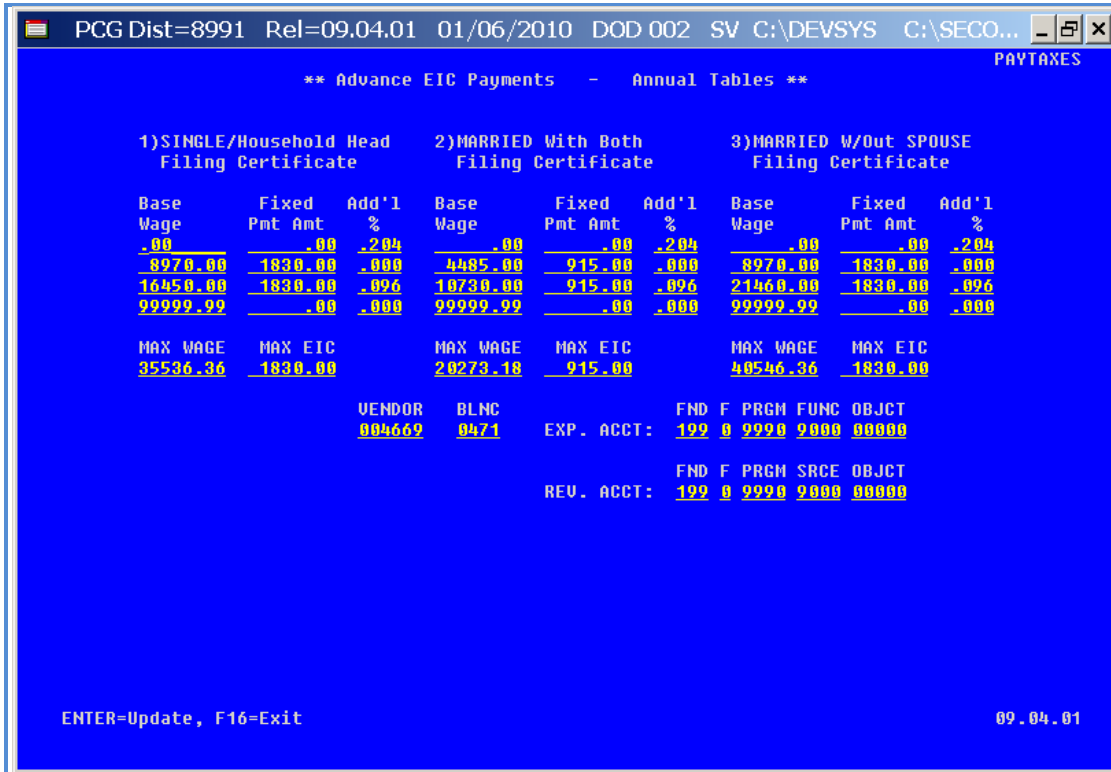
Step	Action
25	Verify or enter the <i>Gross Over</i> dollar amount provided by the Department of Labor in the DOL Gross Over Amount field. <i>For most systems, the contribution tax rate is 0.00.</i>
26	Using the <i>SIT – State Income Tax – Annual Tables</i> screenshot example, verify the information is the same, or make the appropriate entries as needed.
27	If the school district/system is a contributory employer: Enter the Department of Labor’s tax rate in the Tax Rate field. If the school district/system is not a contributory employer: Enter zeroes (0’s) in the Tax Rate field.
28	After verifying the screen’s entries are correct, select Enter (Update).

A7. Update the Advanced Earned Income Credit (AEIC) Payments Annual Tables




Step	Action
29	Select 8 (F8 - Display/Update AEIC Payment Table).

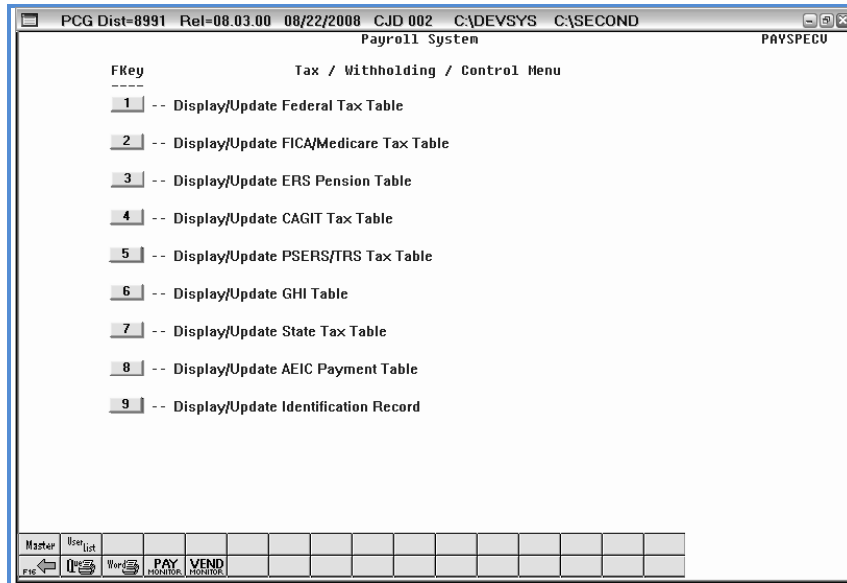
The following screen displays for **calendar year 2011**:





According to IRS Publication 15 (Circular E), Employer's Tax Guide 2011, the option of receiving advance payroll payments of Earned Income Credit (EIC) expires on December 31, 2010. Therefore, entry of an AEIC switch on the employee record is no longer allowed and must be blank. The installation of *Release 10.04.01* suppresses calculation of the advanced earned income tax credit (AEIC) for all employees. **Although the AEIC tables have not been updated for 2011, the AEIC calculation is suppressed for all employees.**

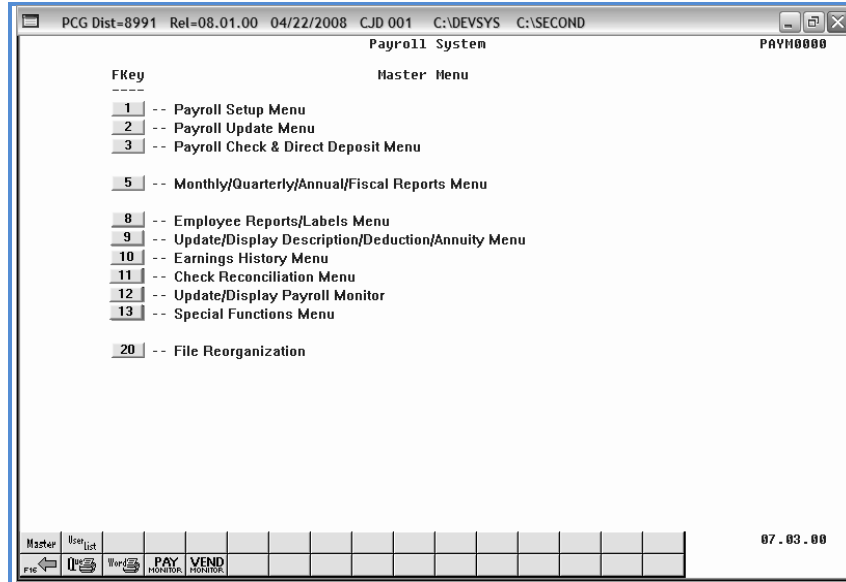
Step	Action
30	Using the <i>Advance EIC Payments – Annual Tables</i> screenshot example, verify the information is the same, or make the appropriate entries as needed.
31	Enter the vendor’s number in the Vendor field where appropriate. <i>If the vendor’s number is unknown, select the Drop-down selection icon  or select F15 (Search). Within the PCG Select Value dialog box, enter the complete or partial vendor name in the “Enter complete or partial Vendor name and select Enter” field, and select Enter. The entry of a partial name in the field displays the results most closely matching the search criteria entered. Use the scrollbar or the Page Up/Page Dn keys to locate the intended record.</i>
32	After verifying the screen’s entries are correct, select Enter (Update).
33	Select F16 (Exit) to return to the <i>Tax/Withholding/Control Menu</i> .

The following screen displays:



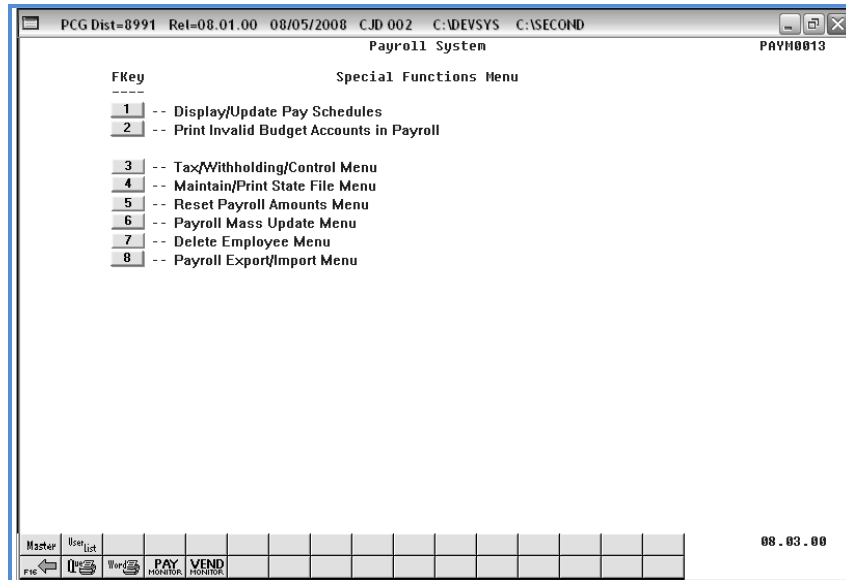
Step	Action
34	Select  (F16 - Exit) to return to the <i>Payroll System – Special Functions Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure B: Display/Update the Payroll Identification Record



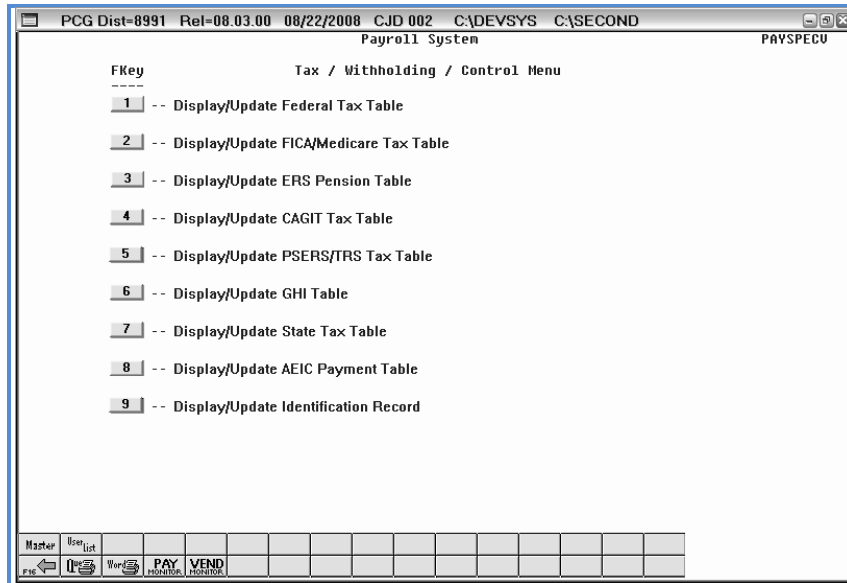
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



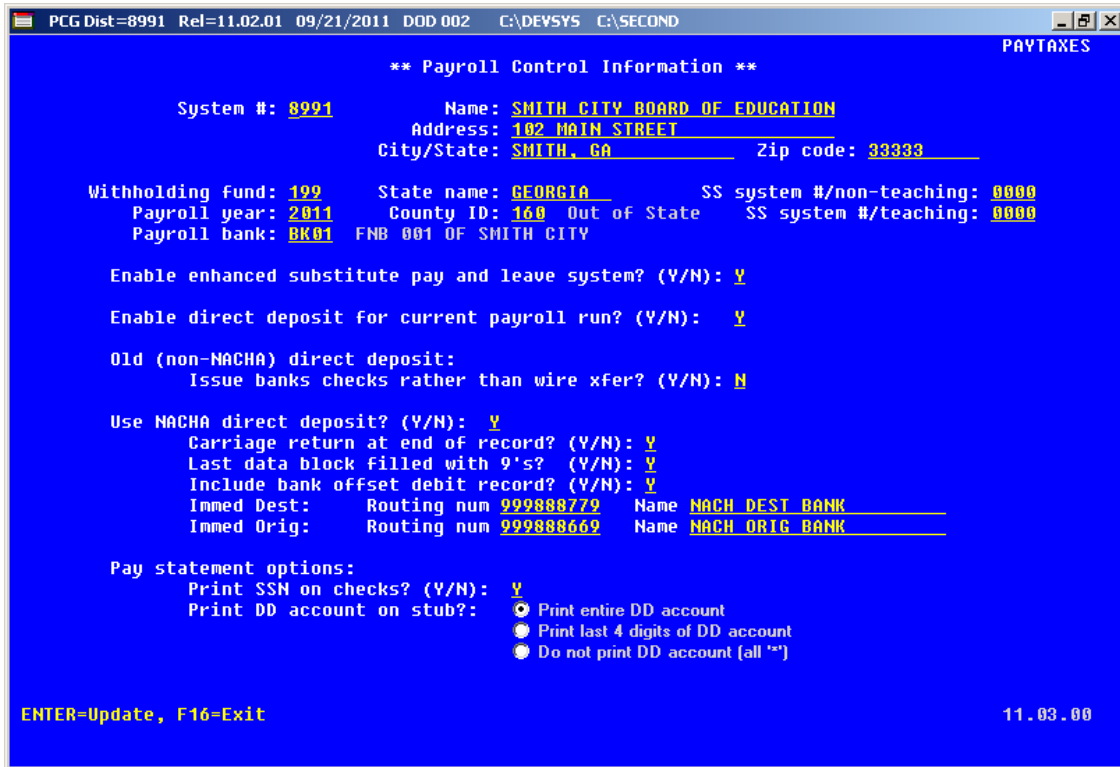
Step	Action
2	Select 3 (F3 – Tax/Withholding/Control Menu).

The following screen displays:



Step	Action
3	<p>Select 9 (F9 - Display/Update Identification Record).</p> <p><i>PCGenesis does not allow the modification of payroll control information during Payroll Setup. In this instance, the “** Payroll in Process – No Changes **” displays. PCGenesis users must complete payroll processing through F14 (Update Budget Files with Current Pay), and repeat this procedure.</i></p>

The following screen displays for **calendar year 2011**:



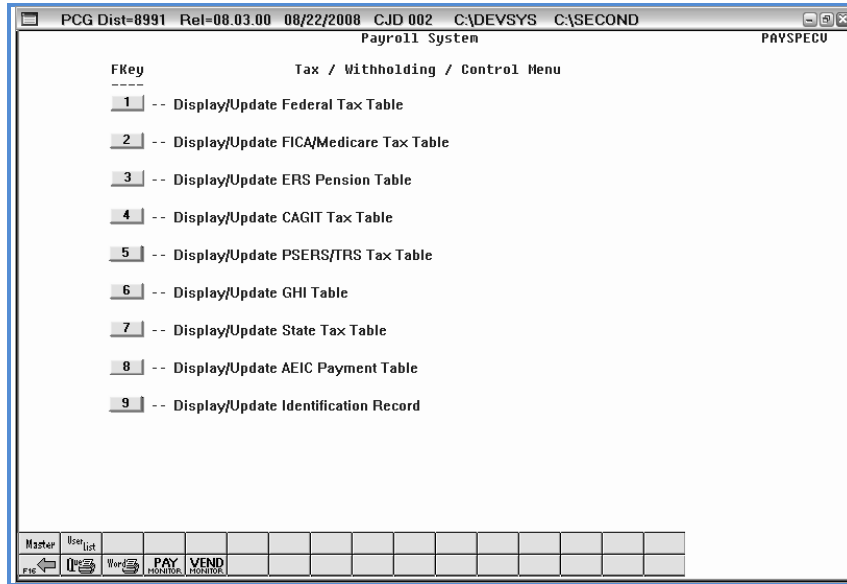
Step	Action
<i>Enter, verify, or modify the field entries in steps 4 - 22.</i>	
4	System #: System's State Assigned LUA code.
5	Name: School System's Name
6	Address: Street Address
7	City/State: City/State
8	Zip Code: Zip Code
9	Withholding Fund: Payroll Withholding Fund Number (Fund 199)
10	Payroll Bank: Payroll Bank Code <i>The Financial Accounting and Reporting (FAR) application's cash management procedure defines the "Payroll Bank:" field.</i>
11	Payroll Year: Current Calendar Year



Step	Action
12	State name: Georgia
13	County ID <i>Refer to the “Georgia County Code Listing” for a listing of valid codes.</i>
14	County Name: Defaults from the entry in the <i>County ID</i> field.
15	SS System #/Non-Teaching: No entry is required in the field as it is not utilized by PCGenesis.
16	SS System #/Teaching: No entry is required in the field as it is not utilized by PCGenesis.
17	Enable enhanced substitute pay and leave system?: <u>To turn off the enhanced substitute pay and leave system:</u> Enter N (No). <u>To turn on the enhanced substitute pay and leave system:</u> Enter Y (Yes). <i>PCGenesis uses this field to turn on the enhanced substitute pay and leave system. This option should only be turned on only in consultation with the PCGenesis help desk staff.</i>
18	Enable direct deposit for current payroll run?: <u>To turn off direct deposit processing for the current payroll run:</u> Enter N (No). <u>To process payroll normally for the current payroll run:</u> Enter Y (Yes). <i>PCGenesis uses this field to turn off direct deposit processing for all employees during the current pay cycle without affecting individual employee information, and in such cases as when there is a requirement to issue checks, such as school principal supplemental salaries, or to allow special pay awards as perfect attendance. In this instance, PCGenesis issue the pay as a payroll check instead of as a direct deposit.</i>

Step	Action
19	<p>If NACHA Direct Deposit will be used:</p> <ul style="list-style-type: none"> • <i>Check with the payroll bank for their requirements on the file for Carriage Return, Data Block Filling, Bank Offset Debit Record, Immediate Destination and Origin, and the Routing number and name field information.</i> • Old (non-NACHA) direct deposit: Issue banks checks rather than wire xfer?: Enter N (No). • Use NACHA direct deposit? (Y/N): Enter Y (Yes). • Carriage return at the end of each record? (Y/N): Enter Y (Yes) if the payroll bank requires a carriage return and a line feed at the end of each record within the <i>NACHA</i> and <i>Prenote</i> files. Enter N (No) if the payroll bank does not require a carriage return and a line feed at the end of each record within the <i>NACHA</i> and <i>Prenote</i> files. • Last data block to be filled with 9s? (Y/N): Enter Y (Yes) if the payroll bank requires the last block of the <i>NACHA</i> and <i>Prenote</i> files to be filled with 9's or requires the record count to be a multiple of ten records. Enter N (No) if the payroll bank does not require, or has not indicated a preference for the entries in the last block of the <i>NACHA</i> and <i>Prenote</i> files. • Include bank offset debit record?: Enter Y (Yes) if the payroll bank requires a detail line item for a debit amount (<i>Transaction code 27</i>) for the total direct deposit amount. Enter N (No) if the payroll bank (<i>Transaction code 27</i>) requests the selection of the offset debit record. <i>PCGenesis defaults to N (No) from the NACHA file.</i> • Enter the routing number and name in the Immed Dest: Routing num (Immediate Destination: Routing number) and Immed Dest: Name (Immediate Destination: Name) fields. • Enter the appropriate routing number and name in the Immed Orig: Routing num (Immediate Origin: Routing number) or the Immed Orig: Name (Immediate Origin: Name) routing number fields.
20	<p>If Third Party Direct Deposit software/PCGenesis method of providing direct deposit registers and a check or wire transfer to the direct deposit banks will be used:</p> <ul style="list-style-type: none"> • Old (non-NACHA) direct deposit: Issue banks checks rather than wire xfer?: Answer Y (Yes) – To provide each of the direct deposit banks a check to fund the payroll. (This causes the payroll paycheck printing process to print checks for each direct deposit bank.) Answer N (No) – To send a wire transfer to the direct deposit banks to fund the payroll or to use third party direct deposit software. • Use NACHA direct deposit? (Y/N): Enter N (No). • Carriage return at the end of each record? (Y/N): Enter N (No). • Last data block to be filled with 9s? (Y/N): Enter N (No). • Include bank offset debit record? (Y/N): Enter N (No). • No entry is necessary in the Immed Dest (Immediate Destination) and Immed Orig (Immediate Origin) fields.

Step	Action
21	Print SSN on checks?: <u>To print employees' SSNs on the checks:</u> Enter Y (Yes) in the field. <u>To omit employees' SSNs from the checks:</u> Enter N (No) in the field.
22	Print DD account on stub?: Select the appropriate option using the radio button: <ul data-bbox="347 520 1386 630" style="list-style-type: none">• Print the entire direct deposit account number• Print the last four digits of the direct deposit account number• Do not print the direct deposit account number, and print all asterisks instead.
23	Verify the entries are correct, and select Enter (Update).

The following screen displays:



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